

All Councillors are summoned to a

BURTON OVERY PARISH COUNCIL MEETING

on Tuesday 13th June 2023 at 7.30 p.m. at Burton Overy Village Hall

23/027. Apologies for absence

23/028. Declarations of Members' interests

23/029. Questions from members of the public

23/030. To approve as a correct record the minutes of the meeting held on 18.04.23 **Appendix A**

23/031. Matters arising and not on the agenda / Minutes Action List **Appendix B**

23/032. Council asset safety checks - to receive the periodic safety check reports and agree any action necessary

23/033. Review of Policies

a) Code of Conduct

b) Scheme of Delegation

c) Co-option Policy (New)

d) Protocol on Councillor / Staff Relations (New)

Appendix C

Appendix D

Appendix E

Appendix F

23/034. Planning Applications Received

a. 23/00701/VAC - The Old Coach House, Main Street – Variation of Condition

b. 23/00722/FUL - Burton Brook Farm, London Road - Demolition of the existing dwelling and erection of replacement dwelling

23/035. Planning decisions to note -

Enforcement Updates (verbal report)

Dog day-care operation, Scotland Lane

Decisions Made

a. 23/00183/FUL – Squirrels Leap, The Lea, - Front & Rear Extensions - APPROVED

b. 23/00343/FUL – Yew Tree House, Elms Lane – Erection of garage (revised scheme) - APPROVED

Decisions Pending

a. 23/00301/LBC – Overton Cottage, Main Street – Refurbishment of existing cottage & outbuildings

23/036. Financial Matters

a. Bank Statements

b. Payments to be agreed / noted during June

Appendix G

Appendix H

23/021. Community Matters

a. Speed watch

b. Verge & Hedge Maintenance

c. Coronation Mugs Update

d. Play Area Update

e. Future Projects

23/022. Correspondence for discussion

a. None received during period

23/023. Correspondence for information

a. LRALC – Training Bulletin – June

Appendix I

b. TTRO – advance notice, July 26 (3 days) Scotland Lane (Water pipe repairs)

23/024. Items for the next Agenda

23/025. To confirm the date of the next meeting of the Parish Council – 18th July 2023.

23/026. To consider, if necessary, a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, should any items be considered of a confidential nature.

Members of the public and press may attend this meeting.

The meeting may be recorded, filmed or broadcast provided that such activity does not impede the conduct or business of the meeting.

All appendices may be seen on the parish council website or by contacting the Clerk.

Clerk to the Council
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07.06.23
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BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Tuesday 16th May 2023 at 7.30pm

Present: Cllr Bob Warwick
Cllr Sarah Rankine
Cllr Nina Garner
Cllr Bob Pain
Cllr Dave Fletcher

The Clerk

- 23/001** Nominations were invited for the position of chair of the parish council.
Cllr Rankine nominated Cllr Warwick and this was seconded by Cllr Pain. A show of hands was taken and Cllr Warwick was duly elected as Chair of the parish council.
- 23/002** Cllr Warwick duly signed the declaration of acceptance of office of Chair of the parish council.
- 23/003** All four elected councillors duly signed the declaration of acceptance of office as councillor for Burton Overy Parish Council.
- 23/004** Nominations were invited for the position of vice-chair of the parish council.
Cllr Warwick nominated Cllr Rankine and this was seconded by Cllr Garner. A show of hands was taken and Cllr Rankine was duly elected as Vice-Chair of the parish council.
- 23/005** The council considered the most appropriate arrangements to fill the one vacancy which had arisen as a result of there being insufficient nominations for the recent election. David Fletcher (who was in attendance at the meeting) had expressed a desire to serve as a parish councillor. The council considered his request and having regard to his previous experience as a parish councillor and the lack of any other interest in the position it was resolved that David Fletcher be co-opted as a parish councillor.
Cllr Fletcher duly signed the declaration of acceptance of office as councillor for Burton Overy Parish Council.
- 23/006** **Apologies** – None
- 23/007** The clerk circulated copies of the Register of Interests forms provided by Harborough DC to each councillor. These were duly completed and signed

by all five parish councillors. The clerk was requested to forward copies of these to Harborough DC.

No declarations of interest were made in relation to remaining matters on the agenda of the meeting

23/008 Questions from members of the public – No members of the public were present at the meeting.

23/009 Approval of Minutes of the parish council meeting on 18.04.23 – Approved and signed by Cllr Warwick.

23/010 Matters arising not on the current agenda / Minutes Action Update
Updates and progress on all actions included in Appendix B of the paperwork were noted or were dealt with on the agenda. With regard to Action Minute Ref 22/104 the clerk was asked to make progress in commissioning the work to re-paint the telephone box book exchange.

23/011 Council asset safety checks – No significant issues were reported as part of the routine check of assets, although the clerk suggested the PC noticeboard would benefit from repainting. The clerk was asked to commission this work along with the re-painting of the telephone box (see 23/010 above).

23/012 The Chair's Annual Report
Cllr Warwick presented his annual report for the parish council which was noted and approved at the meeting. The clerk was asked to post a copy of this on the PC website.

23/013 Review of Policies
The clerk presented current, updated copies of the council's Standing Orders and Financial Regulations. These were approved and adopted by the parish council.

23/014 Schedule of Meetings 2023-24
The clerk presented proposals for the schedule of parish council meetings for the following 12 months. With the exception of the June meeting, which was moved from the 20th to the 13th June, the schedule was approved.

23/015 General Power of Competence
The clerk presented the background to the General Power of Competence which, following the recent elections, the council was now eligible to adopt. The parish council confirmed that it meets the eligibility criteria to use the General Power of Competence under the Localism Act 2011 and that the Council should use the General Power of Competence as the power of first resort.

23/016 Internal Audit Report

The clerk presented at Appendix F of the agenda paperwork the Annual Internal Audit Report recently undertaken by LRALC. No issues requiring further attention were raised in the report and the council was happy to receive this.

23/017 Annual Governance Statement (AGAR Section 1)

The clerk presented a detailed assessment of the parish council's governance activities during the last financial year in response to the nine questions contained in the AGAR Section 1. The council considered the evidence available in support of a 'yes' response to all the questions and resolved that the chairman and clerk be authorised to sign AGAR Section 1 (Annual Governance Statement) with a 'yes' response to all questions attached at Appendix F of the agenda paperwork.

23/018 Planning applications to consider –

None submitted during the period.

23/019 Planning Decisions to Note

Enforcement Updates

22/01855/FUL – Dog day-care business, Land off Scotland Lane. The clerk had received information from the planning enforcement team at Harborough DC that enforcement action had been commenced against this unauthorised activity, although an appeal had now been lodged. The council requested that the clerk keep a check on the Planning Inspectorate website for further progress on the appeal and update the council accordingly.

Decisions Made

None made during the period

Decisions Pending -

- a. **23/00183/FUL** – Front & rear extensions, Squirrels Leap, The Lea, Main Street
- b. **23/00343/FUL** – Yew Tree House, Elms Lane – Erection of garage (2nd revised scheme)
- c. **23/00301/LBC** - Overton Cottage, Main Street – Refurbishment of existing cottage & outbuildings

23/020 Finance and Audit

- a. The clerk presented details of the signed accounting statements for 2022-23 in accordance with the requirements of AGAR Section 2, which were noted and approved by the Council. The Chair was authorised by the council to countersign this document attached at Appendix G of the agenda paperwork.
- b. The clerk provided an analysis of the variations in the parish council's expenditure from 2021-22 to 2022-23. The council noted the reasons for the variations and endorsed the schedule presented in Appendix H of the agenda paperwork.

- c. The clerk also presented, in Appendix I of the agenda paperwork, the proposed Certificate of Exemption from Limited Assurance Review, which the council was able to claim, having both gross income or gross expenditure below £25,000. The council resolved to approve this document and authorised the Responsible Finance Officer and the Chair of the parish council to sign the document.
- d. The clerk presented in Appendix J of the agenda paperwork, details of proposals for publishing the public rights of inspection of the parish council's accounts for 2022-23. The details contained in the Notice were approved by the council.
- e. The clerk presented details of the anticipated items of expenditure and income for the month of May in Appendix K of the agenda paperwork. These were approved by the council.

23/021 Community Matters

- a. The council reviewed the recent King's Coronation celebration event at the village hall and it was resolved to confirm the £300 donation towards the cost of the event. Cllr Warwick confirmed that 50 mugs had been given to young people in the village and that 44 had been sold so far to residents at a price of £10 each. It was agreed that Cllr Warwick transfer £440 to the parish council's bank account at the earliest opportunity. It was further resolved to plant the Coronation Rose immediately adjacent to the Platinum Jubilee bench on Washbrook Lane.
- b. It was noted that the grounds maintenance contractor who had carried out work during 2022 on behalf of the parish council had not been responding to messages. It was therefore resolved, i) that councillors arrange a small group of volunteers to trim the excess grass around the village planters and the Jubilee Oak tree, ii) that the planters be re-stocked for the summer season, and iii) that the clerk make contact with suitable alternative grounds maintenance contractors for quotes after i) above has been completed.
- c. Cllr Pain had spoken with the Secretary of Burton Overy Village Land Ltd regarding the installation of a play area at Banks Field. The Secretary had undertaken to create a visual 'mock-up' proposal of a potential play area on the site for presentation to the shareholders of the company.
- d. The chairman raised the option of developing a new village project associated with the promotion of biodiversity around ponds in the village. He was aware of several locations in and around the village where rudimentary ponds existed but could be developed into interesting community resources accessible to the general public. Three locations were identified for discussion and it was agreed to focus attention on the pond near to the footpath in the field north of the village hall. It was thought that this land belonged to The Church and Cllr Warwick undertook to speak with local residents involved with the Church to confirm this and obtain information about who to make a formal approach to concerning this proposal. He also undertook to speak with a local farmer, who he knew had developed ponds on his own land, for practical advice. The clerk was asked to write to the relevant church authority once the contact information had been obtained. Cllr Rankine undertook to contact LCC / NatureSpot to ascertain what practical advice they may offer for the development of ponds.

Cllr Warwick also highlighted that the LCC Shire Grant Fund could be a source of funding to support such a project.

