

Ripponden Parish Council

POLICY & DOCUMENTS DIRECTORY

Authorised/reviewed	Date	Resolution
Authorisation and adoption of appropriate existing policies in directory format.	03/04/2025	19515
New lone working/volunteer/safeguarding policies adopted and authorised.	03/04/2025	19516/19517/19518

Please note this directory does not contain the risk assessment, the data audit, or the business continuity plan.

Standing Orders and Financial Regulations are stand-alone governing documents.

All employment policies can be found in the Employment Handbook.

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CODE OF CONDUCT (SR)

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that councillors be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of Ripponden Parish Council.

PURPOSE OF THE CODE OF CONDUCT

The purpose of this Code of Conduct is to assist you, as a councillor, 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 councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct.

GENERAL PRINCIPLES OF COUNCILLOR CONDUCT

Everyone in public office at all levels should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

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

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community.
- I do not improperly seek to confer an advantage, or disadvantage, on any person.
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

APPLICATION OF THE CODE OF CONDUCT

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

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor.

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.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

STANDARDS OF COUNCILLOR CONDUCT

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, 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

RESPECT

As a councillor:

1. I treat other councillors and members of the public with respect.
2. I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority 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 councillor, 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 councillors.

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 report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor officer protocol.

BULLYING, HARASSMENT AND DISCRIMINATION

As a councillor:

1. I do not bully any person.
2. I do not harass any person.
3. I 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. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

IMPARTIALITY OF OFFICERS OF THE COUNCIL

As a councillor:

1. I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority 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.

CONFIDENTIALITY AND ACCESS TO INFORMATION

As a councillor:

1. I do 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 local authority; and
 3. I have consulted the Monitoring Officer prior to its release.
2. I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.
3. I do 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 local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

DISREPUTE

As a councillor:

1. I do not bring my role or local authority into disrepute.

As a Councillor, 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 councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors 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.

USE OF POSITION

As a councillor:

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

Your position as a member of the local authority 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.

USE OF LOCAL AUTHORITY RESOURCES AND FACILITIES

As a councillor:

1. I do not misuse council resources.
2. I will, when using the resources of the local or authorising their use by others:
 - a. act in accordance with the local authority'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 local authority or of the office to which I have been elected or appointed.

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

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor 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 local authority's own policies regarding their use.

COMPLYING WITH THE CODE OF CONDUCT

As a Councillor:

1. I undertake Code of Conduct training provided by my local authority.
2. I cooperate with any Code of Conduct investigation and/or determination.
3. I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
4. I 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 councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

PROTECTING YOUR REPUTATION AND THE REPUTATION OF THE LOCAL AUTHORITY

As a councillor:

1. I register and disclose my interests.

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, local authority employees and fellow councillors 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 councillors 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 set out in Table 1 is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

GIFTS AND HOSPITALITY

As a councillor:

1. I do 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 local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
2. I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
3. I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, 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 councillor. 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 councillor, 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 councillor. If you are unsure, do contact your Monitoring Officer for guidance.

APPENDICES

APPENDIX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE

The principles are:

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 - REGISTERING INTERESTS

Within 28 days of becoming a member or your re-election or re-appointment to office, you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in Table 2 (Other Registerable Interests).

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"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.

1. 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.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. 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.

NON-PARTICIPATION IN CASE OF DISCLOSABLE PECUNIARY INTEREST

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

DISCLOSURE OF OTHER REGISTERABLE INTERESTS

6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests (as set out in Table 2), you must disclose the 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. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

DISCLOSURE OF NON-REGISTERABLE INTERESTS

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you 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. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which affects –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative, close associate; or
 - c. a body included in those you need to disclose under Other Registrable Interests as set out in Table 2
 - you must disclose the interest. To determine whether you can remain in the meeting after disclosing your interest, the following test should be applied:
9. Where a matter affects your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests 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. Otherwise you 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.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

TABLE 1: DISCLOSABLE PECUNIARY INTERESTS

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

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 councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, 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 councillor or his/her spouse or civil partner or the person with whom the councillor 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 councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
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 councillor's knowledge) the landlord is the council; and the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor 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 councillor's knowledge) has a place of business or land in the area of the council; and b) either 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 councillor, or his/ her spouse or civil partner or the person with whom the councillor 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.

TABLE 2: OTHER REGISTRABLE INTERESTS

You have a personal interest in any business of your authority where it relates to or is likely to affect:

1. any body of which you are in general control or management and to which you are nominated or appointed by your authority
2. any body
 - a. exercising functions of a public nature
 - b. any body directed to charitable purposes or
 - c. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

ABOUT OUR SMALL GRANTS

- 1.1. Ripponden Parish Council has the power, but not the obligation, under various sections of the Local Government Act 1972 to make community grants available to local community, voluntary and not-for-profit groups in Barkisland, Soyland, Ripponden and Rishworth.
- 1.2. Ripponden Parish Council is funded by the residents of Barkisland, Soyland, Ripponden and Rishworth via a precept charge on the council tax collected through Calderdale Council. It has, therefore, limited funds available to assist groups who must demonstrate that they are working for the benefit of the people of Ripponden Parish.
- 1.3. Grants will be distributed by the Council in a fair and equitable manner to reflect the value and contribution of the organisation to the local community and the extent of contribution made by the organisation itself.
- 1.4. In all its considerations, Ripponden Parish Council must aim for value for money for the local taxpayer.

AIMS OF THE GRANT PROGRAMME

- 1.5. Ripponden Parish Council provides grants to support the following aims.
 - 1.5.1. To improve or enhance the local environment.
 - 1.5.2. To improve the health and wellbeing of parish residents.
 - 1.5.3. To enable parish residents to develop their skills and knowledge.
 - 1.5.4. To encourage civic pride.

WHO CAN APPLY?

- 1.6. Grants will only be considered for groups and organisations operating within Ripponden Parish, who are able to demonstrate a need for financial support to benefit the local community and/or are providing a service in the parish.
- 1.7. At the Council's discretion, it may consider groups and organisations out of the parish area, providing the service or activity is of direct benefit to residents in Ripponden parish.

APPLICATIONS THAT WILL NOT BE SUPPORTED

The following will not be considered for support.

- Applications by individuals.
- Applications by regional or national organisations unless they are for a specific project that benefits Ripponden parish residents.
- Applications by commercial organisations.
- Applications for purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
- Applications by "upward funders": i.e. local groups where fund-raising or a tithe of all funds is sent to a central HQ.
- Applications by political parties or political groups.
- Multiple applications by the same organisation in one year.
- Applications to directly fund the provision of food and drink.

WHEN TO APPLY

- 1.8. Ripponden Parish Council awards the funds available for small grants throughout the year.
- 1.9. **The Council requests that a representative of the organisation applying for the grant should attend the meeting at which the Council considers the application and agree to answer any questions concerning the application.**
- 1.10. The Council advises that applicants submit grant applications as soon as possible, so that any questions, queries, or errors can be sorted out before presentation at a full council meeting.

OVER-SUBSCRIPTION OF APPLICANTS

- 1.11. On occasions where the demand for grants exceeds the availability of funds, Ripponden Parish Council may consider granting the award from another budget allocation.

HOW MUCH TO APPLY FOR?

- 1.12. Ripponden Parish Council will award up to 100% of the total cost of a project.
- 1.13. The Council will award grants for both capital and revenue projects.
- 1.14. For some applications, the specific statutory power that Ripponden Parish Council must use to enable the grant award may mean that there is a cap from HM Government on how much can be given. The Council will notify the applicant if this is the case.
- 1.15. Ripponden Parish Council cannot award more in a grant than the funds available. Applicants are encouraged to contact the Clerk or Chairman of the Council if they wish to know the level of available funds.

AWARD CONDITIONS

The following conditions will apply to all applications.

- 1.16. Applications for grants must be made in the financial year in which the grant will be spent, and awarded funds must be spent within that period.
- 1.17. The grant must be used for the purpose for which the application was made.
- 1.18. If the group is unable to use the award for the stated purpose, all monies must be returned to Ripponden Parish Council within six months of the date it was awarded.
- 1.19. All awards must be properly accounted for, and evidence of expenditure should be supplied to Ripponden Parish Council as requested. Ripponden Parish Council reserves the right to request a refund of any or all monies awarded if it is dissatisfied with the information provided.
- 1.20. All successful applicants must submit a post grant report to Ripponden Parish Council within twelve months of receiving the grant award.
- 1.21. The awarding of a grant should not be treated as evidence of an ongoing commitment.
- 1.22. A fresh application, on the Ripponden Parish Council provided application form, is required each year.
- 1.23. No award will be made where the event has passed, or expenditure already incurred.
- 1.24. Where applicants have significant cash reserves of at least twice the grant requested, lower priority will be given to the awarding of such a grant.
- 1.25. Ripponden Parish Council is not bound by its previous policy of awarding subsequent awards to the same applicant, and this does not create any precedent regarding future awards.
- 1.26. Ripponden Parish Council reserves the right to discontinue the grant programme.

HOW TO APPLY?

Applications will only be considered when . . .

- 1.27. They are made via the Council's approved application form.
- 1.28. They are accompanied by details of the group's constitution.
- 1.29. The form has been signed by an appropriately authorised person on behalf of the group or organisation.
- 1.30. Estimates, competitive quotations and specifications have been included, if appropriate.
- 1.31. They are accompanied by a copy of the organisation's latest accounts or, if less than twelve months old, a statement of income and expenditure (incurred to date or projected if a new organisation).
- 1.32. Bank statements are required for six months prior to the date of application to be submitted at the point of application.
- 1.33. Confirmation that it holds a separate bank account controlled by more than one signatory.
- 1.34. Details of the membership, both within and outside Ripponden, have been noted on the application form to demonstrate the benefit of the group to Ripponden residents.

- 1.35. Any other documentation that may be relevant to the application e.g. insurance cover, health and safety issues, safeguarding policy has been provided.
- 1.36. All applicants must acknowledge Ripponden Parish Council's grant funding on all promotional material for the event or project and on their social media and or website, if used, and give Ripponden Parish Council full permission to use images and information of the project.

CO-OPTION

This policy outlines the procedure to be followed by Ripponden Parish Council when a casual vacancy arises by virtue of councillor resignation, disqualification or death.

Electoral services at Calderdale Metropolitan Borough Council will be informed of the vacancy, and 14 days' notice to electors to call a poll must be provided. Assuming there is no call for a by-election, the council will fill the vacancy by co-option using the following procedure.

A notice will be erected in a conspicuous place in the parish, inviting people who are interested in being a parish councillor to write to the council or complete an application.

The notice advertising the vacancy will contain a closing date for receipt of applications.

Upon receipt, the council must check, as far as reasonably possible, that candidates are eligible in accordance with the Local Government Act 1972, section 79.

To be eligible, the candidate must:

- be 18 years old or over, and
- an elector for the parish, or
- has resided in the parish for the past twelve months or rented/tenanted land in the parish, or
- had his/her principal place of work in the parish, or
- has lived within three miles (direct) of the parish.
- **and** is not disqualified from being a councillor by virtue of section 80 of the Local Government Act 1972.

Following receipt of applications, the next suitable council meeting will have an agenda item 'To receive written applications for the office of parish councillor and to co-opt a candidate to fill the existing vacancy'.

The council can choose how to manage this part of the process and may make its selection using information in the written application only or it may invite the candidates to come to a co-option meeting.

The council will request all those submitting an application to attend a parish council meeting and provide a short (specify the time) presentation as to their suitability as a parish councillor, prior to resolving to co-opt the most suitable candidate.

The council is aware of the need for confidentiality in part of the co-option process. The part where candidates speak to the meeting is not prejudicial to the public interest; however, where the council is discussing the merits of candidates and inevitably their personal attributes, this could be prejudicial and so for this part of the process, the Council is likely to exclude members of the press and public.

Councillors will vote for their candidate in the normal way, through a proposer, seconder and vote by show of hands. As this part of the process is not prejudicial to the public interest, the public should be present for it.

Decisions of a local council are normally made on a simple majority vote. The only occasion where this differs is in the co-option process. If the council has more than two applicants for one vacancy, it needs to ensure that the successful applicant receives not just a majority of the votes cast, but an **absolute majority**. The difference is that the person elected receives more votes than the others added together.

For a candidate to be co-opted to the Parish Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting, the candidate with the least number of votes will drop out of the process. Each councillor must vote; no abstentions are allowed. The Chairman may only use their casting vote if two successive voting rounds are stalemated. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.

The successful candidate will sign a Declaration of Acceptance of Office before he/she can act as a parish councillor.

The clerk will provide the new councillor with the council's code of conduct.

INTRODUCTION

1.1. The guidelines set out in this document supports the Ripponden Parish Council Data Protection Policy and assists us in compliance with the Freedom of Information Act 2000, the General Data Protection Regulation 2018 (GDPR) and other associated legislation.

1.2. It is important that the Ripponden Parish Council has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However, it is important to note that this is a live document and will be updated on a regular basis.

1.3. Ripponden Parish Council will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

AIMS AND OBJECTIVES

2.1. It is recognised that up to date, reliable and accurate information is a vital to support the work that the Ripponden Parish Council does and the services that we provide to our residents. This document will help us to:

- ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public.
- comply with legal and regulatory requirements, including the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the GDPR.
- save employees' time and effort when retrieving information by reducing the amount of information that may be held unnecessarily.
- ensure archival records that are of historical value are appropriately retained for the benefit of future generations.