23/022 Correspondence for Discussion

- a. The clerk outlined the content of recent correspondence associated with renewal of the council's insurance premium. It was resolved to remain with BHIB Insurers for 2023-24.

23/023 Correspondence for Information (including that received following publication of the agenda)

- a. The clerk outlined information received from LCC regarding the forthcoming programme of highway surface dressing, some of which affected Burton Overy. Information had been circulated on the village WhatsApp group on this matter. Cllr Rankine advised the meeting of concerns which had been expressed to her about speeding traffic along Main Street. A wide-ranging discussion ensued on this matter and it was resolved to receive further information on the Speedwatch initiative at the next meeting.
- b. He also reported receipt of correspondence from United Charities Burton Overy seeking the council's approval to a change in the nominated representative trustees to the charity. It was resolved to support the nomination of Robert Brown and Heather MacKinnon to replace Julian Swain and Mary Parker.
- c. Information had been received by the Chairman concerning the rattling cattle grid near to the village exit on Carlton Lane. The clerk was asked to contact LCC highways with a request to re-bed the loose grids.

23/024 - Items for the next agenda – Policy Updates / Speedwatch / verge maintenance

23/025 - Date of next meetings – 13th June 2023

23/026 - Exclusion of the Public

No confidential matters were considered at the meeting.

Signed

Date

Annex A

MAY						EXPENDITURE			INCOME
Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
11	HDC Grant (Kings Corronation)	5 Income	5.2 - Misc.	03.05.23	I				500.00
12	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	04.05.23	I				2.00
13	Bank Interest (May)	5 Income	5.2 - Bank Interest	11.05.23	I				5.69
14	Sale of Coronation Mugs	5 Income	5.2 - Misc.	17.05.23	J				440.00
15	Edwards & Lockett (Mugs)	2 Community	2.1 - Community Projects	17.05.23	E	875.00	175.00	1,050.00	
16	Coronation Rose (Cllr Garner)	2 Community	2.1 - Community Projects	17.05.23	E	29.57	5.91	35.48	
17	Grant to Village Hall Ctee	2 Community	2.1 - Community Projects	17.05.23	E	300.00	0.00	300.00	
18	HMRC - PAYE (May)	3 Staffing	3.2 - PAYE	28.05.23	E	146.40	0.00	146.40	
19	Clerk - Salary (May)	3 Staffing	3.3 - Salaries	28.05.23	E	219.89	0.00	219.89	
20	Plusnet Broadband	1 Administration	1.2 - Broadband	28.05.23	E	24.06	4.81	28.87	
21	Vodafone Mobile (May)	1 Administration	1.9 - Telephone	28.05.23	E	10.46	2.08	12.54	
Monthly Total						1,605.38	187.80	1,793.18	947.69

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BURTON OVERY PARISH COUNCIL

COUNCIL MEETING ACTION LIST – May 2023

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
23/007	Submit completed Register of Interests forms to HDC Monitoring Officer	Clerk	Forms posted to HDC – 22.05.23
23/009	Post the agreed April minutes and the draft May minutes on website	Clerk	Posted online – 21.04.23
22/104 23/011	Contact contractor to arrange painting of telephone box and PC noticeboard	Clerk	Contacted 24.05.23 Work to be carried out during June
22/140	Review Christmas 2023 proposals at appropriate time	Clerk	Schedule for August 2023 meeting
22/188	Contact HDC planning section to discuss further action on review of Neighbourhood Plan	Clerk	Emailed – 05.05.23
23/012	Post copy of Chairman's Annual Report on PC website	Clerk	Posted – 04.06.23
23/013	Post updated copies of Standing Orders and Financial Regs on PC website	Clerk	Posted – 18.05.23
23/014	Post copy of agreed Schedule of PC Meetings on PC website and in PC Noticeboard	Clerk	Posted – 04.06.23
23/016	Post copy of Internal Audit Report for 2022-23 on PC website	Clerk	Posted – 06.06.23
23/017	Chair & Clerk to sign Annual Governance Statement (AGAR Section 1)	Chair & Clerk	Signed – 06.06.23
23/017	Post Annual Governance Statement on PC website	Clerk	Posted – 07.06.23
23/019	Check Planning Inspectorate website for progress on Dog Day Care, Scotland Lane	Clerk	Further details being sought – 06.06.23
23/020a	Chair to sign Financial Statement (AGAR Section 2)	Chair	Signed – 06.06.23
23/020a	Post Financial Statement on PC website	Clerk	Posted – 07.06.23
23/020b	Post financial variances on PC website	Clerk	Posted – 07.06.23
23/020c	Chair & RFO to sign Certificate of Exemption (AGAR)	Chair & RFO	Signed – 06.06.23
23/020c	Post Certificate of Exemption on PC website & submit to external auditor	Clerk	Posted – 07.06.23
23/020d	Publish notice re public rights of inspection on PC website & in noticeboard	Clerk	Posted – 04.06.23
23/020e	Make payments agreed at the meeting.	Clerk	Payments made when due.
23/021a	Plant Coronation Rose adjacent to Jubilee Bench	Councillors	Planted – 04.06.23

APPENDIX B

23/021b	Make arrangements to cut grass around planters etc.	Clerk	Met contractor onsite – quote received 24.05.23
23/021b	Make arrangements to re-stock planters	Cllr Rankine	Re-planted – 03.06.23
23/021c	Keep updated on potential play area provision at Banks Field	Cllr Pain	Agenda item for June PC meeting
23/021d	Contact Church Authority regarding possible pond project in field to the north of the village hall		Pending
23/021d	Contact LCC / NatureSpot for practical advice on the development of sustainable ponds	Cllr Rankine	Pending
23/022	Renew insurance premium with BHIB	Clerk	Premium paid 01.06.23
23/023a	Include item on Speedwatch on next agenda	Clerk	
23/023b	Reply to correspondence from United Charities Burton Overy	Clerk	Letter sent – 19.05.23
23/023c	Contact LCC regarding loose cattle grid rails.	Clerk	Email notice submitted – 19.05.23

BURTON OVERY PARISH COUNCIL

CODE OF CONDUCT

POLICY NUMBER	ADOPTED DATE	REVIEW DATE
3	JUNE 2023	JUNE 2027

BURTON OVERY PARISH COUNCIL

Member Code of Conduct

BACKGROUND TO THIS CODE OF CONDUCT

This section sets out general interpretation and background to the Code of Conduct, including definitions used within the code, the purpose of the code, the principles the code is based on and when the code applies. It does not form part of the Code of Conduct itself and consequently does not contain any obligations for you to follow, as these are contained in the 'Code of Conduct' section below.

All councils are required to have a local Member Code of Conduct.

Definitions

For the purposes of this Code of Conduct, a “member” means a member or co-opted member of Burton Overy Parish Council ('the Council').

A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a member, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow members, Council officers and the reputation of the council and local government. It sets out general principles of conduct expected of all members and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of member and local government.

General principles of member conduct

Everyone in public office at all levels; i.e. all who serve the public or deliver public services, including ministers, civil servants, members and council officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles, which are set out in Appendix A.

Building on these principles, the following general principles have been developed specifically for the role of member and these principles underpin the obligations in the Code of Conduct that follows.

In accordance with the public trust placed in you, you should:

- act with integrity and honesty
- act lawfully
- treat all persons fairly and with respect; and
- lead by example and act in a way that secures public confidence in the role of member.

In undertaking your role, you should:

- impartially exercise your responsibilities in the interests of the local community
- do not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence;
- ensure that public resources are used prudently in accordance with your Council's requirements and in the public interest; and
- uphold high standards of conduct, show leadership at all times and not misuse your position when acting as a member

Application of the Code of Conduct

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

This Code of Conduct applies to you when you:

- act in your capacity as a member or co-opted member of the Council; and
- conduct the business of the Council (which, in this Code, includes the business of the office to which you are elected or appointed).

Where you act as a representative of the Council:

- on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
- on any other body, you must, when acting for that other body, comply with this Code of Conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

BURTON OVERY PARISH COUNCIL – CODE OF CONDUCT

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

The local Monitoring Officer (employed by Harborough District Council) has statutory responsibility for the implementation of the Code of Conduct. It is your own responsibility to comply with the provisions of this Code and to ensure all its obligations are met.

You are encouraged to seek advice from the Harborough DC Monitoring Officer on any matters that may relate to the Code of Conduct which you are unsure of.

[Town and parish members are encouraged to seek advice from their Monitoring Officer or Clerk in the first instance (who may refer matters to the Monitoring Officer).]

THE CODE OF CONDUCT

Standards of member conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a member. Should your conduct be perceived to fall short of these standards or the Nolan Principles, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a member:

1.1 I will treat other members with respect.

1.2 I will treat council officers, employees and representatives of partner organisations and those volunteering for the council with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a member, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in members.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and notify them to the Council, the relevant social media provider or the police. This also applies to fellow members, where action could then be taken under the Member Code of Conduct, and council officers where concerns should be raised in line with the (Harborough District) council's member-officer protocol.

2. Bullying, harassment and discrimination

As a member:

2.1 I will not bully any person.

2.2 I will not harass any person.

2.3 I will promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be

a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Equality Act 2010 places specific duties on local authorities. Members have a central role to play in ensuring that equality issues are integral to the Council's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the Council

As a member:

3.1 I will not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the council.

Officers work for the council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a member:

4.1 I will not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the Council; and**

3. I have consulted the Monitoring Officer or Clerk prior to its release.

4.2 I will not improperly use knowledge gained solely as a result of my role as a member for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I will not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the council must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a member:

5.1 I will not bring my role or Council into disrepute or conduct myself in a manner which could reasonably be regarded as bringing my role or Council into disrepute.

As a member, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other members and/or the Council and may lower the public's confidence in your or the Council's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring the Council into disrepute.

You are able to hold the Council and fellow members to account and are able to constructively challenge and express concern about decisions and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a member:

6.1 I will not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

6.2 I will not place myself under a financial or other obligation to outside individuals or organisations that might seek to influence me in the performance of my official duties.

Your position as a member of the Council provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

As a member you need to be able to act impartially in the exercise of your responsibilities and ensure that you make decisions in the interests of the local community. You should

therefore avoid any financial or other obligations to outside individuals or organisations whose influence may prevent you from acting impartially.