SCOPE

3.1. For the purpose of this policy, 'documents' includes electronic, microfilm, microfiche and paper records.

3.2. Where storage is by means of paper records, originals rather than photocopies should be retained where possible.

STANDARDS OF GOOD PRACTICE

4.1. The Ripponden Parish Council will make every effort to ensure that it meets the following standards of good practice:

- Adhere to legal requirements for the retention of information as specified in the Retention Schedule at Annex A.
- Personal information will be retained in locked filing cabinets within the Parish Council office, access to these documents will only be by authorised personnel.
- Disclosure information will be retained in a locked cabinet in the Parish Council office
- Appropriately dispose of information that is no longer required.
- Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed.
- Information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes: e.g. equalities data.
- Wherever possible, only one copy of any personal information will be retained and that will be held within a locked filing cabinet in the Parish Council office.

BREACH OF POLICY AND STANDARDS

5.1. Any employee who knowingly or recklessly contravenes any instruction contained in, or following from, this Policy may, depending on the circumstances of the case, have disciplinary action, which could include dismissal, taken against them.

5.2. Where there is a breach of the policy, the Council may need to consider whether there is also a breach of the GDPR.

ROLES AND RESPONSIBILITIES

6.1. The Ripponden Parish Council Proper Officer has responsibility for implementation of the policy under delegation of Ripponden Parish Council.

6.2. The Ripponden Parish Council Proper Officer is responsible for the maintenance and operation of this policy including ad-hoc checks to ensure compliance.

RETENTION

7.1. Timeframes for retention of documents have been set using legislative requirements, guidance from the National Association of Local Councils and the Chartered Institute of Personnel and Professional Development (CIPD).

7.2. Throughout retention the conditions regarding safe storage and controlled access will remain in place.

7.3. The attached 'Appendix' shows the minimum requirements for the retention of documents as determined by the Ripponden Parish Council for the management of specific documentation types. Officers holding documents should exercise judgement as to whether they can be disposed of at the end of those periods detailed in the attached 'Appendix'

DISPOSAL

8.1. Documents/data no longer required by Ripponden Parish Council for administrative purposes must be finely shredded, incinerated or deleted entirely and securely from the Ripponden Parish Council computer systems.

DOCUMENT RETENTION TIMESCALES

Document	Retention Period
Finance	
Financial Published Final Accounts	Indefinitely
Annual Governance and Accountability Return	Indefinitely
Final Account working papers	6 years
Records of all accounting transactions held in the financial management system	At least 6 years
Cash Books (records of monies paid out and received)	12 years
Purchase Orders	6 years
Cheque Payment Listings (Invoices received)	6 years
Payment Vouchers Capital and Revenue (copy invoices)	12 years
Goods received notes, advice notes and delivery notes	3 years
Petty cash vouchers and reimbursement claims	6 years
Debtors and rechargeable works records	6 years
Expenses and travel allowance claims	6 years
Asset Register for statutory accounting purposes	10 years
Adopted annual budget	6 years
Financial Plan	6 years
Budget Estimates – Detailed Working Papers and summaries	3 years
Bank Statements (electronic) and Instructions to banks	6 years
Bank Statements (Hardcopy)	6 years
Prime evidence that money has been banked	6 years
Refer to Drawer (RD) cheques	3 years
Cancelled Expenditure cheques	3 years
Bank Reconciliation	3 years
Cheques presented/drawn on the Council bank accounts	3 years
Grant/Funding Applications & Claims	3 years
Precept Forms	Indefinitely
Internal Audit Plans/Reports	3 years
Fees and Charges Schedules	6 years
Loans and Investment Records; temporary loan receipts	10 years (after loan redemption)
Current and expired insurance contracts and policies and Insurance records	3 years (or as long as it is possible for a claim to be made)
Claims correspondence	3 years after settlement
Employers Liability Insurance Certificate	40 years
VAT records, input and output	10 years
Final accounts of contracts executed under hand or seal	12 years from contract completion
Redundancy records	6 years from date of redundancy
Members	
Councillors Registers of Interests	When councillor is no longer a public office holder
Councillors Declaration of Acceptance of Office forms	When councillor is no longer a public office holder
Chairman's Declaration of Acceptance of Office	When the term of office comes to an end

Employment	
Unsuccessful application forms	6 months to 1 year
Unsuccessful reference requests	1 year
Successful application forms and CVs	For duration of employment + 6 years
References received	For duration of employment + 6 years
Statutory sick records, pay, calculations, certificates etc.	For duration of employment + 6 years
Annual leave records	For duration of employment + 6 years
Unpaid leave/special leave	For duration of employment + 6 years
Annual appraisal/assessment records	Current year and previous 2 years
Time Control Records	2 years
Disclosure and Barring checks	6 months
Employee Personnel files, training records, discipline and grievance records and working time records	6 years after employment ceases
Disciplinary or grievance investigations - unproven	Destroy immediately after investigation or appeal
Statutory Maternity/Paternity records, calculations, certificates etc	3 years after the tax year in which the maternity period ended
Time sheets and overtime claims	6 years

Statutory end of year returns to Inland Revenue and Pensions records	Indefinitely
Income Tax and National Insurance Records	Not less than 3 years after the end of the financial year to which they relate
Wages/salary records, overtime, bonuses, expenses etc	6 years
Accident books, records and reports	3 years from date of last entry (If a child or young adult is involved, then until the person reaches the age of 21
Redundancy records	6 years from the date of redundancy
Supporting documentation for tax returns	6 years

Corporate	
All Ripponden Parish Council minutes including minutes of committees, sub-committee meetings and any working group minutes	Permanently (in perpetuity) and archived after two years
Agendas	5 years
Policies and procedures	Until updated or reviewed
Asset management records	Indefinitely
Internal audit fraud investigation	7 years from date of final outcome of investigation
Risk register	Indefinitely
Risk assessments (any)	6 years
Burial records and associated documentation	Indefinitely
Drivers logbooks and mileage	6 years
Vehicle maintenance and registration records (all necessary certificates, MOT certificates, test records and vehicle registration documents etc)	2 years after vehicle disposed of
Allotment application forms	Length of Tenancy + 2 years
Allotment agreements	Length of Tenancy + 6 years
Pre-tender qualification document, summary list of expression of interest received, a summary of any financial or technical evaluation supplied with the expressions of interest Initial application	1 year
Successful tender documentation Life of contract	6 years from date of final payment
Unsuccessful tender documentation	Until final payment of contract let is made
Deeds of land and property	Permanently or until property is disposed of
Land and property rental agreements	6 years after expiry of the agreement
Property evaluation lists	Indefinitely
Lease agreements, variation and valuation queries	15 years after the expiry of the agreement
Documentation referring to externally funded projects	6 years
Booking diaries	3 years
Premises License applications	Indefinitely
Competition entries	1 year for personal data; 10 years for submitted images

Health & Safety	
Health and Safety Accident books and records	3 years after the date of the last entry (unless an accident involving chemicals or asbestos is contained within then 40 years). If the accident concerns a child or young adult, retain until the person reaches the age of 21.
Medical records containing details of employee exposed to asbestos or as specified by the Control of Substances Hazardous to Health Regulations 1999	40 years from the date of the last entry
Medical examination certificates	4 years from date of issue
Asbestos records for premises/property including survey and removal records	40 years
Parks and play area inspection reports	6 years
All inspection certificates	6 years
Repairs job sheets	2 years
Periodic machinery inspection tests (PAT, equipment calibration etc)	2 years
Documents relating to the process of collecting, transporting and disposal of general waste	3 years
Documents relating to the process of collecting, transporting and disposal of hazardous waste	10 years
Plant and equipment testing	2 years
Unusual Incident Forms	3 years
Manual Handling Assessment Forms	3 years

Other	
Hard copy routine correspondence	Retain until matter dealt with: maximum period 6 months. Where Ripponden Parish Council believes that it is necessary to keep correspondence for an increased length of time, it will redact personal data from the correspondence.
Electronic routine correspondence	Retain until matter dealt with: maximum period 6 months. Where the Ripponden Parish Council believes that it is necessary to keep correspondence for an increased length of time, it will redact personal data from the correspondence.
Requests under the Freedom of Information Act 2000	Retain until matter dealt with, plus 6 months. Where the Ripponden Parish Council believes that it is necessary to keep correspondence for an increased length of time, it will redact personal data from the correspondence.
Planning Applications	Recommendations in connection with relevant planning applications are recorded in the minutes which are retained indefinitely. Correspondence (both hard copy and electronic) received in connection with planning applications will be retained in accordance with the routine documents/correspondence policy noted above. Where an application is refused by the local planning authority, the application will be retained until the period within which an appeal can be made has expired.

Agreements and related correspondence	
Contracts with customers and suppliers	Six years after expiry or termination of contract
Licensing agreements, Rental/Hire Purchase agreements	Six years is generally the time limit within which proceedings founded on a contract may be brought
Indemnities and guarantees	If the contract is executed as a deed the limitation period is twelve years
Other agreements and contracts	Actions for latent damage may be brought up to fifteen years after the damage occurs

Donations and Subscription Records	
Donations granted and related correspondence	Six years
Deed of covenant	Six years after last payment made but up to 12 years if any payments are still outstanding or there is any dispute regarding the Deed
Subscription records	3 years after cessation of membership

INTRODUCTION

Ripponden Parish Council will make reimbursement for all or some of the expenses the Chairman or Councillors incur in performing the duties required by the Council.

The policy sets the entitlements and process for claiming expenses.

PROCESS

All expense claims must be submitted using the Ripponden Parish Council Expenses form and be accompanied by receipts where possible.

All expenses claims will be submitted to the RFO (usually, the Clerk) who will have delegated authority to agree the expenses and raise electronic bank payments to recipients. All payments will be scrutinised by bank signatories.

In the case of expenses claimed by the clerk, the claim form will be scrutinised and considered by the Chairman of the parish. The clerk cannot approve their own expenses. No expenses will be reimbursed in cash.

False claims: If the Council considers that any expenditure claimed was not legitimately incurred on behalf of the Council, it may request further details from the claimant. The Council may withhold payment where insufficient supporting documents have been provided.

Where payment has been made prior to the discovery that the claim was not legitimate or correct, the parish council will seek reimbursement to the value of that claim. Any abuse of the Council's expenses policy will not be tolerated.

This includes, but is not limited to:

- false expenses claims
- claims for expenses that were not legitimately incurred
- claims for personal gain
- claims for hospitality and/or gifts without them having been declared
- receipt of hospitality and/or gifts from contacts that may be perceived to influence a councillors or officers judgment.

The Council will take disciplinary action and Code of Conduct action where appropriate and, in certain employment circumstances, may treat a breach of this policy as gross misconduct, which may result in summary dismissal.

In addition, the Council may report the matter to the police for investigation and criminal prosecution.

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

TRAVEL EXPENSES

Rail: standard class rail fares will only be reimbursed. Where possible, rail journeys should be booked well in advance to benefit from any discounts for early booking.

Use of personal vehicle: Any use of a private vehicle on parish council business is subject to the claimant:

- holding a full UK driving licence
- ensuring that their vehicle is roadworthy and fully registered
- holding motor insurance that provides for business use.

The Council accepts no liability for any accident, loss, damage, or claim arising out of any journey that is made on council business. The Council will not pay for the cost of any insurance policy on a private vehicle.

Claims for petrol expenditure, should set out the distance of the journey undertaken on the expenses claim form.

The Council will pay a mileage allowance of 45p per mile for mileage under 10,000 miles and 25p per mile for mileage over 10,000 miles, or such other rate as set out from time to time by HM Revenue and Customs. The Council will pay for tolls, congestion charges and parking costs incurred, where applicable.

Use of bicycle or motorcycle: If use of bicycle or motorcycle is approved, a mileage allowance of 20p or 24p per mile respectively can be claimed. Any use of a motorcycle on business is subject to the same requirements as a car (see above).

Taxis: Any use of taxis will require prior approval from the clerk and only in limited circumstances.

These are:

- where taking a taxi would result in a significantly shorter travel time than using public transport
- where there are several employees travelling together
- where personal security and safety of employees is an issue, for example taxis may be permitted after sunset or at any function where alcohol may be consumed.

Claimants must obtain a receipt with details of the date, place of departure and destination of the journey.

OVERNIGHT ACCOMMODATION

As a guideline for travel on council business, accommodation equivalent to three-star standard or less can be booked with the permission of the clerk. Hotel accommodation of up to £120 maximum in a major city and £100 elsewhere is acceptable. It is the claimant's responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.

CHAIRMAN'S EXPENSES

The Chairman can receive an annual allowance to defray the expenses of his/her office. The annual sum will be agreed by a resolution of the council on an annual basis. Additionally, the chairman can claim reimbursement of all mileage, hospitality, and home printing costs when incurred necessarily in performing the duties required by the Council. Other expenses can also be claimed at the discretion of the Clerk if incurred necessarily in performing the duties of a member or required by the Council.

COUNCILLORS' EXPENSES

Parish Councillors can claim reimbursement of all mileage, hospitality, and home printing costs when incurred necessarily in performing the duties required by the Council. Other expenses can also be claimed at the discretion of the Clerk, if incurred necessarily in performing the duties of a member or required by the Council.

ABOUT THE SCHEME OF DELEGATION

The Council's Scheme of Delegation authorises the Clerk to the Council and the Responsible Finance Officer to act with delegated authority in specific circumstances detailed.

PROPER OFFICER AND RESPONSIBLE FINANCE OFFICER

- To take act on any issue of such urgency that cannot wait until the next Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman and take his/her view into account.
- To incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such urgency that it must be done at once, whether there is any budgetary provision for the expenditure subject to the limit of £500.
- Specifically authorised to:
 - Receive declarations of interest.
 - Receive and record notices disclosing pecuniary interests.
 - Receive and retain documents for the Parish Council.
 - Sign Notices and other documents on behalf of the Parish Council.
 - Sign Summons to attend meetings of the council.
 - To be responsible for the Parish Council's petty cash.
- Delegated authority to undertake the following matters:
 - Day to day administration of services, together with routine inspection and control.
 - Authorisation to call any extra meetings of the Council or any Committee as necessary, having consulted with the Chairman of the Council and/or Chairman of the appropriate Committee.
 - Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the Council, but not to correspondence requiring an opinion to be taken by the Council or its Committees.

Delegated actions of the Clerk to the Council 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.

COUNCIL

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

- Setting the precept.
- Borrowing money.
- Approval of the Council's Annual Accounts and completion of the Annual Return.
- Making, amending, or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- Making of Orders under statutory powers.
- Matters of principle or policy.
- Nomination of representatives of the Council to any other authority, organisation, or body (excepting approved Conferences or meetings).
- Any proposed new undertaking.
- Prosecution or defence in a court of law.
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee

INTRODUCTION

Ripponden Parish Council has adopted this risk management policy in accordance with guidance set out in Governance and Accountability for Local Councils – a Practitioners’ Guide (England) issued by the Joint Practitioners Advisory Group (JPAG) and also to give effect to the Health and Safety at Work Act 1974.

This document sets out the:

- Parish Council’s Risk Management Policy
- Objectives of Risk Management
- Types of Risk
- Roles and responsibilities
- Risk Management process
- Approach to future monitoring

This policy aims to further develop risk management and raise its profile across the Parish Council by:

- Integrating risk management into the culture of the organisation;
- Embedding risk management through the ownership and management of risk as part of all decision making processes;
- Managing risk in accordance with best practice.

THE POLICY

Ripponden Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise its opportunities.

The Parish Council is aware that some risks can never be eliminated fully and its strategy provides a structured, systematic and focussed approach to managing risk.

Risk Management is an integral part of the Parish Council’s management processes.

OBJECTIVES OF RISK MANAGEMENT

The objectives of risk management are to:

- Identify, evaluate and manage the opportunities and risks to which the Parish Council is exposed, at strategic and operational level
- To protect physical assets, promote employee and public safety and maximise resources
- Embed risk management into day to day management and working arrangements
- Enable effective and safe delivery of services to local people and to minimise the risk of significant failures
- Enable the identification of opportunities and risks associated with the Council’s budget options and business planning to ensure that opportunities and risks are controlled
- Enable better, more informed decision making at all levels
- Review, evaluate and implement issues identified from past experience
- To promote good corporate governance

It is the responsibility of all Members and staff to have regard for risk management whilst carrying out their duties.

This Strategy will enable risks and opportunities to be identified, evaluated, controlled, monitored and reported.

Seek assurances that action(s) are being taken on risk related issues identified by auditors and inspectors.

TYPES OF RISK

In order to manage risk, the Council needs to know what risks it faces. Identifying risks is therefore the first step in the risk management process.

The Council will identify the key risks to achieving its priorities and service objectives:

- financial - loss of money
- security - fraud, theft, embezzlement
- property - damage to property
- legal - breaking the law or being sued
- IT – failure of IT systems or misuse
- reputational – actions taken could harm the authority’s public reputation
- loss of key staff.

ROLES AND RESPONSIBILITIES FOR RISK MANAGEMENT

All Members and staff of the Parish Council are responsible for risk management.

All Members:

- Have collective responsibility in understanding the strategic risks which the Parish Council faces.
- Ensure that all identified risks have been considered in decision making and countermeasures and controls are defined.
- Agree and publish a clear Risk Management Policy and oversee the effective management of risks by the Parish Clerk.
- Monitor the effectiveness of the Parish Council’s risk management arrangements by reviewing any risk management reports to Council.
- Know how the Parish Council will manage and operate in a crisis through an approved Emergency Plan.

The Parish Clerk:

- The lead officer for risk management and owner of the Risk Management Strategy.
- Has the responsibility to understand the strategic and operational risks that the Parish Council faces and to oversee the effective management of these risks by officers.
- Leads on the corporate governance agenda which includes risk management and with the Council’s Chair approve the Annual Governance Statement.
- Ensures that risks are fully considered in all strategic decision making and that the Risk Management Policy helps the Parish Council to achieve its objectives and protection of assets.
- Provides advice as to the legality of policy and service delivery and updates the Parish Council on the implications of new or revised legislation.
- Assesses and implements the Council’s insurance requirements.
- Assesses the financial implications.

Parish Council:

- Support the Parish Clerk in all aspects of risk management.
- Understand the strategic and operational risks that the Parish Council faces.
- Ensure that a structured and systematic approach is in place for the identification, recording and reporting of risks and opportunities.
- Ensure that the arrangements for risk management and the associated risk registers are regularly reviewed.

- Ensure that risks are fully considered in all decision making and that the Risk Management Strategy helps the Parish Council to achieve its objectives and protection of assets.
- Assist in embedding a culture of risk management through the Parish Council and encourage appropriate training, including induction and refresher training for staff.

All Employees:

- Understand how they can enable continuous improvement of risk management.
- Understand that risk management and risk awareness are a key part of the organisation's culture.
- Report systematically and promptly to the Parish Clerk any perceived new risk or failure of existing control measures.
- Record areas of risk which fall directly within their day to day areas of control and review in line with agreed target dates.
- Provide a pro-active role in the reporting and assessing of physical risks in respect of public, staff and property.

Role of Internal Audit:

1. Provide a scrutiny role by carrying out audits to provide independent assurance to Members, via the Internal Auditor's annual audit plan and post audit report that the necessary risk management systems are in place.

THE RISK MANAGEMENT PROCESS


The process of risk management is straight forward and involves a number of key steps which are outlined below.

1. Identification of Risks

- 1.1. The Parish Clerk is responsible for identifying and recording any risks. Identification will be either via a formal process of planned inspections or ad hoc requests or risks being noted through everyday working situations.
- 1.2. When changes to working arrangements, new initiatives, events or projects are to be undertaken the Clerk will seek to identify any risks early in the planning process and prior to implementation.
- 1.3. Each risk should be described and set out on a risk assessment form.
- 1.4. All risks identified must be recorded on the risk register.

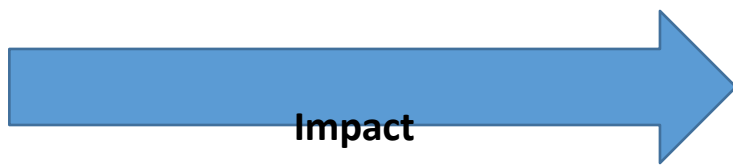
2. Evaluation of Risks

- 2.1. On identification of a risk the Clerk will assign a risk factor by reference to the risk matrix.
- 2.2. The risk matrix considers the likelihood of a risk materialising and the impact it would have.



Probability 	Highly likely (3)	Medium (3)	High (6)	Very high (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Very low (1)	Low (2)	Medium (3)

Negligible (1)	Moderate (2)	Severe (3)



- 2.3. According to the level of risk, identified appropriate action should be taken.
- 2.4. If the level of risk is high, it may not be possible to wait until a formal response or action has been agreed by the Council. The risk factor table below provides guidance in assessing appropriate action.

Risk Factor		Action
Red	Very High/ High	Immediate notification to Chair, Vice Chair and Standing Committee Chairs Expedite Steps 3 and 4 to identify additional controls for consideration and implementation.
Amber	Medium	Immediate notification to Chair and Vice-Chair and Standing Committee Chairs.
Green	Low	Notify Chair and Vice-Chair and Standing Committee Chairs.

3. Mitigation of Risk

- 3.1. The Parish Clerk should consider what controls are in place to mitigate the risk. These could include controls to reduce the likelihood of a risk occurring or to reduce the impact on the Parish Council.
- 3.2. Only existing controls that are already in place should be considered and included on the risk assessment form.

4. Decide on Any Further Action to be Taken

- 4.1. Following evaluation there are four main control options to manage the risk:
- Terminate the risk: take a decision to discontinue the activity.
 - Transfer the risk: the risk is 'passed' on e.g. to an insurer.
 - Treat the risk: put in place additional controls to reduce the impact or likelihood.
 - Tolerate the risk: accept the risk but continue to monitor and evaluate.
- 4.2. Once the proposed action has been reviewed and considered by the Parish Council then the Clerk shall scope, determine the resources (time, effort and funds) required and propose an implementation plan for agreement by Council Resolution, or for a new Red risk with agreement of the Chair (of a committee or council) and with the Parish Council being notified at the next council meeting.
- 4.3. Where the implementation of additional controls incurs non-budgeted costs of £500 or over, these should be reported to the Council at the earliest opportunity

5. Allocation of Responsibility

- 5.1. Each risk should be passed to the Parish Clerk who will be responsible for implementing controls and ensuring they are working. The Clerk will also be responsible for monitoring the risk.

6. Completing the Risk Register

- 6.1. All completed risk assessments must be passed to the Chair of the Council for checking prior to entering onto the risk register.
- 6.2. All risk assessments must be recorded in the risk register.

7. Monitoring and Reporting

- 7.1. An annual review of the risk management arrangements for the Parish Council will be conducted by the Full Council.
- 7.2. Once a year, a meeting of the Parish Council will include an agenda item for risk management to ensure that any developments or issues are considered.
- 7.3. The Parish Council's risk management strategy will be also reviewed as part of the internal control environment within the Annual Governance Statement. This is agreed annually by the Parish Council in March.

COMPLAINTS PROCEDURE (SR)

The Council aims to learn from complaints and, where they are found to be justified, ensure that appropriate measures are taken to improve services.

It will:

- ensure that anyone who wishes to make a complaint knows how to do so,
- respond to a complaint efficiently and within a reasonable time,
- ensure that service users are satisfied that the complaint has been taken seriously and, where possible, reasonable measures have been taken to improve services.

All complaints will be dealt with in confidence, and the name of the complainant will not be revealed by the Parish Council, except where it is the wish of the complainant.

WHAT IS A COMPLAINT?

The Parish Council will investigate a complaint from a person, or their nominated representative, if it is one of the following:

- an expression of dissatisfaction about the failure to provide or meet the expected standard of a service.
- neglect or delay in responding to a contact with the Council.
- failure to observe the Parish Council's policies or procedures.
- harassment, bias, or discrimination.
- discourteous or dishonest conduct by a member of staff.

The Complaints Procedure does not cover:

- Complaints about the conduct of Councillors.
 - Complaints about the conduct of a councillor should be reported to the Monitoring Officer at Calderdale Metropolitan Borough Council.
- Where a person wishes to disagree with a Council decision or policy or makes a request under the Freedom of Information Act, whereby there are alternative processes for representation in place.
- Anonymous complaints.

TO MAKE A COMPLAINT

To make a complaint about the Council's service provision . . .

- The complainant, or their nominated representative, must send a formal written letter of complaint to the Clerk.

To make a complaint about a member of staff . . .

- The complainant, or their nominated representative, must send a formal written letter of complaint to the Chairman of the Parish Council.

HOW THE COUNCIL WILL HANDLE A COMPLAINT

If the complaint is about the Council's service provision . . .

- Within five working days, the Clerk will give written acknowledgement of the letter, provide a copy of this complaints procedure, and ascertain whether the complainant wishes the matter to be treated confidentially.

If the complaint is about a member of staff . . .

- Within five working days, the Chairman of the Parish Council will give written acknowledgement of the letter, provide a copy of this complaints procedure, and ascertain whether the complainant wishes the matter to be treated confidentially.

The complaint will then be considered at the next meeting of the Council.

AT THE COUNCIL MEETING

1. The complaint will be included on the agenda of the next meeting of the council.
2. The Council may resolve to exclude members of the public and press to ensure confidentiality.
3. At the meeting, the Council will consider the complaint and decide whether to convene a committee with delegated power to continue handling the complaint.
4. If the Council decides the complaint warrants the convening of a committee, the Council will appoint three members to this committee to continue handling the complaint if members have not been formerly appointed. This committee will have full delegated power to bring the complaint to a conclusion. The Council will also resolve which member will be the Chairman of the Committee.
 - a. If the complaint is about the Council's service provision, the committee will be a Complaints Committee.
 - b. If the complaint is about a Council member of staff, the committee will be a Disciplinary Committee.
5. The Council or the Committee may appoint an independent person to the committee as an independent impartial arbitrator if it resolves to do so.

AFTER THE COUNCIL MEETING

If the complaint pertains to the Council's service provision . . .

- the Clerk will write to the complainant and explain the outcome of the Council's consideration of the complaint and how to take matters further if they believe this is necessary.