7. Use of Council resources and facilities

As a member:

7.1 I will not misuse council resources.

7.2 I will, when using the resources of the Council or authorising their use by others:

- a. act in accordance with the Council's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Council or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the Council to assist you in carrying out your duties as a member.

Examples include:

- office support
- stationery
- equipment such as phones, ipads, dongles computers etc.
- transport
- access and use of council buildings and rooms.

These are given to you to help you carry out your role as a member more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the council's own policies regarding their use.

8. Making decisions

As a member:

8.1 When reaching decisions on any matter I will have regard to any relevant advice provided to me by officers and professional third parties.

8.2 I will give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed.

8.3 I will make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on individual and independent merit

8.4 I will be as open as possible about my decisions and actions and the decisions and actions of the authority and will be prepared to give reasons for those decisions and actions, notwithstanding my other obligations under this Code.

To assist members in acting lawfully, officers may give advice from time to time. It is important that as a member you have due regard to any such advice given and consider it fully, even if (for good reason) you may choose not to follow that advice.

In making any decisions, giving reasons helps instil public confidence in the role of the member and can be a legal requirement in certain situations. You should ensure that you always give reasons in accordance with any specific requirements and having regard to the benefits of transparency generally.

As a member you must act impartially and not improperly seek to confer an advantage, or disadvantage, on any person. It is therefore important that when you are making decisions that involve choosing one party over another, that you do so based on independent merit. You should be open and transparent about the decisions that you have made and the actions of the authority.

9. Complying with the Code of Conduct

As a member:

9.1 I will undertake Code of Conduct training provided by my Council.

9.2 I will cooperate with any Code of Conduct investigation and/or determination.

9.3 I will not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

9.4 I will comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a member to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the Council or its governance. If you do not understand or are concerned about the council's processes in handling a complaint you should raise this with the Monitoring Officer.

Protecting your reputation and the reputation of the Council

10. Interests

As a member:

10.1 I will register and disclose my interests in accordance with the provisions set out in Appendix B

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, Council employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that

might have to be disclosed by you or other members when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as defined in Appendix B, is a criminal offence under the Localism Act 2011.

The provisions of this paragraph 10.1 shall be applied in such a manner as to recognise that this Code of Conduct should not obstruct a member's service on more than one local authority. For the avoidance of doubt, participation in discussion and decision-making at one local authority will not by itself normally prevent you from taking part in discussion and decision-making on the same matter at another local authority. This is on the basis that a reasonable member of the public will see no objection in principle to such service or regard it as prejudicing a member's judgement of the public interest and will only regard a matter as giving rise to an interest which might lead to bias in exceptional circumstances.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Monitoring Officer, or from the clerk in the case of town and parish councils.

11. Gifts and hospitality

As a member:

- 11.1 I will not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.**

- 11.2 I will register with the Monitoring Officer or Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

- 11.3 I will register with the Monitoring Officer or Clerk any significant gift or hospitality with an estimated value of at least £50 that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the Council, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a member. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case, you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a member. If you are unsure, do contact the Monitoring Officer or Clerk for guidance.

12. Dispensations

As a member:

- 12.1 I may request a dispensation from the Proper Officer for one meeting only.**
- 12.2 I must make the request in writing detailing what my interest is, why the dispensation is required and for what meeting.**
- 12.3 I must make my request 5 days prior to the meeting at which the Dispensation is required.**
- 12.4 If I wish to make a further request for dispensation, this must be made to the Council.**
- 12.5 I will only be granted a Dispensation where there are reasonable grounds for doing so and where such grounds are in the public interest.**

Appendix B sets out the situations where a member's personal interest in a matter may prevent them from participating in the decision-making process. In certain circumstances, however, there may be reasonable grounds to allow a member to participate in decision-making on that matter where it would be in the public interest to do so. Where you consider that there may be good grounds for you to continue to participate you should request a dispensation from the Monitoring Officer or Clerk.

Appendix A

The Seven Principles of Public Life

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B – Interests

1. Definitions

“**Disclosable Pecuniary Interest**” means any interest described as such in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#) and includes an interest of yourself, or of your Partner (if you are aware of your Partner's interest) that falls within the descriptions set out in the following table. A Disclosable Pecuniary Interest is a Registerable Interest.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the member during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.

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Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the member's knowledge)— (a) the landlord is the council; and the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the member's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/ her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

"Other Registerable Interest" is a personal interest in any business of your authority which relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority; or
- b) any body

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- (i) exercising functions of a public nature
- (ii) any body directed to charitable purposes or
- (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

“Registrable Interests” are interests that you are required to register in accordance with this Code of Conduct and include both Disclosable Pecuniary Interests and Other Registerable Interests.

“Non-Registrable Interests” are interests that you are not required to register but need to be disclosed in accordance with section 3.3.

A **“Dispensation”** is agreement that you may continue to participate in the decision-making process notwithstanding your interest as detailed at section 12 of the Code of the Conduct and this Appendix B.

A **“Sensitive Interest”** is as an interest which, if disclosed, could lead to the member, or a person connected with the member, being subject to violence or intimidation. In any case where this Code of Conduct requires to you to disclose an interest (subject to the agreement of the Monitoring Officer in accordance with paragraph 2.2 of this Appendix regarding registration of interests), you do not have to disclose the nature of the interest, if it is a Sensitive Interest. In such circumstances you just have to disclose that you have an interest.

A matter **“directly relates”** to one of your interests where the matter is directly about that interest. For example the matter being discussed is an application about a particular property in which you or somebody associated with you has a financial interest.

A matter **“affects”** your interest where the matter is not directly about that interest but would still have clear implications for the interest. For example, the matter concerns a neighbouring property.

2. Registering Interests

- 2.1. Within 28 days of becoming a member or co-opted member or your re-election or re-appointment to office you must register with the Monitoring Officer any Disclosable Pecuniary Interests and any Other Registerable Interests.
- 2.2. Where you have a Sensitive Interest you must notify the Monitoring Officer with the reasons why you believe it is a Sensitive Interest. If the Monitoring Officer agrees they will withhold the interest from the public register.
- 2.3. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

3. Declaration at and Participation in Meetings

If you are present at a meeting and you have either a Registerable or Non-Registerable Interest in any matter to be considered or being considered, and the interest is not a Sensitive Interest, you must disclose that interest to the meeting (whether or not it is registered).

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To determine whether your interest affects your ability to participate in a meeting, you must first determine what type of interest you have and, if necessary, go on to apply the tests as set out below.

3.1. Disclosable Pecuniary Interests

3.1.1. Where a matter arises at a meeting which **directly relates** to one of your Disclosable Pecuniary Interests:

- a. you must disclose the interest;
- b. not participate in any discussion or vote on the matter; and
- c. must not remain in the room unless you have been granted a Dispensation.

3.2. Other Registerable Interests

3.2.1. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests:

- a. you must disclose the interest;
- b. may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter; and
- c. must not remain in the room unless you have been granted a Dispensation.

3.3. Non-Registerable Interests

3.3.1. Where a matter arises at a meeting which **directly relates** to a financial interest or the well-being of yourself or of a friend, relative or close associate (and is not a Registerable Interest):

- a. you must disclose the interest;
- b. may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter; and
- c. must not remain in the room unless you have been granted a Dispensation.

3.3.2. Where a matter arises at a meeting which does not directly relate to but **affects**

- a. a financial interest or the well-being of yourself or of a friend, relative or close associate; or
- b. a financial interest or wellbeing of a body included in those you need to disclose under Other Registerable Interests

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test in paragraphs 3.3.3 and 3.3.4 should be applied.

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3.3.3. Where a matter under paragraph 3.3.2 **affects** the financial interest or well-being or body:

- a. to a greater extent than it affects the financial interests or wellbeing of the majority of inhabitants of the ward affected by the decision; and
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest;

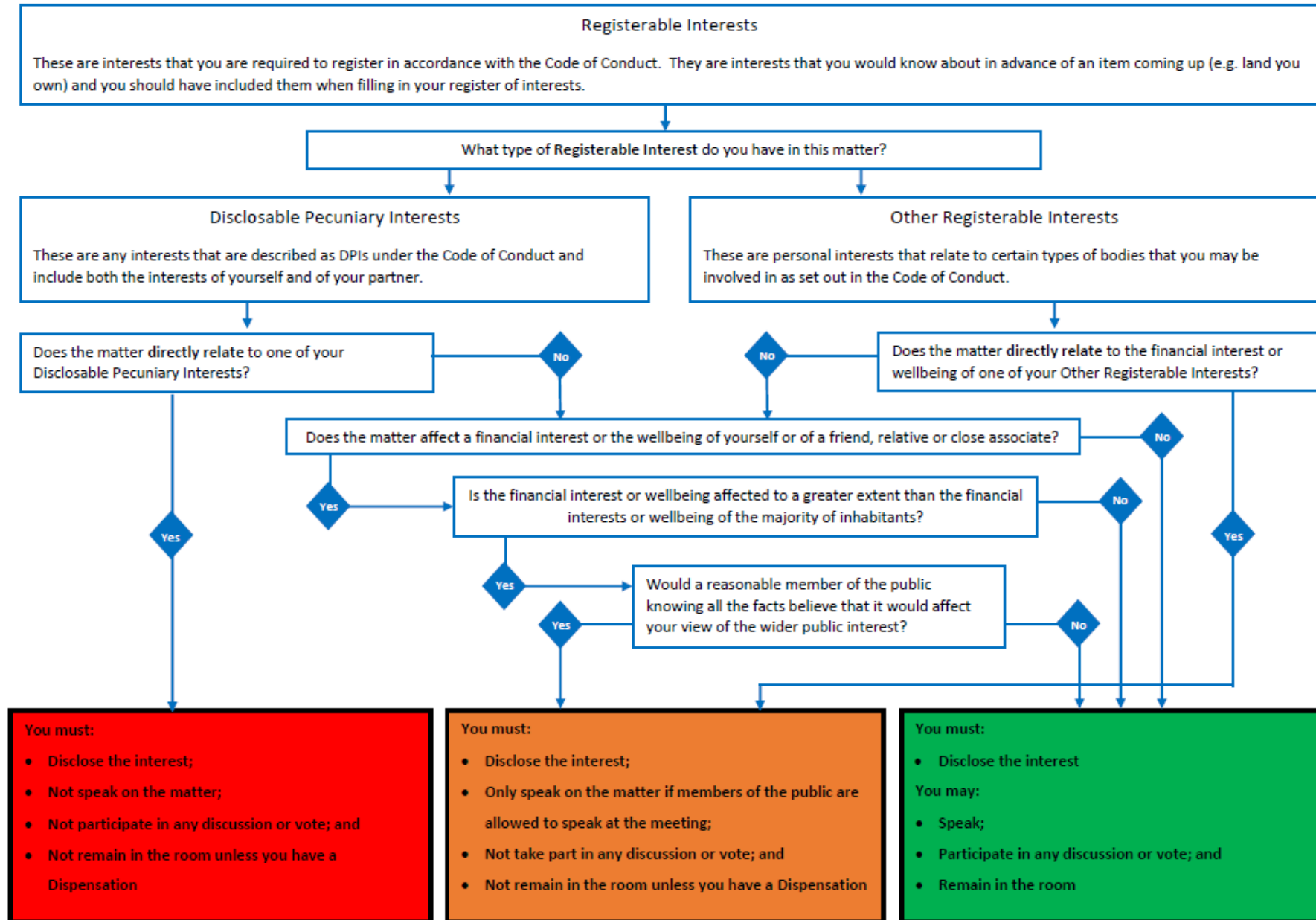
you may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a Dispensation.

3.3.4. Where a matter under paragraph 3.3.2 does not affect the financial interest or well-being or body:

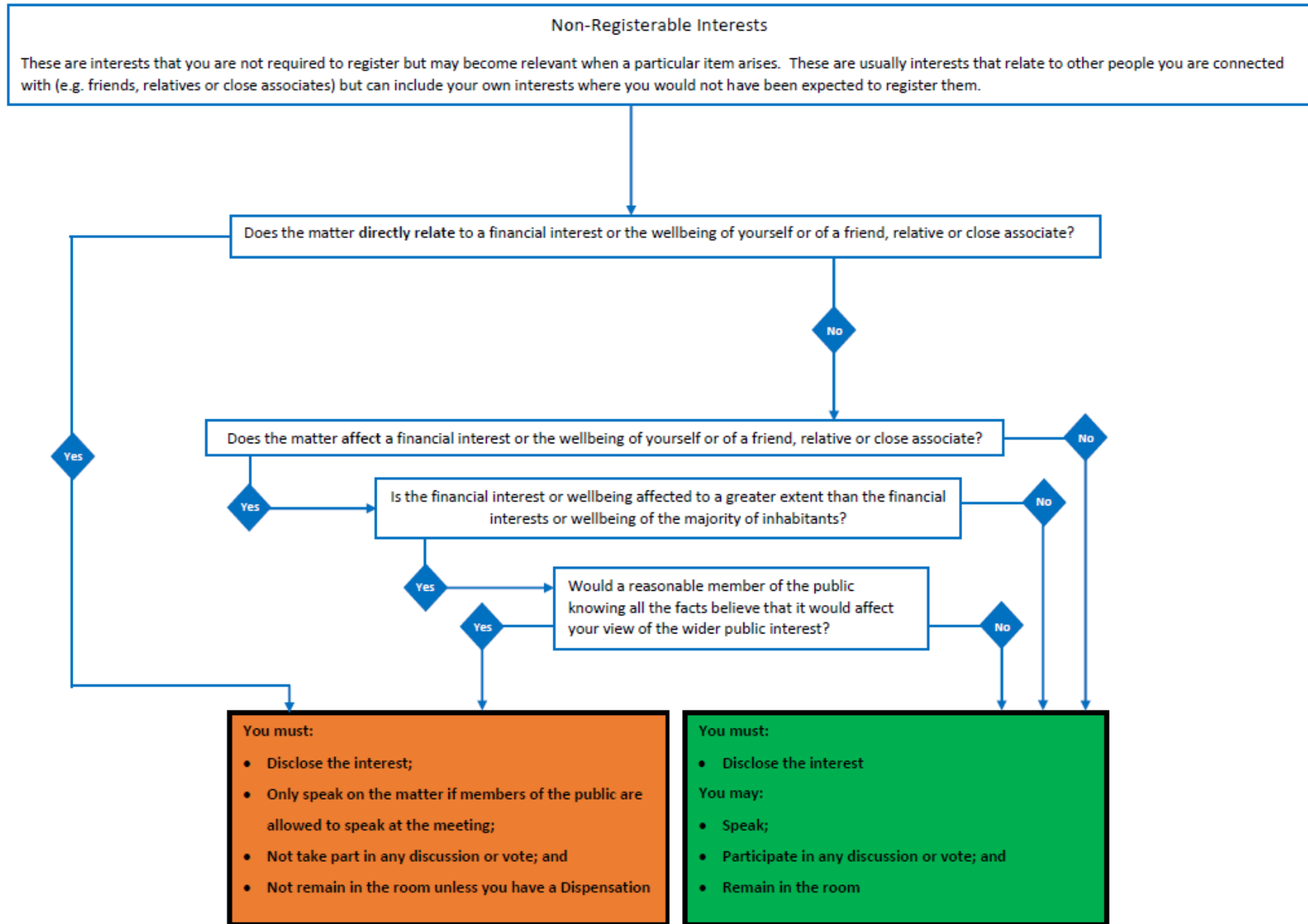
- a. to a greater extent than it affects the financial interests or wellbeing of the majority of inhabitants of the ward affected by the decision; and/or
- b. a reasonable member of the public knowing all the facts would not believe that it would affect your view of the wider public interest;

you may remain in the room, speak if you wish to and take part in any discussion or vote on the matter, provided you have disclosed your interest under paragraph 3.3.2.

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Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring members to comply with any formal standards investigation and prohibiting trivial or malicious allegations by members.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both members and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the

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allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish member towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing its Model Code on an annual basis to ensure it is still fit for purpose.

REGISTER OF INTERESTS (Appendix D)

Registration of Disclosable Pecuniary Interests and Other Interests by Members of an Authority (including Co-Opted Members).

I, (full name) capitals) _____

being an elected/co-opted member of

_____ Parish/Town Council give notice, as I am required to do **under S29 Localism Act 2011**, that I have set out below under the appropriate headings the interests which I am required to declare by law and under Harborough District Council’s Code of Conduct. I have put “none” where I have no such interests under any heading.

The interest relates to either my own, my spouse or my civil partner or someone with whom I live with as if they were my spouse or civil partner.

(i) Employment – details of employment / office / trade / profession / vocation carried on for profit or gain.

Name of person with Interest	Name and Brief Description of Business

(ii) Sponsorship – details of any payment or provision of any other financial benefit (other than from the relevant Authority) made or provided to you within the relevant period in respect of any expenses incurred in carrying out duties as a Member, or towards election expenses. This includes payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).

Name of Provider	Financial / Other Benefit

(iii) Contracts – details of any contract which is made between the relevant person, (or a body in which the person has a beneficial interest) and the relevant Authority – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged:

Name of Person / Body with Interest	Nature of Contract Including Duration

(iv) Land – please specify the address or other description of any beneficial interest in land which is within the area of the relevant Authority.

Address / Description of Land

(v) Licences - please specify the address or other description of any Licence (alone or jointly with others) to occupy land in the area of the relevant Authority for a month or longer.

Address / Description of Land

(vi) Corporate Tenancies please specify the address or other description of any tenancy where (to your knowledge) - (a) the landlord is the relevant Authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.

Address / Description of Land

(vii) Securities – details of any beneficial interest in the securities of a body where - (a) that body (to your knowledge) has a place of business, or land in the area of the relevant Authority; and (b) either (i) the total nominal value (i.e. the face value recorded on the share certificate) to the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Name of Body

OTHER REGISTRABLE INTERESTS

The Localism Act also allows other interests to be registered. The Authority has determined that the following should be registered.

(a) I am a member or hold a position of general control or management of the following private clubs or organisations

Name of Body	Interest (Member, Trustee, Governor)

(b) The interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50

Date and Detail of Gift / Hospitality	Name of Person / Body Offering Gift / Hospitality and Estimated Value

MEMBERS SIGNATURE

Date	
Member's Name <i>(Capitals – in full)</i>	
Member's Signature	

NOTIFICATION OF CHANGE OF CIRCUMSTANCES

A Member must, within 28 days of becoming aware of any change to the interests specified above, provide written notification to the Parish Clerk and/OR Monitoring Officer of that change at the Council Offices, Adam and Eve Street, Market Harborough, Leicestershire, LE16 7AG

RECEIPT BY MONITORING OFFICER

RECEIVED

Date received by the Council	
Signature of Monitoring Officer	

Original completed forms should be returned to the Monitoring Officer, Harborough District Council, The Symington Building, Adam and Eve Street, Market Harborough, Leicestershire, LE16 7AG.

BURTON OVERY PARISH COUNCIL

SCHEME OF DELEGATION

POLICY NUMBER	ADOPTED DATE	REVIEW DATE
4	JUNE 2023	JULY 2023

BURTON OVERY PARISH COUNCIL

SCHEME OF DELEGATION

1. INTRODUCTION

1.1 Local Councils carry out functions and provide services within the context of what the relevant legislation permits them to do. With some particular exceptions, Local Councils may delegate these functions to committees, sub committees, officers, or other authorities.

1.2 The power to delegate functions by local councils is set out in the Local Government Act 1972, S.101.

1.3 The aim of this document is to clarify the manner in which Burton Overy Parish Council has delegated its powers and the authority to spend and commit funds on behalf of the Council.

2. DELEGATION ARRANGEMENTS

2.1 Council

2.1.1 Certain functions cannot be delegated and are therefore reserved to the full Council, although an appropriate committee may make recommendations thereon for the Council's consideration.