If the complaint pertains to a member of staff . . .

- the Chairman will write to the complainant and explain the outcome of the Council's consideration of the complaint and how to take matters further if they believe this is necessary.

IF THE COUNCIL HAS RESOLVED TO CONVENE A COMPLAINTS COMMITTEE MEETING

1. If the complainant wishes to pursue the matter, the complainant must notify the Clerk in writing with reasons for wanting to do so, and a meeting of the Complaints Committee will be convened for the purpose of investigating the complaint further.
2. Notice of the committee meeting will be advertised in the usual way to members of the committee: i.e. a summons and with three clear days' notice. A public notice will also be displayed in the usual way: i.e. posted online and giving three clear days' notice.
3. Complainants will be asked by formal letter to attend the committee meeting and will be informed that they may be accompanied by another person.
4. **Seven** clear working days prior to the meeting, the complainant shall provide the committee with copies of any documentation or other evidence that they wish to refer to at the meeting. The committee shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.
5. At the commencement of the meeting, the Committee Chairman will explain how the meeting will proceed.
6. Complainants will be asked to provide any new information or supporting evidence to the committee and will be invited to make a verbal representation to the meeting.
7. Members of the committee will be invited by the Chairman to ask questions of the complainant.
8. The Chairman of the Complaints Committee and then the complainant will summarise their respective positions.
9. The complainant will then leave the meeting and the committee will consider the further findings.

10. The Clerk will inform the complainant by formal letter of the conclusions of the process within five working days of the committee meeting.
11. The committee chairman will report the outcome of the process to the next meeting of the Parish Council.
12. Minutes of the committee meeting will be kept and will be available to all parties involved in the complaint.

IF THE COUNCIL RESOLVES TO CONVENE A DISCIPLINARY COMMITTEE MEETING

1. If the complainant wishes to pursue the matter, the complainant must notify the Chairman of the Council in writing with reasons for wanting to do so, and a meeting of the Disciplinary committee will be convened for the purpose of investigating the complaint further.
2. The procedure will follow the Parish Council's disciplinary policy and process.
3. The complainant will be informed, in due course, as to whether their complaint has been upheld or not upheld.

PURPOSE

Ripponden Parish Council is committed to being transparent about how it collects and uses the personal data of staff, and to meeting our data protection obligations. This policy sets out the council's commitment to data protection, and your rights and obligations in relation to personal data in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

This policy applies to the personal data of current and former job applicants, employees, workers, contractors, and former employees, referred to as HR-related personal data. This policy does not apply to the personal data relating to members of the public or other personal data processed for council business.

The council has appointed Lisa Malone, Clerk, as the person with responsibility for data protection compliance within the council. Questions about this policy, or requests for further information, should be directed to them.

DEFINITIONS

"Personal data" is any information that relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information. It includes both automated personal data and manual filing systems where personal data are accessible according to specific criteria. It does not include anonymised data.

"Processing" is any use that is made of data, including collecting, recording, organising, consulting, storing, amending, disclosing or destroying it.

"Special categories of personal data" means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic or biometric data as well as criminal convictions and offences.

"Criminal records data" means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings.

DATA PROTECTION PRINCIPLES

The council processes HR-related personal data in accordance with the following data protection principles the council:

- processes personal data lawfully, fairly and in a transparent manner
- collects personal data only for specified, explicit and legitimate purposes
- processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing
- keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay
- keeps personal data only for the period necessary for processing
- adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage

The council will tell you of the personal data it processes, the reasons for processing your personal data, how we use such data, how long we retain the data, and the legal basis for processing in our privacy notices.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. The council will not process your personal data if it does not have a legal basis for processing.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

PROCESSING

PERSONAL DATA

The council will process your personal data (that is not classed as special categories of personal data) for one or more of the following reasons:

- it is necessary for the performance of a contract, e.g., your contract of employment (or services); and/or
- it is necessary to comply with any legal obligation; and/or
- it is necessary for the council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests; and/or
- it is necessary to protect the vital interests of a data subject or another person; and/or
- it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

If the council processes your personal data (excluding special categories of personal data) in line with one of the above bases, it does not require your consent. Otherwise, the council is required to gain your consent to process your personal data. If the council asks for your consent to process personal data, then we will explain the reason for the request. You do not need to consent or can withdraw consent later.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

Personal data gathered during the employment is held in your personnel file in hard copy and electronic format on HR and IT systems and servers. The periods for which the council holds your HR-related personal data are contained in our privacy notices to individuals.

Sometimes the council will share your personal data with contractors and agents to carry out our obligations under a contract with the individual or for our legitimate interests. We require those individuals or companies to keep your personal data confidential and secure and to protect it in accordance with Data Protection law and our policies. They are only permitted to process that data for the lawful purpose for which it has been shared and in accordance with our instructions.

The council will update HR-related personal data promptly if you advise that your information has changed or is inaccurate. You may be required to provide documentary evidence in some circumstances.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

SPECIAL CATEGORIES OF DATA

The council will only process special categories of your personal data (see above) on the following basis in accordance with legislation:

- where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
- where it is necessary to protect your vital interests or those of another person where you are physically or legally incapable of giving consent;
- where you have made the data public;
- where it is necessary for the establishment, exercise or defence of legal claims;
- where it is necessary for the purposes of occupational medicine or for the assessment of your working capacity;

- where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members provided there is no disclosure to a third party without consent;
- where it is necessary for reasons for substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- where it is necessary for reasons of public interest in the area of public health; and
- where it is necessary for archiving purposes in the public interest or scientific and historical research purposes.

If the council processes special categories of your personal data in line with one of the above bases, it does not require your consent. In other cases, the council is required to gain your consent to process your special categories of personal data. If the council asks for your consent to process a special category of personal data, then we will explain the reason for the request. You do not have to consent or can withdraw consent later.

Individual rights

As a data subject, you have a number of rights in relation to your personal data.

SUBJECT ACCESS REQUESTS

You have the right to make a subject access request. If you make a subject access request, the council will tell you:

- whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from yourself;
- to whom your data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long your personal data is stored (or how that period is decided);
- your rights to rectification or erasure of data, or to restrict or object to processing;
- your right to complain to the Information Commissioner if you think the council has failed to comply with your data protection rights; and
- whether or not the council carries out automated decision-making and the logic involved in any such decision-making.

The council will also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if you have made a request electronically, unless you agree otherwise.

If you want additional copies, the council may charge a fee, which will be based on the administrative cost to the council of providing the additional copies.

To make a subject access request, you should send the request to the Clerk or Chairman of the Council. In some cases, the council may need to ask for proof of identification before the request can be processed. The council will inform you if we need to verify your identity and the documents we require.

The council will normally respond to a request within a period of one month from the date it is received. Where the council processes large amounts of your data, this may not be possible within one month. The council will write to you within one month of receiving the original request to tell you if this is the case.

If a subject access request is manifestly unfounded or excessive, the council is not obliged to comply with it. Alternatively, the council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the council has already responded. If you submit a request that is unfounded or excessive, the council will notify you that this is the case and whether or not we will respond to it.

OTHER RIGHTS

You have a number of other rights in relation to your personal data. You can require the council to:

- rectify inaccurate data;
- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if your interests override the council's legitimate grounds for processing data (where the council relies on our legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful; and
- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the council's legitimate grounds for processing data.
- complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website (www.ico.org.uk).

To ask the council to take any of these steps, you should send the request to the Clerk or Chairman of the Council.

DATA SECURITY

The council takes the security of HR-related personal data seriously. The council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.

Where the council engages third parties to process personal data on our behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

DATA BREACHES

The council have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur the council must take notes and keep evidence of that breach.

If you are aware of a data breach you must contact the Clerk or Chairman of the Council immediately and keep any evidence, you have in relation to the breach.

If the council discovers that there has been a breach of HR-related personal data that poses a risk to the rights and freedoms of yourself, we will report it to the Information Commissioner within 72 hours of discovery. The council will record all data breaches regardless of their effect.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will tell you that there has been a breach and provide you with information about its likely consequences and the mitigation measures we have taken.

INTERNATIONAL DATA TRANSFERS

The council will not transfer HR-related personal data to countries outside the United Kingdom.

INDIVIDUAL RESPONSIBILITIES

You are responsible for helping the council keep your personal data up to date. You should let the council know if data provided to the council changes, for example if you move to a new house or change your bank details.

Everyone who works for, or on behalf of, the council has some responsibility for ensuring data is collected, stored and handled appropriately, in line with the council's policies.

You may have access to the personal data of other individuals and of members of the public in the course of your work with the council. Where this is the case, the council relies on you to help meet our data protection obligations to staff and members of the public. Individuals who have access to personal data are required:

- to access only data that you have authority to access and only for authorised purposes;

- not to disclose data except to individuals (whether inside or outside the council) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, locking computer screens when away from desk, and secure file storage and destruction including locking drawers and cabinets, not leaving documents on desk whilst unattended);
- not to remove personal data, or devices containing or that can be used to access personal data, from the council's premises without prior authorisation and without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- not to store personal data on local drives or on personal devices that are used for work purposes.
- to never transfer personal data outside the United Kingdom except in compliance with the law and with express authorisation from the Clerk or Chair of the Council.
- to ask for help from the council's data protection lead if unsure about data protection or if you notice a potential breach or any areas of data protection or security that can be improved upon.

Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the council's disciplinary procedure. Significant or deliberate breaches of this policy, such as accessing personal data without authorisation or a legitimate reason to do so or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.

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

“Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis

“Role holders” includes volunteers, contractors, agents, and other role holders within the council including former staff*and former councillors. This also includes applicants or candidates for any of these roles.

YOUR PERSONAL DATA – WHAT IS IT?

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

WHO ARE WE?

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

The council works together with:

- other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- staff pension providers
- former and prospective employers
- DBS services suppliers
- payroll services providers
- recruitment Agencies
- credit reference agencies

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

The council will comply with data protection law. This says that the personal data we hold about you must be:

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

WHAT DATA DO WE PROCESS?

- Names, titles, and aliases, photographs.
- Start date / leaving date

- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

We use your personal data for some or all of the following purposes.

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.

- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - in limited circumstances, with your explicit written consent.
 - where we need to carry out our legal obligations.
 - where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
 - where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

DO WE NEED YOUR CONSENT TO PROCESS YOUR SENSITIVE PERSONAL DATA?

We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

INFORMATION ABOUT CRIMINAL CONVICTIONS

We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.

Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

SHARING YOUR PERSONAL DATA

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions , or to maintain our database software;
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue

claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

YOUR RESPONSIBILITIES

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

YOUR RIGHTS IN CONNECTION WITH PERSONAL DATA

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

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

1. The right to access personal data we hold on you
 - 1.1. At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
 - 1.2. There are no fees or charges for the first request but additional requests for the same personal data may be subject to an administrative fee.
2. The right to correct and update the personal data we hold on you
 - 2.1. If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
3. The right to have your personal data erased
 - 3.1. If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - 3.2. When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
4. The right to object to processing of your personal data or to restrict it to certain purposes only
 - 4.1. You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
5. The right to data portability
 - 5.1. You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
 - 6.1. You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
7. The right to lodge a complaint with the Information Commissioner's Office.
 - 7.1. You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

TRANSFER OF DATA ABROAD

Any personal data transferred to countries or territories outside the United Kingdom will only be placed on systems complying with measures giving equivalent protection of personal rights through international agreements. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

FURTHER PROCESSING

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

CHANGES TO THIS NOTICE

We keep this Privacy Notice under regular review. This notice was last updated in March 2025.

CONTACT DETAILS

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

The Data Controller, Ripponden Parish Council

Email: clerk@rippondenparishcouncil.co.uk.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

YOUR PERSONAL DATA – WHAT IS IT?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address).

Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data).

The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

WHO ARE WE?

This Privacy Notice is provided to you by the Ripponden Parish Council who is the data controller for your data.

Other data controllers the council works with such as:

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

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data.

Where each of the parties listed above are processing your data for their own independent purposes, then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller. A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

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

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

HOW WE USE SENSITIVE PERSONAL DATA

We may process sensitive personal data including, as appropriate:

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

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

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

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

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

DO WE NEED YOUR CONSENT TO PROCESS YOUR SENSITIVE PERSONAL DATA?

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

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

We use your personal data for some or all of the following purposes:

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

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

WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

The council is a public authority and has certain powers and obligations.

Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties, it is necessary to process personal data of residents or people using the council's services.

We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you. We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

SHARING YOUR PERSONAL DATA

This section provides information about the third parties with whom the council may share your personal data.

These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data.

It is likely that we will need to share your data with some or all of the following (but only where necessary):

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

HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We will keep some records permanently if we are legally required to do so.

We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of eight years to support HMRC audits or provide tax information.

We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example, 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim.

In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

YOUR RIGHTS AND YOUR PERSONAL DATA

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

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

THE RIGHT TO ACCESS PERSONAL DATA WE HOLD ON YOU

- At any point, you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

THE RIGHT TO CORRECT AND UPDATE THE PERSONAL DATA WE HOLD ON YOU

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

THE RIGHT TO HAVE YOUR PERSONAL DATA ERASED

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

THE RIGHT TO OBJECT TO PROCESSING OF YOUR PERSONAL DATA OR TO RESTRICT IT TO CERTAIN PURPOSES ONLY

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

THE RIGHT TO DATA PORTABILITY

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

THE RIGHT TO WITHDRAW YOUR CONSENT TO THE PROCESSING AT ANY TIME FOR ANY PROCESSING OF DATA TO WHICH CONSENT WAS OBTAINED

You can withdraw your consent easily by telephone, email, or by post (see contact details below).

THE RIGHT TO LODGE A COMPLAINT WITH THE INFORMATION COMMISSIONER'S OFFICE

You can contact the Information Commissioners Office on 0303 123 1113 or via the website <https://ico.org.uk/make-a-complaint/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

TRANSFER OF DATA ABROAD

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union.

Please note that our website is also accessible from overseas so on occasion some personal data (for example, in a newsletter) may be accessed from overseas.

FURTHER PROCESSING

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

CHANGES TO THIS NOTICE

We keep this Privacy Notice under regular review and we will place any updates on our website at <http://www.rippondenparishcouncil.co.uk/documents/parish-council-documents> .

CONTACT DETAILS

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at: The Data Controller, Ripponden Parish Council. Email: clerk@rippondenparishcouncil.gov.uk

AVAILABILITY

Ripponden Parish Council will make information publicly available under the Data Protection Act 1998, or Freedom of Information Act 2000, or Environmental Information Regulations 2004 unless there are sound operational or public interest reasons for not doing so or there are legal reasons preventing it – in particular relating to the Data Protection Act 1998 and the privacy of individuals.

The sort of information Ripponden Parish Council holds is listed in its Publication Scheme. Please note that requests must be about specific information. This does not mean copies of documents.

CONFIDENTIALITY

Ripponden Parish Council will not classify information as CONFIDENTIAL without clear justification for doing so, as provided for under the terms of Freedom of Information legislation.

EQUALITY

Ripponden Parish Council will make the information requested available in a reasonable format.

CHARGES

As allowed by the Freedom of Information or Data Protection Acts and the Environmental Information Regulations, to help cover the cost of finding and making available the requested information, Ripponden Parish Council will charge the fee (if any) shown in its Publication Scheme. Any fee would be payable before the information is provided.

If an applicant requests information where, following an initial assessment of the workload, to provide it would cost more than the maximum allowed by current Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations, Ripponden Parish Council will contact the applicant and let him/her know what the fee will be before proceeding.

REQUEST INFORMATION

To make a request for information, contact the Parish Clerk.

Information Published	How to obtain
Class 1	
Who we are and what we do	
Who is on the council	Website
Contact details	Website
Committee structure	Website
Class 2	
Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit	
Annual return form and report by auditor	Website
Finalised budget	Website
Precept	Website
Financial Standing Orders and Regulations	Website
Grants given and received	Hardcopy
List of current contracts awarded and value of contract	Hardcopy

Class 3 What our priorities are and how we are doing. Strategies and plans, performance indicators, audits, inspections and reviews	
Annual Report to Parish or Community Meeting	Website
Class 4 How we make decisions. (Decision making processes and records of decisions)	
Timetable of meetings: council and any committee meetings, and parish meetings	Website
Responses to consultation papers	Website/Hardcopy
Agendas of meetings	Website
Minutes of meetings (as above). NB: this will exclude information that is properly regarded as private to the meeting	Website
Reports presented to council meetings. NB: this will exclude information that is properly regarded as private to the meeting.	Website
Responses to planning applications	Hardcopy
Class 5 Our policies and procedures. (Current written protocols, policies, and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee terms of reference • Delegated authority in respect of officers • Code of conduct • Policy statements 	Website
Class 6 Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services	
Equality and diversity policy	Website
Health and safety policy	Website
Recruitment policies (including current vacancies)	Hardcopy
Policies and procedures for handling requests for information	Website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website
Information security policy	Hardcopy
Records management policies (records retention, destruction, and archive)	Hardcopy
Data protection policies	Hardcopy
Schedule of charges (for the publication of information)	Hardcopy
Assets register by inspection	Hardcopy
Register of members' interests	CMBC website
Class 7 The services we offer. (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Seating, litter bins, memorials, and lighting	Hardcopy/Website
Graveyard	Website

RULES FOR THE EFFECTIVE MANAGEMENT OF RECORDING AT PARISH COUNCIL MEETINGS

The right to record, film and to broadcast meetings of Ripponden Parish Council and its committees is established under the Openness of Local Government Regulations 2014. This is in addition to the rights of the press and public to attend such meetings.

Ripponden Parish Council is committed to being open and transparent in the way it conducts its decision making. For the purpose of this guidance document, the term “record” means any form of audio, visual or electronic recording. Such recording is permitted under the lawful direction of Ripponden Parish Council.

The Parish Council understands that some members of the public attending its meetings may not wish to be recorded and the Chairman of the meeting will facilitate this by ensuring that any such request will be respected by those making a recording. Any member of the public who does not wish to be recorded should make this known to the Clerk or the Chairman prior to the commencement of the meeting.

The rules that will apply are:

1. The Council will display requirements as to filming, recording and broadcasting at its meeting venues and on its website (if it has one) or on notice boards in the parish and those undertaking these activities will be deemed to have accepted them whether they have read them or not.
2. A copy of these rules will be available upon request to members of the public in attendance at a meeting of the Parish Council, whether they wish to film or not at the meeting. The Chairman will also verbally remind the meeting and all present of the freedom to record but that these rules **must** be observed when this is planned or taking place.
3. Any person wishing to record a meeting in any format whatsoever should contact the Clerk prior to the start of the meeting. The Clerk's details are set out in the public notice and agenda of the meeting (or in his/her absence, the contact will be the Chairman).
4. The Council will define an area from which recording may be carried out and, if given advance notice, will strive to ensure that reasonable facilities are made available to any person wishing to record, for example - provision of a table. However, it must be pointed out that the physical layout of a room may restrict the Council's ability to make any provision.
5. The Council prefers that all visual recording will be undertaken from a static point to avoid disruption at the meeting.
6. A person or persons recording the Council meeting are reminded that the “Public Participation” period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.
7. Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted.
8. Any children or young people under the age of 18 who are present at the meeting are not to be filmed unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults, whereby the consent of a responsible adult is required for recording, i.e. a medical professional, carer or legal guardian.
9. All those recording a meeting are requested to focus only on recording councillors, officers, and those members of the public who have not requested anonymity or have not been identified as under the age of 18 or a vulnerable adult.
10. The Council may, at its own discretion, require members of the public who do not consent to being recorded to sit separately from those who are content to be recorded. 2
11. All recording must be overt (clearly visible to anyone at the meeting).
12. Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner. The use of digital and social media recording tools, for example Twitter, blogging or audio recording are allowed as long as this type of recording is carried out in a non-disruptive way and only to the extent that it does not interfere with any person's ability, even where he or she has a disability, to follow the debate.

13. A person or persons making a recording has no right to interrupt a Council meeting by asking questions or making comments. The person recording has no right to ask councillors, officers or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording.
14. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in his/her opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
15. Persons who are recording must strive not to leave equipment unattended.
16. The recording and reporting on meetings of the Parish Council and its committees, is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording. The Council expects any recording in breach of these rules to be removed from public view. The Parish Council will have no liability for material published by any other person unless it is itself undertaking the publication.
17. The Clerk should be contacted in advance of the meeting if the recording device being used involves equipment which is larger than a smart phone, tablet or compact camera or if the person recording has other special requirements e.g. to move around the room to record or film from different angles (note the council's preference for static recording). The use of lighting for filming/flash photography will usually be allowed if it is arranged via the Clerk prior to the meeting but the [council/ parish meeting] will have regard to the impact of such lighting on the ability of others present to view the meeting, or for reasons of health, and may require that such lighting is not used or is reduced to a level which does not adversely affect other people. The lighting must not cause any other form of disruption.
18. The Parish Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies. Where a council proposes to record all of its own meetings it will be bound by this policy.
19. Where the Parish Council proposes to record all of its own meetings, it will resolve how long such recordings will be kept and how members of the public may obtain copies. The Council will include such recordings within its Publication Scheme.
20. The Parish Council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.
21. The minutes of a council meeting remain the statutory and legally binding formal record of council decisions.

TRANSPARENCY CODE (SR)

As a council with a turnover above £25,000 and under £200,000, there is no statutory obligation for Ripponden Parish Council to comply with the Transparency code.

However, in the spirit of transparency and best practice, Ripponden Parish Council will publish the following information.

Information	Date to be published
All items of expenditure, including date, summary of purpose, and amount (excluding VAT and employee identifiers).	Annually, and not later than 1 July in the year immediately following the accounting year to which it relates.
End of Year Accounts, AGAR, and Internal Audit Report	Annually, by law.
Bank reconciliations and budget vs. actual expenditure	Not later than one month after the applicable financial quarter ends.
List of councillors and responsibilities, including committee membership and representation on external bodies.	Annually, not later than 1 July following the Annual Meeting.
Official minutes of all council and committee meetings	No later than one month after the applicable meeting has taken place.
Agendas of all council and committee meetings, and associated papers.	No later than three clear days before the meeting to which they relate.
Meeting schedules	On the website, as soon as they are agreed by Council.

EMERGENCY

All employees and councillors have been instructed to exit the Central Hall building in the event there is an emergency that would require the facility to be evacuated. The designated fire officer is instructed to take appropriate action to control the emergency or evacuate the area.

EMERGENCY ESCAPE

The emergency exits will be clear of any obstruction at all times and will be checked on a regular basis. If an evacuation of the building is required, all employees and councillors present will report to the designated Assembly Point.

The Primary Assembly Point is located at the Co-Op Car Park.

The Secondary Assembly Point is located at Ripponden War Memorial.

All employees that are not engaged in controlling the emergency will report to the Assembly Point and wait for instructions. The delegated person will take a headcount to ensure all employees and Councillors are accounted for.

The sole emergency route to evacuate the building is clearly marked and visible.

The designated fire officer will be identified to direct operations in the event of an emergency. Their duties include the following:

- Evacuation of the premises
- Contacting the Emergency Services and, if safe, directing any fire suppression
- Accounting for employees and councillors at the Safe Refuge
- Ensuring that all new employees and councillors are trained on their duty during an emergency

FIRE

Only trained employees are instructed to respond to incipient fires (fires that have just started).

At this stage, you can sometimes extinguish these fires with the proper extinguishing agent and knowledge of how to use a fire extinguisher. Remember - **ALWAYS GIVE THE ALARM FIRST.**

ALARM

Other than the smoke detectors, there is no mechanical alarm in the building as such the alarm must be given verbally. If an emergency exists, the first person that identifies the emergency will give the alarm and respond as directed by the delegated fire officer.

MEDICAL

In the event there is a need for medical attention or rescue efforts, employees and councillors are instructed to dial 999.

FIRE PREVENTION PLAN

All employees and councillors have been instructed on the above requirements and the Parish Council's Building Maintenance Committee will review this plan annually.

It will be the responsibility of the Clerk to ensure that new Employees and Councillors are provided instruction on this plan.

Evacuation drills will be conducted at regular intervals.

BACKGROUND

The Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR) place legislative requirements on all public authorities, including local councils.

The laws established the legal Right to Know; a presumption in favour of public access to information held by public authorities, subject to certain exemptions; and other measures to improve public sector transparency.

The Council is obliged to provide information:

- Through a publication scheme
- In response to requests made under the general right of access.

When responding to requests, there are set procedures that the Council needs to follow.

These include:

- The time limit public authorities are allowed for responding to requests.
- The fees or amount that public authorities can charge for dealing with requests. Public authorities are not obliged to deal with requests if the costs of finding the information exceed a set amount known as the appropriate limit.
- Public authorities need not comply with vexatious or repeated requests.

The Act also recognises that there are valid reasons for withholding information by setting out a number of exemptions from the right to know, some of which are subject to a public interest test.

POLICY STATEMENT

As part of a society where information rights and responsibilities are respected by all, the Council will aim to move away from the need for individual freedom of information requests and complaints towards a culture of routine, proactive and substantially increased transparency on the part of the Council by:

- Being open and transparent and endeavoring to provide the public with access to the official information that it holds, as a matter of course.
- Making people aware of their rights to access the official information the council holds.
- Making as much routine information as possible available through the Council's Publication Scheme and website.
- Providing reasonable advice and assistance to applicants for information, including pointing applicants to possible sources of the information they seek if it is not held by the Council.

DEALING WITH REQUESTS FOR INFORMATION

Members of the public have a general right of access to information held by Ripponden Parish Council, specifically:

- To be told whether or not the information is held by the Council,
- And, if it is, to have the information communicated to them.

NB. There are certain exemptions and limitations to this general right, but just because a document is marked "Confidential" does not automatically mean that it is exempt information, although it may be covered by certain exemptions. Each case will be dealt with on its merits.

Requests for information must be in writing, must give the applicant's name and return address and must describe the information requested in such a way that we are able to locate it. A written request includes an e-mail. (For environmental information, the request does not have to be in writing.)

All requests for information will be logged on a record sheet.

Receipt will be acknowledged but if it is possible to respond with the information requested, this will be done instead. If further information is required in order to locate the information requested, this will be undertaken as quickly as possible.

All correspondence, phone calls, e-mails etc., that follow the original request will be recorded.