2.1.2. Functions that are reserved to a meeting of the full Council are: -

- Setting the precept and approval of the Council's budget,
- Approval of the Annual Accounts,
- Completion of the Annual Return and the Annual Governance Statement,
- Consideration of an Auditor's report made in the public interest,
- The making, amending or revoking of Standing Orders, Financial Regulations and this Scheme of Delegation,
- Adoption or revision of the Council's Code of Conduct,
- To appoint committees or sub-committees,
- To Appoint the Clerk of the Council (Proper Officer),
- To appoint the responsible Finance Officer (who may also be the Clerk),
- Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence,
- Determination and review of the Bank Mandate,
- Matters of principle or policy,
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish,
- The making, amending or revoking of bye-laws
- Agreement to write-off bad debts

- Authorisation as to the terms and purpose of any application for Borrowing Approval and subsequent arrangements for the loan.
- Approval of any financial arrangement which does not require formal borrowing approval from the Secretary of State (e.g. hire purchase or leasing of tangible assets)
- Approval of purchase, acquisition by other means, lease, sale or disposal of interests in land or buildings,
- Approval of the virement of unspent and available amounts to other budget headings or reserves
- Approval of changes in earmarked reserves as part of the budgetary process.

2.2 Clerk

2.2.1 The Clerk to the Council shall be the Proper Officer and carry out the functions of the Proper Officer as provided by the Local Government Act 1972 and as set out in the job description for the post.

2.2.2 The delegated actions of the Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

2.2.3 The Clerk is specifically authorised to:

- Receive declarations of acceptance of office,
- Receive and publish Members' Registers of Interest,
- Receive and grant Disclosable Pecuniary Interest (DPI) dispensations after consulting with the District Council's Monitoring Officer; details of all dispensations received and granted to be reported to the Council at the next available meeting,
- Sign and serve on councillors a summons with an agenda to attend Council and committee meetings,
- Convene a meeting of the Council if a casual vacancy occurs in the office of the Chairman,
- Sign notices or other documents on behalf of the Council,
- Receive and retain plans, notices and documents.

2.2.4 In addition, the Clerk is authorised to undertake the day-to-day administration of the Council, to include:

- Calling extra meetings of the Council or any committee or sub-committee as necessary, having consulted with the appropriate chairman, except those called by the Chairman or members in accordance with Standing Order 6.
- Issuing press releases and statements to the press on the Council's known policies, subject to the provisions of the Council's Press and Media Policy.
- Updating and managing the content on the Council's website,
- Making arrangements for the maintenance of the Council's IT facilities,
- Disposal of Council records according to legal restrictions and the agreed retention and disposal arrangements,
- Handling requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- in the first instance, acknowledging and handling all complaints regarding the council (except where the complaint relates to the clerk),
- Purchasing basic office equipment and supplies,
- Arranging emergency repairs to Council premises (subject to the council's standing orders and financial regulations),
- Taking appropriate action arising from other emergencies in consultation with the

Chairman/Vice Chairman of Council or committee chairman as is appropriate to the circumstances,

- Managing all employees of the council (excluding any variation to employment contracts) and taking disciplinary action, excluding termination of employment, under agreed procedures;
- Making arrangements to pay salaries/wages and expenses to all employees of the Council, (subject to the Council's financial regulations);
- Authorising routine recurring expenditure within the agreed budget,
- Virement between cost centres, provided total expenditure will not exceed the Council's approved annual budget,
- Authorising payment for items below £250 in accordance with the Financial Regulations,
- Incurring emergency expenditure up to £250 whether or not there is budgetary provision in accordance with the provisions of the Financial Regulations.

2.3 Responsible Financial Officer (RFO)

2.3.1 The Responsible Financial Officer (RFO) of the Council is responsible for the Parish Council's accounting procedures and financial records and is accountable for the proper and transparent administration of its finances, in line with the current Account and Audit Regulations and the Council's adopted Financial Regulations.

2.3.2 The specific responsibilities and duties (and delegations) of the RFO are set out in the Council's Financial Regulations.

2.4 Committees

2.4.1 The Council does not currently discharge any of its functions through committees. However, it may resolve to do this at any time.

2.4.2 Should any committees be established the following basic delegations will be granted to each committee:

- Elect a chairman from within the nominated membership of that Committee,
- Approve the Minutes of the last meeting of the Committee,
- Spend money from budget headings under that Committee's remit up to the limit of the budget and/or named reserve,
- Make recommendations to the Council on budget requirements for the Committee for the coming Financial Year.
- Delegate any of its functions to a Sub Committee or officer of the Council.

END

BURTON OVERY PARISH COUNCIL

**POLICY ON THE CO-OPTION OF NEW
COUNCILLORS**

POLICY STATEMENT REFERENCE NUMBER	ADOPTED DATE	REVIEW DATE
14	JUNE 2023	JUNE 2027

BURTON OVERY PARISH COUNCIL CO-OPTION POLICY AND PROCEDURE

BACKGROUND

Although the process for the co-option of councillors to un-filled vacancies on local councils is not prescribed in law, the Legal Briefing Note L15-08 issued by NALC provides guidance.

It is particularly important that all applicants for such vacancies are treated alike so that arrangements are seen to be open, fair and transparent. This policy sets out the process to be followed by Burton Overy Parish Council when co-option is under consideration

(It should be noted that where the council is considering the co-option of a councillor to fill a vacancy under s.89 of the Local Government Act 1972, it is under no obligation to accept any candidate.)

Firstly, it must be established that an applicant is eligible to stand as a councillor and is not disqualified for any reason.

ELIGIBILITY

To be able to stand as a Parish Councillor, an applicant must:

- be at least 18 years old on the day of nomination
- be a British citizen, an eligible Commonwealth citizen or a citizen of any other member state of the European Union
- meet at least one of the following four qualifications:
 - I. They are, and will continue to be, registered as a local government elector for the parish from the day of their application;
 - II. They have occupied as owner or tenant any land or other premises in the parish during the whole of the 12 months before the day of their application;
 - III. Their main or only place of work during the 12 months prior to the day of their application has been in the parish; or
 - IV. They have lived in the parish or within three miles of it during the whole of the 12 months before the day of their application.

Disqualifications

Apart from meeting the qualifications for standing for election, applicants must also not be disqualified from standing. There are certain people who are disqualified from being elected / co-opted to a parish council. They cannot be elected / co-opted if at the time of their application:

- I. They are employed by the parish council.
- II. They are the subject of a bankruptcy restrictions order or interim order.
- III. They have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before the day of their application.

- IV. They have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations) or under the Audit Commission Act 1998.

The full range of disqualifications is complex and if the applicant is in any doubt about whether they are disqualified, they must do everything they can to check that they are not disqualified before submitting an application as they will be asked to sign an 'Application for Co-option' to confirm that they are not disqualified.

(It is a criminal offence to make a false statement on the application as to their qualification, so if they are in any doubt they should contact their employer, consult the legislation or take independent legal advice.)

CO-OPTION PROCEDURE ON CASUAL VACANCY ARISING

In the event of a vacancy occurring due to the resignation, death or ineligibility of a Councillor arising (a Casual Vacancy), the Clerk will immediately inform the Monitoring Officer of Harborough District Council (HDC) and publish the formal Notice of Vacancy.

Upon notification that the requisite 10 electors of the Parish have not called for a by-election within the legally specified time period (currently 14 days) following the publication of the Notice of Vacancy, the Parish Council will be able to fill the vacancy by co-option.

The Parish Council will place the Notice of Vacancy in noticeboards and on the Parish Council's website indicating that the vacancy is to be filled by co-option and will ask for expressions of interest to be submitted.

This Notice will include: -

- I. A contact point so that people considering putting their names forward for co-option can obtain more information on the role of a parish councillor and to where expressions of interest should be sent (usually the Clerk, via email or hard copy);
- II. Details of how to view the co-option process;
- III. The closing date for all expressions of interest;
- IV. The date on which the Parish Council expects to make a decision.

(It is permissible for Parish Councillors (or any parishioner) to approach individuals to suggest that they might wish to consider putting their names forward for co-option.)

Applicants will be asked to complete an 'Application for Co-option' form (see appendix 2) confirming their eligibility to stand as a councillor and providing a short personal submission why they should be considered for the vacancy.

When an application is received, the Clerk to the Parish Council will check that the individual has confirmed that they meet the qualification requirements, and that they would be willing to accept the Code of Conduct and other obligations of a Parish Councillor.

All applications for co-option will be circulated to Parish Councillors before the relevant meeting at which the applications will be considered and a decision taken. Applicant's suitability will generally be determined by reference to the Role Specification (Appendix 1).

Applicants will be informed of the date of the meeting at which the Parish Council will make its decision on the co-option.

The intention to co-opt should be included in the agenda for the relevant meeting of the Parish Council under 'Councillor Vacancies' or similar. Applicants may be invited to the meeting to introduce themselves and to provide Councillors with the opportunity to ask questions of them, or the Parish Council can decide to rely on the written submissions alone. (If applicants are not invited to speak at the co-option meeting, they are welcome to, but are not required to, attend as members of the public.)

(There are no special reasons which justify excluding the public during a council meeting, (s.1(2) Public Bodies (Admission to Meetings) Act 1960) when it is making decisions about a matter of public interest such as co-option.)

Ordinary vacancies

Vacancies which may exist following a scheduled four-yearly election are treated differently from casual vacancies which occur through death, resignation, non-attendance or other disqualification. Electors are not given the opportunity to request a by-election for ordinary vacancies. A quorate council with ordinary vacancies can start to fill the spare seats straight away through co-option. When a council is quorate following an ordinary election, it may co-opt within 35 working days of the election. This should be advertised across the parish to make residents aware and encourage them to apply.

If the parish council does not fill ordinary vacancies through co-option within 35 working days, the principal authority may

- call another election
- allow the parish council to co-opt in due course
- appoint councillors to fill the vacant seats.

It is preferable that the parish council uses the power of co-option and encourages local people to join the council rather than rely on the principal authority to enforce appointments. (NB any additional costs will be charged to the parish council.)

Co-option Voting Process

The person co-opted must receive an absolute majority of the votes of those Councillors present and voting at the meeting where the co-option takes place.

Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken between remaining candidates. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

After the Vote

The Clerk will notify the applicants of the results as soon as practicable.

Successfully co-opted applicants become Councillors in their own right, with immediate effect having signed their Declaration of Acceptance of Office, and are no different from any other member. Their term of office runs until the next full elections for the Parish Council.