The Council has 20 working days in which to deal with a request for information. If it is not clear what information is required, the 20 day period does not begin until clarification is received from the applicant as to exactly what is required. (For environmental information the response period is extended to 40 working days for information that is complex and bulky.)

A charge will be made for the photocopying of information requested as follows:

- 10p per single A4 size sheet {to accord with the council's Publication Scheme costs}
- Additionally, postage will be charged at cost.

If the cost of finding, sorting and editing the information requested is more than £450 then, under the FOI Act, the Council does not have to provide the information. (Under EIR, environmental information cannot be refused on the grounds of cost).

Any requests for information that is not contained in the Publication Scheme will be passed to the council Clerk to deal with under the FOI Act. A certain amount of guidance on dealing with requests is held by the Clerk, but it may be necessary that further specific guidance will be required from the Information Commissioner's Office. If a member of staff is unsure as to whether a request for information is routine or not, they will refer to the Clerk as certain personal information is covered by the Data Protection Act.

The applicant will be kept informed at all stages of the process of supplying the information requested, particularly if it is a complex request, when guidance may have to be sought from other agencies.

If a request is refused, the refusal notice will give the reasons for refusing the request and advise the applicant as to their rights of appeal – both internally by way of a complaint and, following that, by way of an appeal to the Information Commissioner.

APPEAL PROCESS

If the information requested cannot be supplied, the reasons for this will be communicated to the applicant immediately. The applicant has the right of appeal against the refusal, initially to the Council, but ultimately to the Information Commissioner.

Any initial appeal will be made to the Council, it will be dealt with by elected members, in accordance with the Council's Complaints Procedure. If the original decision not to supply the information is upheld by the Council, but is still not accepted by the applicant, then the applicant is able to appeal to the Information Commissioner.

Reasons for refusing information must be in accordance with the respective provisions of the legislation, including consideration of the public interest test where this applies.

REVIEW

This policy will be reviewed every year (or earlier if required by changes to legislation or additional documentation) and amended as necessary based on good practice or evidence taken forward.

VEXATIOUS BEHAVIOUR

This policy sets out the Council's stance on vexatious or abusive complaints, demands and/or repeated requests for information, including Freedom of Information requests, and how they will be dealt with.

VEXATIOUS OR ABUSIVE COMPLAINTS OR FREEDOM OF INFORMATION REQUESTS

Most complainants or people making Freedom of Information requests behave in legitimate ways. A very small minority make complaints/requests that are vexatious, in that they persist unreasonably with their complaints/requests, or make complaints/requests to make life difficult for the Council rather than genuinely to resolve a grievance.

The Council recognises that it is important to distinguish between people who make several complaints/requests because they genuinely believe things have gone wrong, and people who are seeking to subvert the legitimate business of the council. It is acknowledged that complainants will often be frustrated and aggrieved and it is therefore important to consider the merits of each case rather than the way in which they are expressed.

It is not necessary to meet a person's unreasonable demands, or to answer every single point in an unreasonable letter. Judgement will be required to separate a person's legitimate queries from those that are unreasonable, often within the same complaint. Skill will be required to respond tactfully and sympathetically. If the person's persistence adversely affects the Council's ability to do its work and provide a service to others, the Parish Council need to address such behaviour.

Where the Clerk is of the view that complaints, requests or persons could be identified as vexatious (in accordance with the criteria set out in Appendix 1), the Clerk will refer the matter to the Employment Committee for a decision and their determination of what action to take. The Clerk will implement such action and will notify the complainant that their complaint/request is considered as vexatious and what action that will be taken. This notification will be copied to all Councillors and a record kept of the reasons why a complaint/request has been classified as vexatious.

The Council may deal with vexatious complaints/requests in one or more of the following ways:

- In an email or letter, setting out a code of commitment and responsibilities for the parties involved if the Parish Council is to continue processing the complaint/request. If these terms are contravened, consideration will then be given to implementing other action as indicated below.
- Decline contact with the complainant, either in person, by telephone, fax, email or any combination of these, provided that one form of contact is maintained which will usually be by conventional post (letter).
- Notify the complainant/requestor in writing that the Council has responded to the points raised and tried to resolve the complaint/request but there is nothing more to add and continuing contact on the matter will serve no useful purpose. The complainant/requestor will also be notified that the correspondence is at an end and the Council does not intend to engage in further correspondence dealing with the complaint/request.
- Inform the complainant/requestor that the Council intends to seek legal advice on unreasonable or vexatious complaints/requests and behaviour.
- Temporarily suspend all contact with the complainant/requestor in connection with the issues relating to the complaint/request being considered.

RESTRICTING CONTACT

Any restrictions will be appropriate and proportionate to the nature of the person's contacts with the Council at the time such as:

- Placing time limits on telephone conversations and personal contact.
- Limiting the person to one form of contact (email).
- Requiring the person to communicate only with one named employee or member.

- If a complaint is currently going through the Council's complaints procedure, asking the complainant to enter into a written agreement about their future conduct if the complaint is to be progressed.
- Closing the investigation into a complaint.
- Refusing to register and process further complaints/requests providing the person with acknowledgements only.
- Banning a person from the Council's premises.
- Involving the police where the person is believed to have committed a criminal offence (harassment, assault or criminal damage), where assault is threatened, or the complainant refuses to leave council premises.

The Clerk will inform the complainant/requestor in writing why a decision has been made to restrict or stop future contact, the contact arrangements and the length of time that these restrictions will be in place.

There should never be a blanket ban for an unspecified period unless the Council is legally required to do so following a police investigation. The Council should always try to maintain one form of contact, which will normally be by way of conventional post. In extreme situations, the Council will tell the complainant in writing that they must restrict contact to communication through a nominated advocate known and declared to be acting on their behalf.

In deciding which restrictions are appropriate, careful consideration will be given to balancing the rights of the individual with the need to ensure other residents, Council employees, councillors and co-opted members do not suffer any disadvantage or undue stress, and the resources of the Council are used as effectively as possible.

THREATENING AND ABUSIVE PEOPLE AND HARASSMENT

We do not expect staff or members to tolerate unacceptable behaviour by people which causes or may cause undue stress. The Council believes that harassment is totally unacceptable. The Council will work to prevent any form of harassment from happening in the first instance and where it has already occurred, will work to prevent it from happening again.

Harassment is a term that is generally used to define unwelcome and unwarranted behaviour that affects the dignity of an individual or group of individuals. Harassment may also include actions characterised as offensive, intimidating, malicious, insulting or humiliating that attempt to undermine or injure an individual or group of individuals.

Where there is abusive or aggressive behaviour which produces damaging or hurtful effects, physically or emotionally, on the staff or members which includes, but not exclusively, verbal abuse (including name calling), bullying, shouting or swearing or threat of any of these behaviours the staff or members affected should step away from the situation and the person asked to leave the premises where appropriate.

This can mean terminating a conversation whether it is face to face or by telephone, advising that the conversation is being terminated, and, in the case of such behaviour in a face-to-face contact in the office or public meeting, the person should be asked to leave the premises.

All such incidences must be documented. This will cause personal contact with the complainant to be discontinued, and the complaint will, thereafter, only be continued through written communication by post.

Any complainant/requestor who threatens or uses physical violence towards staff or members will receive written confirmation that they are being treated as a vexatious complainant/requestor and informed of the action that will be taken.

LEGAL REFERENCES

Under the Freedom of Information Act 2000 Section 14(1), public authorities do not have to comply with vexatious requests. The Council also has a legal duty under the Health and Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employees and members.

DEFINITION OF A VEXATIOUS COMPLAINANT/REQUESTOR

This definition applies equally to someone making a complaint and to someone making a request for information.

- Complainants (and/or anyone acting on their behalf) may be deemed to be vexatious where contact with them shows that they meet one or more of the following criteria:
- Persist in pursuing a complaint/request where the Council's Complaints Procedure or the Freedom of Information procedure has been fully implemented and exhausted.
- Persistently change the substance of a complaint/request or continually raise new issues or seek to prolong contact by continually raising further concerns or questions upon receipt of a response.
- Are repeatedly unwilling to accept evidence given as being factual or deny receipt of an adequate response in spite of correspondence specifically answering their questions or do not accept that facts can sometimes be difficult to verify when a long period of time has elapsed.
- Repeatedly do not clearly identify the precise issues which they wish to raise despite reasonable efforts of the Council to address their concerns, and/or where the concerns identified are not within the remit of the Council.
- If the complaint/request is about essentially the same matter that has already been considered, with only very minor differences, and does not contain any new information. The most difficult vexatious complaints to deal with are often complaints that are slightly different from the original complaint, but about the same broad area of activity.
- Regularly focus on a trivial matter to an extent which is out of proportion to its significance. It is recognised that determining what is a trivial matter can be subjective and careful judgement must be used in identifying frivolous complaints.
- Have threatened or used physical violence towards staff or members at any time.
- Have had an excessive number of contacts with the Council - placing unreasonable demands on staff or members. Discretion will be used in determining the precise of number of excessive contacts applicable under this section, using judgement based on the specific circumstances of each individual case.
- Have harassed or been personally abusive or verbally aggressive towards staff or members dealing with the complaint/grievance. The Council recognise, however, that complainants may sometimes act out of character in times of stress, anxiety or distress and should make reasonable allowances for this. All instances of harassment, abusive or verbally aggressive behaviour will be documented.
- Have harassed or been personally abusive or verbally aggressive towards any Members of the Council (Councillors) or co-opted members whether this has been on a face-to-face contact or at public meetings.
- Are known to have recorded meetings or conversations without the prior knowledge and consent of other parties involved and/or have impersonated any member of staff or Councillors with the objective of soliciting information for whatever purpose.
- Seeking to coerce, intimidate or threaten staff, Councillors or other people involved, whether by use of language, tone of voice or behaviour including body language.
- Repeatedly raise grievances which are already proven to be without substance or foundation.

INTRODUCTION

Ripponden Parish Council is committed to the provision of accurate information about its governance, decisions, and activities. Where this information is not available via the Council's publication scheme, please contact the Council's clerk.

The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet ("the media").

This policy explains how the Council may work with the media to meet the objectives above in accordance with the legal requirements and restrictions that apply. It sets out the framework for Councillors, officers/employees to follow in contacting the media and informing the public about the local Council's activities, the decisions it makes and the services it provides.

Effective media relations are an important factor in maintaining a good relationship between the Parish Council and the community. Since members of the public generally rely on the media for local information and news, it is important for the Parish Council to present information about its activities and aspirations in a consistent way.

The community in this sense includes all residents and elected representatives, businesses, schools, shops, places of worship, statutory agencies, voluntary organisations, groups and associations.

LEGAL REQUIREMENTS AND RESTRICTIONS

This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 2018 and the UK General Data Protection Regulation 2018, other legislation which may apply and the Council's standing orders and financial regulations. The Council's financial regulations and relevant standing orders referenced in this policy are available via the Council's Publication Scheme.

The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's adopted standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council's publication scheme.

MEDIA OPPORTUNITIES

"The Media" is more than the local newspaper. The phrase encompasses many different means of communicating a message to a wide audience and includes:

- Broadcast Media (radio and television)
- Internet (website and social media)
- Printed media (newspapers, community newspapers, magazines, leaflets, and the Council's Annual Report)
- Council Agendas and displaying information on Council noticeboards

MEETINGS

A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other

special reason(s) stated in the resolution. In accordance with the Council's adopted standing orders, people may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.

Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's standing orders. The Chair of Council will manage the public participation period. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless:

1. the meeting has resolved to hold all or part of the meeting without the public present, or
2. such activities disrupt the proceedings, or
3. paragraphs below apply.

The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.

Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.

The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.

The Council's standing orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

MAKING CONTACT WITH THE MEDIA

The Parish Clerk, as the Proper Officer of the Council, is authorised to receive all communications from the Press and Media and to issue press statements on behalf of the Council. In the absence of the Parish Clerk, media communications will be handled by the Deputy Clerk, in conjunction with the Chairman. In the absence of a deputy clerk, the Council shall vote for a councillor to receive media communications and issue press releases that have been authorised by the Council.

All communications made by the Parish Clerk will relate to the stated business and day-to-day management of the activities or adopted policy of the Council. The Clerk is not authorised to speculate on matters that have not been considered by the Council.

Where such questions are put to the Clerk, he or she should inform the enquirer that they will be notified of a response within 24 hours where practical. The Clerk (or Deputy Clerk) should then consult with the Chairman (or Vice Chairman) on a suitable response, which may be "no comment".

COUNCILLORS DEALING WITH THE MEDIA

This policy does not seek to regulate Councillors in their private capacity.

The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of Councillors are different to the Council's corporate position and views, they will make this clear.

The clerk may contact the media if the Council wants to provide information, a statement or other material about the Council. The clerk is not expected or authorised to speculate on matters that have not been considered by the Council.

When such questions are put to the clerk, they should inform the enquirer that they will be notified of a response within 24 hours where practical. The clerk should then consult with the chair or vice chair in their absence, on a suitable response, which may be “no comment”.

Councillors should take great care not to misrepresent and/or bring the Council into disrepute and must bear in mind their responsibilities under the Council’s Code of Conduct.

Subject to the obligations on Councillors not to disclose information referred to in Legal Requirements and Restrictions above and not to misrepresent the Council’s position, Councillors are free to communicate their position and views, and must make it clear that they are their own personal views and that they are not representing the views of the local Council.