APPENDIX 1 - PARISH COUNCILLOR ROLE SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
PERSONAL ATTRIBUTES	<p>Sound knowledge and understanding of local affairs and the local community.</p> <p>Forward thinking.</p>	<p>Can bring a new skill, expertise or key local knowledge to the Council.</p>
EXPERIENCE, SKILLS, KNOWLEDGE & ABILITIES	<p>Ability to listen constructively A good team player.</p> <p>Ability to pick up and run with a variety of projects.</p> <p>Solid interest in local matters.</p> <p>Ability and willingness to represent the Council and their community.</p> <p>Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others' views and accept majority decisions.</p> <p>Ability to communicate succinctly and clearly.</p> <p>Ability and willingness to work closely with other members and to maintain good relationships with all members and staff.</p> <p>Ability and willingness to work with the Council's partners (e.g., voluntary groups, other parish Councils, principal authority, charities).</p> <p>Ability and willingness to undertake induction training and other relevant training.</p>	<p>Experience of working or being a member in a local authority or other public body.</p> <p>Experience of working with voluntary and or local community / interest groups.</p> <p>Basic knowledge of legal issues relating to town and parish Councils or local authorities.</p>
OTHER FACTORS	<p>Ability and willingness to attend meetings of the Council (and other relevant bodies) at any time and events in the evening and at weekends.</p>	

APPENDIX 2
APPLICATION FOR CO-OPTION TO BURTON OVERY PARISH COUNCIL

I _____ (insert name)

of _____ (address)

hereby apply for co-option to Burton Overy Parish Council.

I declare that on the date of application shown below:

- I am at least 18 years old.
- I am a British citizen or an eligible Commonwealth citizen
- I meet at least one of the following four qualifications

(Please circle whichever is applicable – a b c d)

a. I am registered as a local government elector for the parish of Burton Overy in respect of the qualifying address shown above.

b. I have occupied as owner or tenant any land or other premises in the parish during the whole of the 12 months before the day of this application.

Show address / description of land or other premises if different from above: -

.....

c. My main or only place of work during the 12 months prior to the day of this application has been in the parish.

Show address of place of work and, where appropriate, name of employer: -

.....

d. I have lived in the parish or within three miles of it during the whole of the 12 months before the day of this application

Show address in full if different from above

.....

I declare that to the best of my knowledge and belief I am not disqualified (see Page 1 above) for being elected by reason of any disqualification set out in, or decision made under, section 80 of the Local Government Act 1972, section 78A of the Local Government Act 2000 or section 34 of the Localism Act 2011.

Applicant's signature Date

PERSONAL STATEMENT - APPLICATION FOR CO-OPOTION

Outline reasons for wishing to be Councillor

Outline of any previous community/voluntary work

Other relevant skills / knowledge you may bring to the Council

I undertake to sign the Declaration of Acceptance of Office as a parish councillor and to complete a Declaration of Interests form.

Signature of Applicant Date

BURTON OVERY PARISH COUNCIL

**PROTOCOL ON COUNCILLOR / STAFF
RELATIONS**

POLICY STATEMENT REFERENCE NUMBER	ADOPTED DATE	REVIEW DATE
15	JUNE 2023	JUNE 2027

BURTON OVERY PARISH COUNCIL

PROTOCOL ON COUNCILLOR/EMPLOYEE RELATIONSHIPS

1. Statement of Intent

- a. An effective working relationship between Councillors and Employees is vital to the successful operation of the Council's business.
- b. The main aim of the Council is to deliver efficient and effective services for the residents of the village. It is important that both Councillors and Employees work together to achieve this aim, and maintain confidence in the workings of the Council.
- c. The intention of this code is to provide a framework within which relationships can continue in a proper manner with respect for the different roles of the participants, as well as recognising the statutory requirements and the constitution of the Council.

2. Description of Relationships

- a) Councillors are elected by and are responsible to the electorate as a whole, whilst employees are responsible to the Council. The role of Employees is to give advice to Councillors and carry out work under the direction of the Council and its committees.
- b) Councillors and Employees of the Council have a duty to conduct themselves in a professional and impartial manner, in accordance with the stated aims and requirements of the Council.
- c) No individual should conduct themselves in a manner which is unfavourable to the stated interests of the Council, or could be interpreted as favouring individual interests against those of the Council.
- d) Council business will be conducted more effectively if there is mutual respect and courtesy in all meetings and contacts (both formal and informal) between Councillors and Employees. Where Councillors have concerns about the activity or work output of individual employees, or Employees have concerns relating to individual Councillors, these should be pursued in the first instance through the Clerk and/or Chairman of the Council only.
- e) Any formal disciplinary action will only be initiated by the Clerk or by the Full Council / appropriate committee acting with delegated authority. No individual Elected Councillor has the ability or authority to unilaterally initiate formal disciplinary action.
- f) Employee concerns regarding their employment with the Council should either be raised with the Clerk or Full Council / appropriate committee with delegated powers. This should initially be done on an informal basis, however if that does not achieve a mutually acceptable result, the Employee must use the Council's Formal Grievance procedure.

g) Councillors' concerns regarding procedural matters relating to any Council business should be taken up, in the first instance, with the Clerk. Employees concerns may be taken up through the Clerk and / or the Chairman of the Council, initially on an informal basis.

h) Employees are employed by the Council as a whole, and are directed by the Full Council, committees and working groups alone, not by individual Councillors.

i) Employees shall take all necessary actions to implement decisions and resolutions made at Council meetings or by the Clerk acting under delegated powers. No Employee shall take action upon the instruction of an individual Councillor. If an Employee has a grievance or wishes to comment on Council policy so far as it affects him or her as an Employee, he or she will take the matter up with his or her immediate line Manager.

j) Should an Elected Member be called upon to discuss or debate any aspects of an Employee's employment with the Council, and they genuinely believe that they have an interest in that Employee, such as an involvement with them outside of the Council, they should declare the matter in accordance with the Council's Standing Orders.

k) All Councillors have a right of access to the Clerk, during normal working hours. Where a member requires information, it will be provided if it is readily available. The Clerk is free to give advice on a confidential basis about procedural matters to any Councillor. In doubtful cases the Clerk may seek advice and instruction from the Chairman or other appropriate Councillor before responding.

l) Councillors should not raise matters relating to the conduct or capability of Employees at meetings held in public or before the Press, as Employees have no means of responding to the same in public, and such conduct could breach the trust and confidence the Employee is entitled to expect from the Council as their Employer.

m) If any Councillor feels that he/she has not been treated with the proper mutual trust, respect or courtesy or has any concerns about the conduct or capability of an Employee, he/she should raise the matter, in private, with the Clerk. Should the Employee in question be the Clerk, the matter should be confidentially brought to the attention of the Chairman of the Council.

n) Councillors should be aware that Employees are constrained in the response they may make to public comment from Councillors and should not abuse officers in public or through the press nor seek to undermine their position by abuse, rudeness or ridicule. In meetings, individual Chairmen should be aware of discussions which may become abusive towards an Employee and must protect that Employee

o) Councillors and Employees should work together in an open and respectful environment for engendering mutual trust, openness, honesty, fairness, transparency, respect or courtesy.

3. Conclusions

- a) It is the duty of the Clerk to implement arrangements with the staff of the Council so that employees properly understand the roles of Councillors and the Council's required approaches to relationships between them.
- b) Staff are also entitled to expect Councillors to respect the level of responsibility given to employees with whom they have dealings, and the fact that whilst those Employees owe duties to the Council as their Employer, such duties do not relate to any individual Councillor.

END



Burton Overy Parish Council
 9 LLOYD GEORGE AVENUE
 KIBWORTH BEAUCHAMP
 LEICESTER
 LEICESTERSHIRE
 LE8 0UZ

Your Account

Sort Code 30-94-97
Account Number 00228552

TREASURERS ACCOUNT

01 May 2023 to 31 May 2023

Money In	£942.00	Balance on 01 May 2023	£5,975.75
Money Out	£2,130.85	Balance on 31 May 2023	£4,786.90

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 May 23	HARBOROUGH DC	BGC	500.00		6,475.75
03 May 23	CLIENTS DEPOSIT HARBOROUGH LOTTO	FPI	2.00		6,477.75
17 May 23	R WARWICK R WARWICK 100000001129736144 301597	FPI	440.00		6,917.75
26 May 23	P WOODWARD 300000001141975757 PAYROLL	FPO		219.89	6,697.86
26 May 23	HMRC - ACCOUNTS OF 400000001143420482	FPO		146.40	6,551.46
26 May 23	EDWARDS & LOCKETT 500000001138648265 22994	FPO		1,050.00	5,501.46
26 May 23	BURTON OVERY VILLA 500000001138648953	FPO		300.00	5,201.46
30 May 23	VODAFONE LTD 7069873224- 1001	DD		12.54	5,188.92
30 May 23	PNET3122091-1 PNET3122091- 1	DD		28.87	5,160.05
31 May 23	BHIB LTD 200000001137392133 LCO02624 560060 10	FPO		373.15	4,786.90

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			



BUS BANK INSTANT Statement

Printed: 06 June 2023

Burton Overy Parish Council Sort code 30-94-97 Account number 07249083
 9 LLOYD GEORGE AVENUE
 KIBWORTH BEAUCHAMP
 LEICESTER
 LEICESTERSHIRE
 LE8 0UZ

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
09 May 23	INTEREST (GROSS)		5.69		10012.14

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk/.

ANTICIPATED EXPENDITURE & INCOME – JUNE 2023

JUNE					EXPENDITURE			INCOME	
Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
22	Insurance (BHIB)	1 Administration	1.5 - Insurance	01.06.23	E	373.15	0.00	373.15	
23	ICO (Information Commissioner)	1 Administration	1.3 - Data Protection	02.06.23	E	35.00	0.00	35.00	
24	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	11.06.23	I			2.00	
25	Bank Interest (June)	5 Income	5.2 - Bank Interest	11.06.23	I			5.69	
26	Sale of Coronation Mugs	5 Income	5.2 - Misc.	17.06.23	I			60.00	
27	Phone Box Repaint	2 Community	2.4 - Gen Repairs	14.06.23	E	220.00	0.00	220.00	
28	HMRC - PAYE (May)	3 Staffing	3.2 - PAYE	28.06.23	E	146.40	0.00	146.40	
29	Clerk - Salary (May)	3 Staffing	3.3 - Salaries	28.06.23	E	219.89	0.00	219.89	
30	Plusnet Broadband	1 Administration	1.2 - Broadband	28.06.23	E	24.06	4.81	28.87	
31	Vodafone Mobile (May)	1 Administration	1.9 - Telephone	28.06.23	E	10.46	2.08	12.54	
Monthly Total						1,028.96	6.89	1,035.85	67.69



LRALC

Monthly training bulletin

June 2023

Here is our second monthly training bulletin with reminders, information about new courses and other hints to help your council and councillors.

Training policy

Last month we offered a draft training record for you to adapt for your own use. This month we provide a draft model training policy for staff and councillors. If you already have a policy, check through ours. Feel free to take any parts that will add to what you have.

If you don't have a training policy yet, why not? You'd expect any employer to have a training policy for employees. And you'd also expect the management board of a company, charity or school governing board to attend regular training. So why should your council be any different? Our model policy may not cover exactly what you want or need, but adapt it as required for your council. Training is not a one-off event, it should be an essential journey for us all, whatever stage we have reached. Don't look at the initial training and assume that there is no more development needed for you. Think about where you want to get to next and what your council actually needs.

Appraisal

The model policy mentions appraisal several times. Who is responsible for this in your council? And have the people responsible been trained how to do it properly? You owe it to your employees to make sure you provide the right conditions for them to do their work. Appraisal is a key part of making sure that their needs are identified. Appraisal needs planning for properly, needs building into the council calendar, and needs the involvement of staff and councillors who know what they are doing. We can help with this.

Appraisal skills, 12th September. Book through our website.



Draft policy 5.3 refers to the clerk holding the CiLCA qualification. We see advertisements for clerks with the expectation that CiLCA is achieved within the first 12 months. This is not realistic. We'd suggest that a clerk who is new to the parish council sector should have at least 1 year under their belt before they even begin to think about starting the qualification. And having signed up for CiLCA, it will often take at least 12 - 18 months to complete, if not more.

We strongly recommend that councils support employees to achieve this qualification. However, be aware that it will take time for staff to be familiar with the full cycle of council activities, and then to complete the course in addition to their normal duties.

CiLCA is taught on our behalf through Northamptonshire Association of Local Councils with courses starting in March. If you are interested in taking this on, let us know and we can put you on a waiting list. We'll contact you towards the end of the calendar year to see if you are ready to start.



Clerks employed by LRALC member councils may book directly for courses at £30 per participant.

All sessions are 90 minutes. Zoom links will be sent directly to participants as part of the confirmation email from the Parkinson Partnership. Your council will receive an invoice from the LRALC office after the session and will make your payment to us.

Training dates are live on www.bookwhen.com/parkinson

Courses currently available:

- Finance for councillors
- Internal controls
- Procurement
- The role of internal audit
- VAT for unregistered councils (VAT 126)
- VAT for VAT registered councils
- VAT – partial exemption

You can also book Parkinson courses for your whole council. Contact our office for more details.

Direct booking



Course details are on the next two pages of this bulletin with booking links, dates and times at <https://breakthroughcomms.co.uk/calc-training-events>

Each course has a dedicated link where you can make your booking. Confirmation emails and links will be sent directly to participants by Breakthrough Communications. Each course will cost your council £35 per person. Sessions run through Zoom and usually last 2 hours with a range of times available during the day and evenings.

Choose Leicestershire and Rutland Association as the county association when you book. Your council will receive an invoice from the LRALC office after the session and will pay us. Cancellation without charge is possible up to one week before the course. Any queries about bookings should be made directly to Breakthrough Communications rather than our office.

If you would like to arrange a whole-council session with Breakthrough Communications, get in touch with us at the LRALC office as we can arrange dates to suit and a better total price for you.



Courses available

Local council communications and community engagement training courses	
Communicating with your community Part 1: creating a communications strategy	It's important for councils of all shapes and sizes to create a public communications strategy that supports the delivery of your council's priorities, aims and objectives. In this session we explore latest best practice for creating an effective, sustainable and resource-appropriate communications strategy that fits with the needs and aspirations of your council.
Communicating with your community Part 2: implementing effective community engagement and building sustainable conversations	This session will help you consider how to implement your communications strategy and engage with your community. We explore how councils can communicate and engage, as well as building sustainable conversations. Discover the tools, strategies and techniques needed to better promote your own messages but also to better respond to the voices within your local community.
How councils can engage effectively with young people in their communities	Young people are often a hard-to-reach demographic for councils to engage with. In this session we explore what we actually mean by the term 'young people', what issues matter to different groups of younger people, how to effectively reach and engage them, both online and offline, and how to build partnerships with youth-focused organisations in your area.
How councils can recruit a more diverse pool of local councillors	It is increasingly challenging to find people who are willing to put their names forward either at election time or to be co-opted. We explore effective ways councils and councillors can engage people over time, building up their awareness and interest in the work of the council, in order to better promote and demystify the role of a councillor.
Getting the most from local and regional media	From local newspapers and magazines to regional TV and radio, traditional media provides councils a platform to communicate with residents, but engaging with journalists can be daunting. We explore how you can build effective two-way relationships with journalists, how to write effective press releases and how to get regular coverage in your local and regional media.
Crisis communications for local councils	We never know when a crisis could strike. From local flooding to a council meeting going viral there are many ways in which councils can find themselves in the eye of the media storm. This session takes participants through the detail of preparing for a crisis no matter what form it may take. Passing on expert tips and guidance on being as prepared as you can be should the worst happen.
Local council social media and digital communications training courses	
Canva Part 1: Getting started	This training session is designed to help councils get started with Canva and to get to grips with its essential features. Participants will discover how councils can use Canva to create content for a variety of community engagement purposes, including printed material as well as for websites and social media. We will work through how to create new designs and how to make use of templates, how to add text and images, and customise their designs.
Canva Part 2: Advanced	This training session is designed for councils who already have experience with Canva and want to learn its more advanced features and techniques. Participants will learn how to use advanced tools to create complex designs and layouts as well as how to set up your council's brand. We will also explore how to integrate Canva with your social media, how to make use of its scheduling features and using Canva to create and edit video content.
Social Media Part 1: Getting started with social media for local councils	Social media provides councils with an opportunity to significantly enhance their communications. Discover how to get started on social media and how to get the fundamentals right. In this session we explore how to create a social media strategy, how to get the most out of Facebook in particular, and how to make use of time-saving tools and techniques save councils time and effort.
Social media	Many councils look to use a range of social media platforms in order to increase their digital reach into the community. In this session we explore how to get the most

Part 2: Advanced social media strategies & tactics for local councils	from each of the key social media platforms and how to ensure your social media content is delivering on your council's communications objectives. We also introduce social media advertising and how this can benefit councils.
Social media skills for parish and town councillors	Social media provides councillors an opportunity to engage and communicate with their residents. Building up two-way conversations through the power of digital platforms has never been easier, but it can be tricky to get started and to know where to focus your time and effort. We walk you through the essential ways to get the most out of key social media platforms as a local councillor, what issues to be mindful of, and we provide top tips to engage with your residents.
Local council interpersonal skills and communication skills training courses	
Dealing with difficult people and conversations in our local councils	Managing our professional relationships within our local councils is important, yet it can still be a challenge to deal with people who are 'difficult' and to face challenging situations. In this session we explore practical techniques to manage difficult conversations and situations in a council environment. Suitable for Clerks, council officers and councillors.
Councillors training: chairing council and public meetings effectively	This session is designed for councillors, regardless of whether you are an experienced chairperson or whether you are new to the role. We explore how to effectively prepare for meetings, how to get the most out of the meetings you chair and from other councillors, and how to deal with tricky situations.
Local council Data Protection and Freedom of Information training courses	
Data Protection for councils Part 1: Foundations & theory	In an ever-evolving legislative landscape, it is vital that councils ensure they have the most up-to-date understanding of their data protection obligations. This introductory session walks councils through the theory and core principles of GDPR and related data protection legislation, and we explain what policies, practices and processes councils need to have in place.
Data Protection for councils Part 2: Accountability & lawfulness	Our second data protection session deep dives into how councils are required to demonstrate accountability with UK GDPR. We consider the different lawful bases for how councils process personal data and we how to get started with creating the different policies and documents required, including your Privacy Notice, Legitimate Interest and Data Protection Impact Assessments.
Data Protection for councils Part 3: Dealing with data subject rights and information security	Our third data protection session considers how to deal with data subject rights requests, including Subject Access Requests. We explore specific steps to take to ensure you are compliant with the legislation, and we consider what exemptions may apply, and when. We also explore the importance of Information Security for local councils and what this means in practice.
Data protection training for parish and town councillors	Whether you are an experienced councillor or have only recently been elected, it is vital that you understand how data protection legislation sits with your role as an elected member. This session will help you understand your legal obligations to yourself and to your council and how to get things right. We also introduce the Freedom of Information legislation and what this means as a councillor.
Freedom of Information for local councils: obligations, procedures and exemption	This course looks at what requirements and obligations local councils have when it comes to Freedom of Information. We look at what policies and procedures councils should have in place, how to ensure officers and councillors are aware of their obligations and what steps to take when you get an FOI request, and what exemptions may potentially apply and when.

Course dates June - October

We'll give you booking dates for the next few months. More details about times and dates for later in the year are on our website.

Key to courses:

LRALC	Courses may be Zoom or face to face. Cost varies- see our website. Book through LRALC https://www.leicestershireandrutlandalc.gov.uk/training-reservations.html May be taught by LRALC officers or specialists on our behalf.
Breakthrough Communications	All courses via Zoom. All £35 per person. Book via https://breakthroughcomms.co.uk/calc-training-events
Parkinson Partnership	All courses via Zoom. All £30 per person. Book via https://bookwhen.com/parkinson#focus=ev-smrf-20210630100000

For all courses, councils will be invoiced by and payment should be made to LRALC

Please check the respective websites for availability, cancellations or changes to dates at the time you wish to book.