FURTHER GUIDANCE

Nothing in these guidelines is to be interpreted as preventing a Councillor from expressing their personal opinion through the media: for example, writing to a newspaper or posting an item on the internet, or on a social media site, but

Councillors must make it clear that any views expressed are their own personal views and that they do not represent the views of the Parish Council.

Never use the prefix “Cllr” when writing to the press as an individual. This implies you are stating Council policy. It is your responsibility as a Councillor to make it clear that it is your own personal opinion.

Councillors should take great care not to misrepresent and/or bring the Parish Council into disrepute and must bear in mind their responsibilities under the Parish Council’s Code of Conduct.

All Councillors should be particularly cautious when using social media sites so that they do not respond in haste and repent at leisure.

A Councillor must not disclose information that is of a confidential nature. This includes any discussion with the press on any matter which has been discussed as a confidential item (in closed session) on the Council’s or Committees’ agenda or at any other private briefing.

Take particular care if the press or media approach you for comment on a controversial subject, and do not be led into stating something you did not really mean to say. If unsure, simply state “no comment” and ask the press to contact the Parish Council Office.

Councillors also have an obligation to respect Council policy once made and whilst it may be legitimate for a Councillor to make clear that he or she disagreed with a policy and voted against it (if this took place in an open session), they should not seek to undermine a decision through the press.

A Councillor should never raise matters or make comments on subjects relating to the conduct or capability of an Officer or employee at meetings held in public or to the media.

Ripponden Parish Council chooses not to engage in party politics and individual Councillors should apply Parish Council policies, not party-political opinions.

TALKING TO THE MEDIA IN YOUR ROLE AS A COUNCILLOR

In response to a Parish Council press release . . .

- Any enquiry from the media is to be referred to the Parish Clerk.
- No-one else should offer any comment without prior discussion with the Parish Clerk, except to confirm basic matters of fact (dates of events, spelling of names, etc.)

In response to an unsolicited approach from a journalist, reporter or any author of an article likely to be placed in the public domain, including enquiries about press releases issued by other organisations:

- The views of the Parish Council may be expressed subject to the guidelines above.

- The Parish Clerk should be informed so that he/she is fully appraised of the communication that has taken place.

MONITORING

It is important to monitor the media for items (reports, articles, and letters) about the Parish Council in order to know:

- Whether press releases and statements issued by the Parish Council are picked up and used effectively.
- What the community is saying about the Parish Council.

Councillors, Officers and employees are encouraged to look out for items referring to the Parish Council in all media and to inform the Parish Clerk. Wherever possible, supply original press cuttings rather than photocopies to the Parish Clerk.

SOCIAL MEDIA

This policy relates to the creation and management of the Ripponden Parish Council's social media accounts.

The aim of this policy is to set down rules and regulations to ensure proper use of the accounts.

The aim of the social media accounts is to interact in a stronger way with the residents and to use these channels to advertise events and other projects of the Parish Council and community.

MANAGEMENT

- Parish Council social media will be managed solely by the Parish Council office. In the event of the absence of the clerk, the Council may delegate the power to post and remove content on Parish Council social media to one or two councillors.
- Login access to the social media account will remain with the parish council clerk email address.
- Only information regarding the Parish Council will be entered. Other events taking place in the town may be promoted.
- The accounts will only link to pages of a local government organisation or organisations and causes relating to the town.
- No extreme religious or extreme political views will be expressed.
- "Friends" will not be allowed to post new topics to the Facebook "wall". However, friends will be able to comment on wall topics created by the Parish Council.
- Posts on social media will be available for all users of social media to see.
- The Parish Council's logo will be the profile picture for everyone to see.
- Photo Albums will be open for everyone to view.
- Photographs uploaded will not have direct view of any child's face without the prior consent of their guardian.
- The accounts will be maintained by the office staff who will remove messages which include:
 - abusive language content
 - which may cause offence to a specific group of people e.g. comments on a person's sexuality, sexist comments, racial comments etc.
 - which contain potential libellous comments
 - any other comment which may cause offence in any way
- If any matters raised are relevant and need to be discussed by the Parish Council, then further information will be sought and brought to the relevant council meeting or committee.
- Event dates will be created for any Parish Council event taking place. Other events taking place in the town may be promoted.
- If "friends" or "followers" are repeatedly abusing the Town Council's accounts, then they will be removed from the friends/followers list and unable to post to the accounts. Instances which would involve removal include repeated . . .
 - Posting with abusive language content
 - Posting comments which may cause offence to a specific group of people e.g. comments of a person's sexuality, sexist comments, racial comments etc.
 - Posting potential libellous comments
 - Any other comment which may cause offence in any way
- The account will not be used for playing games, adding applications, or anything of a personal nature. Contravention of this rule could result in disciplinary procedures.
- Direct messages (DMs) will be sent in response to anyone sending an initial private message to the Parish Council accounts. If a "simple" response does not satisfy the enquiry, then the person will be asked to email the Council with the request for comment and the office email will be provided. Any posts by "friends" or "followers" raising issues, questions, or comments that cannot be answered "simply" will be dealt with separately via email. The

Parish Council email address will be provided, and these communications will be reported to the Council under the correspondence agenda item at a full council meeting.

WEBSITE ACCESSIBILITY (SR)

Ripponden Parish Council's website accessibility statement can be found at:

<https://www.rippondenparishcouncil.gov.uk/accessibility/>

BIODIVERSITY (ENVIRONMENT ACT 2021) (SR)

Ripponden Parish Council formally adopted this policy on 7 March 2024 in response to the strengthened 'biodiversity duty' placed on local authorities by the Environment Act 2021. Ripponden Parish Council will take biodiversity into account in all its decisions and actions.

BACKGROUND

All local authorities, including parish sector councils, had to complete their first consideration of what action to take for biodiversity by 1 January 2024. Policies and objectives had to be agreed as soon as possible after this. Councils should reconsider their actions on a quarterly, annual or regular basis, and must reconsider the actions they can take within five years of when they completed their previous reconsideration.

According to the Act, public authorities need to check whether several strategies affect how they comply with their biodiversity duty, including the following . . .

- Local nature recovery strategies
- Species conservation strategies
- Protected site strategies.

Parish councils need to understand how, or if, these strategies are relevant to their organisation, be aware of how these strategies affect land that is council-owned and managed, or actions they could take to conserve or enhance biodiversity and consider how they can contribute to the strategy where appropriate.

Biodiversity is the collective term for the variety and abundance of forms of life found in an area, including animals, plants, fungi, and micro-organisms like bacteria. Each of these species and organisms work together in ecosystems to maintain, balance and support life. Biodiversity supports everything in nature that we need to survive including, food, oxygen, clean air, and clean water.

COMMITMENT

Ripponden Parish Council will . . .

1. consider the impact on biodiversity in the decisions it makes in council and committee meetings. It will seek to minimise adverse impacts on biodiversity when considering activities and will identify opportunities to increase biodiversity when practicable.
2. encourage practices and projects beneficial to biodiversity through grants it makes to local groups and through horticultural competitions.
3. communicate information and raise awareness of biodiversity through its website and newsletter.
4. work in partnership with other organisations to protect, promote and enhance biodiversity within areas of the parish.
5. raise public awareness of biodiversity issues as part of its leadership role within the local community, wherever possible.
6. will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats through the planning consultation process. It will support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.

7. monitor its internal policies and processes to enhance biodiversity.

Ripponden Parish Council will consider how land it under its remit could improve biodiversity. It will ...

1. proactively remove invasive species, as required under appropriate legislation, to prevent harm to native species.
2. avoid the use of herbicides, except in exceptional circumstances.
3. properly scale and time grounds maintenance work or vegetation removal such that the impact on biodiversity is minimised. Maintenance practices that are beneficial to biodiversity will be taken into consideration when contracts are placed.
4. create dedicated spaces to attract and enhance wildlife.
5. improve the buildings it manages and land around them to enhance biodiversity.

Ripponden Parish Council will not produce a biodiversity report and there is no legislative requirement to do so.

INTRODUCTION

This policy sets out the general principles and approach that the Parish Council will follow in respect of Health and Safety legislation for premises and activities for which the Council is responsible. It is the responsibility of all councillors' and employees of the council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies

THE PARISH COUNCIL'S SAFETY POLICY STATEMENT

The requirements of the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work 1999 Regulations are supplemented by a large number of regulations and codes of practice dealing with particular aspects of health and safety.

To that end, Ripponden Parish Council will ensure that it:

- provides and maintains plant, machinery, equipment, tools, appliances and systems of work which are, so far as is reasonably practical, safe and without risk to health
- arranges, so far as is reasonably practical, that its employees are not put at risk (or exposed to risk) in connection with the use, handling, storage or transport of dangerous articles and substances (such as chemicals, dusts, noxious fumes or vapours, etc.)
- provides as much information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practical, the health and safety at work of its employees
- ensures, so far as is reasonably practical, that the buildings, offices, workshops, and other areas or places in which people are employed to work, are safe and without risks to health
- provides and maintains a working environment (including facilities such as toilets, washrooms, cloakrooms, rest areas and the like) which, so far as is reasonably practical, is not only safe and without risks to health, but also adequate in terms of heating, lighting, ventilation and seating, etc.
- and takes all reasonable steps to safeguard its employees from the inappropriate behaviour by others.

The Parish Council also has a duty of care to conduct its undertaking in such a way as to ensure, so far as is reasonably practical, that persons not in its employment (contractors, tradesmen, etc.) who may be affected thereby are not needlessly exposed to risks to their health or safety. That same general duty of care extends to other persons (members of the public, customers, guests, clients, etc.) on Parish Council premises who may be affected by the way business is conducted (HASAWA 1974 s.3).

The Clerk shall keep copies of all risk assessments, method statements and Health and Safety documents, in labelled Health and Safety files.

All Councillors, employees/contractors and volunteers have a duty to take reasonable care for their own health and safety and that of any persons who may be affected by their acts or omissions.

Day to day matters of Health and Safety are dealt with by the Clerk acting on behalf of the Council.

GENERAL ARRANGEMENTS (COUNCIL PREMISES)

In line with the Health and Safety (First-Aid) Regulations 1981

Any accidents, injuries or dangerous occurrences must be recorded in the accident book (located in the parish office) and, where necessary, the Clerk will report these to the HSE by telephoning 0845 3009923. Thereafter all such accidents

should be brought to the attention of the Council. On the event of a serious injury or dangerous occurrence the Chairman or in their absence the Vice Chairman should be informed immediately.

A first aid box is to be located in the council building, and periodic checks will be carried out to ensure the contents are adequately maintained.

FIRE SAFETY

A fire risk assessment is located in the Health and Safety file and will be reviewed and revised as and when necessary

All members of the Parish Council and user groups must be made aware of the Fire Risk Assessment and its contents.

It shall be the responsibility of any individual booking parish council facilities to ensure that fire exits and passageways are kept clear at all times.

The Clerk will visually inspect the fire extinguishers on a monthly basis and will organise annual inspections by an appointed contractor.

Any electrical equipment brought onto council premises shall be safe, in good working order and used in a safe manner.

RISK ASSESSMENT

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 imposes a duty on the Parish Council to make a 'suitable and sufficient assessment' of the risks to which its employees are exposed while they are at work, and of any risks to members of the public (customers, clients, visitors, guests, passers-by) who may be affected by the way in which it conducts its business or undertaking.

The purpose of this assessment is to identify the measures the Parish Council needs to take to comply with the restrictions and prohibitions imposed upon it by or under extant health and safety legislation. Risk assessment is mandatory under each of the following Regulations:

- the Management of Health and Safety at Work Regulations 1999
- the Provision and Use of Work Equipment Regulations 1998
- the Fire Precautions (Workplace) Regulations 1997
- the Construction (Health, Safety and Welfare Regulations) 1996
- the Chemicals (Hazard Information and Packaging for Supply) Regulations 1996
- the Manual Handling Operations Regulations 1992
- the Personal Protective Equipment at Work Regulations 1992
- the Health and Safety (Display Screen Equipment) Regulations 1992
- the Workplace (Health and Safety Welfare) Regulations 1992
- the Electricity at Work Regulations 1989

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment, the Parish Council will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible, making sure that all employees are made aware of the results of the risk assessment.

The Risk Assessment is annually reviewed by the Parish Council based on recommendations made by the Proper Officer. To this end the Parish Council will undertake any measures including training to ensure compliance with the regulations and good practice.

MANUAL HANDLING

Legislation around manual handling is covered under The Manual Handling Operations regulations 1992.

COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)

Ripponden Parish Council will do the following to reduce risk of injury from hazardous substances:

- Provide adequate PPE (under The Personal Protective Equipment at Work Regulations 1992)
- Keep hazardous substances in a locked place.
- Ensure employees in regular contact with hazardous substances have the necessary training to handle them.
- Keep a file of COSHH safety data sheets in a location accessible to employees in regular contact with the hazardous substances

DISPLAY SCREEN EQUIPMENT

The Health and Safety (Display Screen Equipment) Regulations 1992 applies to workers who use Display Screen Equipment daily, for an hour or more at a time. The regulations do not apply to workers who use Display Screen Equipment infrequently to only use it for a short time.