June

1 st	Communicating with your community part 1
1 st	Code of Conduct
2 nd	Councillors: data protection training
5 th	Data Protection & GDPR for Clerks & Officers part 1
6 th	Communicating with your community part 2
6 th	Finance for councillors
6 th	Planning Nuts & Bolts
7 th	Engage more effectively with young people
7 th	Chairman
8 th	New clerk's finance
8 th	Dealing with local and regional media
9 th	Data Protection & GDPR for Clerks & Officers part 2
13 th	Data Protection & GDPR for Clerks & Officers part 3
13 th	The essentials of being a good employer (CANCELLED)
14 th	Social media for councils: getting started
14 th	Councillor
15 th	Social media for councils: advanced strategies
15 th	VAT for unregistered councils (VAT126)
16 th	Freedom of Information for councils
20 th	Finance for councillors
20 th	Recruiting and retaining a more diverse pool of councillors
21 st	Playground inspection
21 st	Managing difficult people and conversations
21 st	Planning Nuts & Bolts
22 nd	Councillors: social media skills
22 nd	Procurement
22 nd	Chairman
27 th	LCAS briefing
27 th	VAT – Partial Exemption
28 th	Councillor

July

3 rd	Councillors: data protection training
3 rd	Charitable Trusts part 1
4 th	Finance for councillors
5 th	Internal controls
5 th	Councillor (NEW DATE ADDED)
4 th	Communicating with your community part 1
5 th	Communicating with your community part 2
6 th	Engage more effectively with young people
6 th	VAT for registered councils
6 th	Agendas and Minutes
7 th	Data Protection & GDPR for Clerks & Officers part 1
10 th	Data Protection & GDPR for Clerks & Officers part 2
10 th	Charitable Trusts part 2
11 th	Social media for councils: getting started
11 th	Procurement
12 th	Social media for councils: advanced strategies
13 th	Councillors: social media skills
13 th	Finance for councillors
13 th	Recruiting and retaining a more diverse pool of councillors
14 th	Data Protection & GDPR for Clerks & Officers part 3
18 th	Councillors: chairing meetings effectively
18 th	VAT for unregistered councils (VAT126)
24 th	Councillor training – for clerks

August

1 st	Social media part 1
2 nd	Communicating with your community part 1
3 rd	Communicating with your community part 2
7 th	Data protection for councils part 1
11 th	Data protection for councils part 2
15 th	Data protection for councils part 3
16 th	Social media part 2
17 th	Social media skills for parish and town councillors
21 st	Data protection training for parish and town councillors
22 nd	Dealing with difficult people and conversations in our local councils

September

4 th	Data protection for councils part 1
4 th	Village greens
5 th	Communicating with your community part 1
5 th	Parish clerks 1
6 th	Communicating with your community part 2
8 th	Data protection for councils part 2
11 th	Data protection for councils part 3
12 th	How councils can engage effectively with your people in their communities
12 th	Appraisal skills
13 th	Chairman
14 th	Social media part 1
19 th	Social media part 2
19 th	Councillor
20 th	Social media skills for parish and town councillors
21 st	Chairing council and public meetings effectively
21 st	Parish clerks 2
25 th	Data protection training for parish and town councillors
27 th	Local Council Award Scheme briefing
28 th	Agendas and minutes

October

2 nd	Data protection training for parish and town councillors
3 rd	Communicating with your community part 1
4 th	Communicating with your community part 2
4 th	Parish clerks 3
5 th	Code of conduct
6 th	Data protection for councils part 1
9 th	Data protection for councils part 2
10 th	How councils can engage effectively with your people in their communities
11 th	Confidential session
13 th	Data protection for councils part 3
18 th	Getting the most from local and regional media
19 th	Social media part 1
24 th	Social media part 2
24 th	Report writing
25 th	Social media skills for parish and town councillors
26 th	Dealing with difficult people and conversations in our local councils

xxx Parish council

Draft Training policy

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1 Purpose

- 1.1 xxx Parish Council is committed to appropriate and effective training for members and staff. The parish council believes that proper training enables all involved with the council to understand the needs of the community, deliver services and engage in partnerships more effectively.
- 1.2 The council values the time and commitment given by members to their community. This policy is aimed at maximising the rewards from that time by ensuring that elected members understand and enjoy the role they undertake in their community and are able to discharge that role effectively.
- 1.3 Staff and councillors are expected to embrace the ethos of training and the merits of a well-run and pro-active council structure.
- 1.4 Councillors and staff should be aware of current issues facing the local government sector and the local community.
- 1.5 Training includes but is not restricted to:
 - attendance at formal courses and conferences;
 - informal networking;
 - being mentored and mentoring;
 - online courses;
 - reading and private study.

2 General issues

- 2.1 The council will set aside an adequate training budget each year to meet training needs for staff and councillors.
- 2.2 The council is a member of the Leicestershire and Rutland Association of Local Councils. All employees and members are encouraged to attend courses provided through its training programme.
- 2.3 The council will also encourage participation in courses run by other providers where appropriate.
- 2.4 Anyone attending training is required to report back to the council, informing others of the value of the training and how appropriate it was to the objectives set.
- 2.5 Training material should be shared to ensure all involved with the council are made fully aware of issues and updates relating to law, administration and practical management.
- 2.6 The council will take note of any matters which should be pursued as a result of training attended. Where appropriate, best practice procedures should be implemented or updated.

3 Local Council Award Scheme

To achieve an award within the Local Council Award Scheme¹, the following criteria regarding training and development must be met.

3.1 Foundation Award

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website:

- disciplinary and grievance procedures;
- a policy for training new staff and councillors;
- a record of all training undertaken by staff and councillors in the last year;
- a clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year.

What is the accreditation panel looking for?

A training and development policy for staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, events, online courses, learning on the job and qualifications. Councillors undertake a range of development activities such as attending conferences, undertaking training, or reading about developments in the sector. The clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB².

3.2 Quality Award

The council also confirms by resolution at a full council meeting that it has:

- a qualified clerk;
- a clerk (and deputy) employed according to nationally or locally agreed terms and conditions;
- a formal appraisal process for all staff;
- a training policy and record for all staff and councillors.

What is the accreditation panel looking for?

The panel may ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council. The clerk is expected to achieve at least 12 Continuous Professional Development points every year. The CPD guidance on how points are allocated can be downloaded from NALC's or SLCC's websites.

¹ Criteria for Local Council Award Scheme and comments relating to what accreditation panels are looking for are taken from *A guide to the Local Council Award Scheme*, NALC, 2021 www.nalc.gov.uk/library/our-work/lcas/1855-lcas-guide/file

² <https://www.nalc.gov.uk/library/our-work/1341-cpd-point-scheme-guide/file>

3.3 Quality Gold Award

The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it:

- manages the performance of the council as a corporate body;
- manages the performance of each individual staff member to achieve its business plan.

What is the accreditation panel looking for?

The statements on performance management explain the processes by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. The statements also include confirming that each member of staff has their own professional development plan and that the majority of councillors participate in a member development programme that is specific to their roles and the needs of the council. It is important to show evidence that the council is a good employer.

4 Staff training

- 4.1 The clerk to council and all other members of staff are fundamental to all areas of development and service delivery. It is essential that they are trained to carry out their duties as effectively as possible.
- 4.2 All staff will receive an annual staff appraisal and this will be an opportunity to discuss any training needs.
- 4.3 In addition, all staff are encouraged to raise at any time the perceived need for further training in any of the areas of work they are required to carry out, if need is identified.
- 4.4 The parish council may request that staff undertake further training at its discretion, where this is deemed necessary, and in view of any specialist activities that the employee is required to undertake on its behalf.
- 4.5 Full support will be given to all employees undertaking training of any kind in furtherance of the Council's activities.

5 Qualifications and professional associations

- 5.1 The clerk to council is expected to be a member of the Society of Local Council Clerks (SLCC). Other staff are encouraged to be members.
- 5.2 The council will pay the subscriptions of employees to the SLCC.
- 5.3 The clerk is expected to hold a Certificate in Local Council Administration (CILCA). If the clerk is not CILCA qualified at the time of appointment, they will be supported to achieve the qualification. The council will pay for the cost of training and for additional hours worked achieving that qualification.
- 5.4 The council will give permission to the clerk to use council documents as evidence for the CILCA portfolio.
- 5.5 A clerk who has CILCA should undertake Continuous Professional Development (CPD) in line with the National Training Strategy for town and parish councils³. Appropriate CPD can be identified during discussion of the clerk's annual appraisal.
- 5.6 The clerk will keep a record of all CPD attended and will keep this updated at SLCC.
- 5.7 The clerk is encouraged to attend branch meetings, conferences and to contribute to online communities with other professionals.
- 5.8 The council will pay the cost of training activities and for additional hours worked for local networking meetings, conferences or training events. Attendance at such meetings forms part of CPD. Informal networking also takes place through national and local e-forums.
- 5.9 The council will consider contributing to the cost of attending regional or national conferences.
- 5.10 Assistant and deputy clerks are encouraged to follow the training pathway outlined for the clerk as in 5.1 to 5.9 above. Support will be provided by the council as required.
- 5.11 Employees who are not office-based are encouraged to follow training pathways as identified within their own professions. Support will be provided by the council as required.

³ National Training Strategy
<https://www.slcc.co.uk/national-training-strategy/>

6 Councillor Training

- 6.1 The council will encourage all members to attend training in relation to the corporate activities of the Council, and its administrative procedures.
- 6.2 Formal training for councillors is provided by Leicestershire and Rutland Association of Local Councils and other providers. The clerk is expected to keep councillors briefed on current issues and may deliver training sessions to councillors.
- 6.3 Councillors will also be expected to undertake specialist courses as the need arises, and dependent on any specific responsibilities that are allocated.
- 6.4 All council policies will reflect the requirement for member training and updating on key elements of council procedure and policy.
- 6.5 If additional, specialist training is required on any matter, the clerk will source the appropriate qualified person to delivery that training in-house to members.
- 6.6 A record of all training attended by members will be kept and publicised via the council's publication scheme and the council's website.
- 6.7 As a minimum, all councillors should be adequately trained in:
- roles and responsibilities of individual members;
 - the council as a corporate body;
 - the chairman and the clerk;
 - the law applicable to local councils;
 - procedures of local councils;
 - financial rules, procedures and management;
 - the planning system and local councils' role in the planning system;
 - community engagement.

7 Review

This policy should be reviewed on a biennial basis or in response to changes in relevant legislation, training procedures or criteria for accreditation.

8 Version control and amendment history

Date approved	Version Number	Revision / amendments made	Review date
	1.0	New policy	