Ripponden Parish Council will:

- Address the use of display screen equipment in its Health and Safety Risk assessment
- Encourage workers to reduce the risks associated with using display screen equipment

EMPLOYERS' LIABILITY INSURANCE

Local councils are required by law to insure against liability for injury or disease to their employees arising out of their employment under the provisions of the Employers' Liability (Compulsory Insurance) Act 1969. Ripponden Parish Council will always have valid Employers' liability insurance.

INTRODUCTION

Ripponden Parish Council is committed to ensuring that both its staff and Councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and Councillors to attend training and conferences relevant to their office.

The Council as a whole is responsible for monitoring and meeting the training needs of staff and Councillors. Staff training will be identified by the Clerk through annual appraisal undertaken by the Employment Committee and the cost investigated. A training schedule will then be prepared for Council approval to ensure the training is relevant and fit for purpose.

Training requirements for Councillors will usually be identified by the Council and Clerk. Opportunities to attend courses will then be investigated by the Clerk and brought to the attention of the Full Council.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and the Council's membership of the Yorkshire Local Council's Association (YLCA) to enable staff and Councillors to take advantage of the two associations training courses and conferences.

TRAINING AIMS

The Council's training aims are:

1. To improve the understanding of its members, of their role as local councillors, the powers available to the Council and how best to utilise the resources available to the Council for the benefit of the residents it serves.
2. To provide the necessary training to all staff, to ensure that they are able to undertake their respective roles.
3. To ensure an acceptable level of succession planning in order to:
 - a. Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
 - b. Ensure the Council can continue to operate during times where staff may be unavailable (e.g. holidays, sickness, staff turnover etc.)

COUNCILLORS' TRAINING

All new Councillors are provided with a New Members Induction pack following Local Council Elections and where possible to receive a short training session as soon as practicable after the elections.	Every 4 Years
All Councillors are encouraged to identify any individual training needs and advise the Clerk as soon as possible.	On-going
All Councillors shall undertake training in the code of conduct within 6 months of their declaration of acceptance of office.	On election to office
All Councillors are encouraged to undertake localised training by YLCA and Calderdale Council.	On-going
All Councillors are encouraged to attend conferences and training events as appropriate to members and the Council's needs and responsibilities.	On-going

Councillors elected to the Disciplinary, Grievance and Appeal Committee's must attend training unless they are already qualified in the subject. (subject to the availability of a relevant course)	As and when required
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STAFF TRAINING

All new staff to undertake induction training.	As and when required
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All staff to undertake staff appraisals to identify training needs.	Annually
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All office-based staff encouraged to undertake the following for which the Council will provide financial support:	On-going
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- Introduction to Local Council Administration (ILCA)
- Certificate in Local Council Administration (CiLCA)

All staff encouraged to read regular publications:	Monthly
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- Clerks and Councils Direct
- The Clerk magazine

All staff encouraged to attend training relevant to their individual posts.	On-going
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COUNCIL TRAINING

Council to allocate a training budget to cover the provision of training activities, attendance at conferences and training publications for members and staff.	Annually
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PURPOSE

Ripponden Parish Council is committed to ensuring the health, safety, and welfare of all individuals who work alone as part of their duties. This policy outlines procedures to identify, assess, and mitigate risks associated with lone working, ensuring compliance with UK health and safety legislation.

SCOPE

This policy applies to all employees, volunteers, and contractors of Ripponden Parish Council who work alone, either on-site, off-site, or during travel, for any period of time. Lone working is defined as any situation where an individual works without direct or immediate supervision or access to colleagues.

POLICY STATEMENT

- Ripponden Parish Council recognises that lone working may carry additional risks and will take all reasonable steps to minimise these risks.
- Lone workers will be provided with appropriate training, resources, and support to carry out their duties safely.

RESPONSIBILITIES

The Council will:

- Identify roles or tasks involving lone working.
- Conduct risk assessments for all lone working activities and implement control measures.
- Provide training, equipment, and procedures to ensure lone workers' safety.
- Monitor compliance with this policy and review it annually or after any incident.

Lone Workers will:

- Follow safety procedures and use provided equipment as instructed.
- Report any hazards, incidents, or near-misses to their supervisor immediately.
- Inform their supervisor of their whereabouts and expected return times when working alone.
- Avoid unnecessary risks and seek assistance if they feel unsafe.

RISK ASSESSMENT

- A risk assessment will be conducted for each lone working activity, considering factors such as:
 - Location (e.g., remote areas, high-risk environments).
 - Nature of the task (e.g., use of machinery, handling cash, dealing with the public).
 - Communication challenges (e.g., lack of mobile signal).
 - Worker's health, experience, or vulnerabilities.
- Control measures may include check-in systems, emergency contacts, or restrictions on certain tasks being performed alone.
- Risk assessments will be documented and reviewed regularly or when circumstances change.

COMMUNICATION PROCEDURES

- Lone workers must have access to reliable communication methods (e.g., a mobile phone).
- A check-in system will be established for out of office visits:

- Before the site visit occurs, lone workers will inform their line-manager or the Chairman of their location, task, and expected duration.
- They will arrange a check in procedure with their line manager.
- If a lone worker cannot be contacted after an hour of a missed check-in, the emergency procedure will be activated.

EMERGENCY PROCEDURES

- Lone workers will be provided with an emergency contact number.
- In an emergency, lone workers should:
 - Contact emergency services (999) if immediate danger exists.
 - Notify their supervisor or designated contact as soon as possible.
- If a lone worker fails to check in and cannot be reached, the supervisor will:
 - Attempt contact via all known methods.
- If unsuccessful and, if necessary, the Council will contact emergency services with the worker's last known location.

TRAINING AND SUPPORT

- Lone workers will receive training on:
 - Recognising and managing risks associated with their role.
 - Using communication and safety equipment.
 - Emergency procedures.
- Additional support (e.g., mental health resources) will be available for lone workers who may experience isolation or stress.

EQUIPMENT

- Lone workers will be provided with necessary safety equipment, such as:
 - Personal alarms or panic buttons.
 - First aid kits.
 - High-visibility clothing (if applicable).
- Equipment must be checked regularly and maintained in good working order.

HEALTH AND WELL-BEING

- Lone workers must inform their supervisor of any medical conditions or personal circumstances that could affect their safety while working alone.
- The Council will consider these factors in risk assessments.

INCIDENT REPORTING

- All incidents, including near-misses, must be reported using Ripponden Parish Council 's incident reporting procedure as soon as possible.
- Incidents will be investigated to identify causes and improve safety measures.

PROHIBITED ACTIVITIES

- Certain high-risk tasks (e.g., working at height, handling hazardous substances) may not be performed alone unless explicitly authorised following a detailed risk assessment.

MONITORING AND REVIEW

- This policy and associated risk assessments will be reviewed annually, or sooner if triggered by an incident, legislative changes, or feedback from lone workers.
- Lone workers are encouraged to provide input on the policy's effectiveness.

INTRODUCTION

The purpose of this policy is to make clear to all members, staff, volunteers, contractors and any users of the Parish Council premises what is required in relation to the protection of children, young people and vulnerable adults.

Children, young people and vulnerable adults have the right to participate, have fun and be safe in the services provided for them and the activities they choose, or their parents / carers choose for them. This policy will help to maintain a safe and positive environment for children and vulnerable adults.

POLICY PRINCIPLES

Ripponden Parish Council recognises that all children and vulnerable adults have an equal right to protection from abuse. It is committed to safeguarding children and vulnerable adults and protecting them from abuse when they are engaged in services organised and provided by, or on behalf of, the Council. Referrals of suspicions of abuse cannot be anonymous and should be made in the knowledge that, during enquiries, the agency that made that referral will be made clear. Ripponden Parish Council will not tolerate the harassment of any member, employee, volunteer, contracted service provider or child/vulnerable adult who raises concerns of abuse.

Ripponden Parish Council is committed to taking all reasonable precautions to safeguard the welfare of children and vulnerable persons that use its services and will promote a safeguarding culture and environment.

- We will endeavour to keep children and vulnerable adults safe from abuse.
- Suspicion of abuse will be responded to promptly and appropriately.
- We will always act in the best interests of the child or vulnerable adult.
- We will proactively seek to promote the welfare and protection of all children and vulnerable adults living in the local community.
- We will endeavour to ensure that unsuitable people are prevented from working with children and vulnerable adults through, as appropriate, our recruitment and selection policy and by reminding hirers of their safeguarding responsibilities.
- We will take any concern made by a member, employee, volunteer or contracted service provider or child / vulnerable adult seriously and treat it with sensitivity.

UNDERSTANDING SAFEGUARDING

Definitions of Abuse

Abuse covers any form of physical, emotional, mental and sexual abuse including bullying and lack of care that leads to injury or harm. For vulnerable adults, abuse may also be financial. Below are brief outlines of the types of abuse which a child or adult may suffer or be subjected to.

1. Physical Abuse is where physical pain or injury is caused, e.g., hitting, shaking, biting, etc.
2. Emotional/Mental Abuse is where there is persistent emotional ill treatment that causes severe and persistent adverse effects on the child's or vulnerable person's emotional status e.g., bullying (including cyber and text bullying), constant criticism and unrealistic pressure to perform.
3. Neglect is where people fail to meet a child's or vulnerable person's basic physical/psychological needs and is likely to result in the serious impairment of their health or development, e.g., failure to ensure that a child is protected from unnecessary risk of injury or exposing them to undue cold by not ensuring they are dressed in adequate clothing for the weather.
4. Sexual Abuse is where children or vulnerable adults knowingly or unknowingly take part in an activity that meets the sexual needs of the other person or persons involved. This includes inappropriate photography or videoing.

It is important to recognise that disabled children and adults may be particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them.

RESPONDING TO ALLEGATIONS AND CONCERNS

If a child or person discloses abuse to you:

1. Always take the allegation seriously.
2. Allow the child or person to speak openly without interruption.
3. Ask questions only for clarification, do not ask leading questions.
4. Be clear that they did the right thing by talking to you but tell them that you may need to pass on the information to ensure they are safe.
5. At the first available opportunity, make an accurate record of the conversation.
6. At the first opportunity, report the information to the designated safeguarding officer.
7. The safeguarding officer should immediately contact the relevant Calderdale Council Department to share the details of the incident.
 - a. For Child referrals, contact the Multi Agency Screening Team – 01422 393336
 - b. For Adult referrals, contact Gateway to Care – 01422 393000.
 - c. If this is outside of office hours, contact the Emergency Duty Team -01422 288000. Do not delay your reporting of an incident.
8. If you are unsure about an incident, please still contact the relevant team as they are best placed to provide advice and guidance. Do not attempt to investigate anything yourself.
9. If you feel a child or adult is at risk of immediate harm, always call the Police on 999.

CONFIDENTIALITY

Members, employees, volunteers, service users and contracted service providers must not discuss allegations of abuse, substantiated or not, with anyone other than in connection with the formal investigation. Where it is necessary to put in procedures to prevent continuing abuse the matter should be shared with Social Services, and they will take the appropriate actions.

THE COUNCIL'S COMMITMENT

It is the duty of every representative of the Parish Council, whether that representative be a Councillor, staff, employee or volunteer, to prevent the physical, sexual or emotional abuse, neglect or exploitation of children, young people and vulnerable adults. It is **the duty of all** to respond to concerns about the well-being of children, young people and vulnerable adults and to report any abuse disclosed, discovered or suspected. Ripponden Parish Council will fully co-operate with any statutory investigation into any suspected abuse linked to the activity or facility of the Parish Council or Council representatives.

The Parish Council will exercise proper care in the selection and appointment of those working with children, young people and vulnerable adults, whether paid or voluntary. Council representatives routinely working with children, young people or vulnerable adults will be provided with appropriate training, support and supervision to promote the safeguarding of those deemed to be at risk.

Ripponden Parish Council is committed to providing a safe environment for activities with children, young people and vulnerable adults and will adopt ways of working with them that promotes their safety and well-being.

SAFEGUARDING OFFICERS

Ripponden Parish Council's designated Safeguarding Officers are the Clerk and the Chairman.

PURPOSE

Ripponden Parish Council values the contributions of volunteers and recognises their role in supporting our aims to improve wellbeing for the people of Ripponden parish. This policy establishes guidelines to ensure a positive, safe, and rewarding experience for volunteers while aligning their efforts with the Council's goals.

SCOPE

This policy applies to all volunteers who provide unpaid services to Ripponden Parish Council, whether on a one-off, short-term, or ongoing basis.

VOLUNTEER ROLES AND RECRUITMENT

- Volunteers will be recruited based on the needs of the Council and the skills, experience, or interests they can offer.
- Roles will be clearly defined in a Volunteer Role Description provided to each volunteer, outlining tasks, time commitment, and reporting structure.
- Recruitment will be fair, inclusive, and open to all, subject to any necessary eligibility criteria.

VOLUNTEER AGREEMENT

- Volunteers are not employees and will not receive payment or employment benefits. However, they will sign a Volunteer Agreement to confirm mutual expectations and responsibilities.
- This agreement is not a legally binding contract of employment but a statement of commitment.

INDUCTION AND TRAINING

- All volunteers will receive an induction covering necessary policies, procedures, and key contacts.
- Role-specific training will be provided as needed to ensure volunteers can perform their tasks safely and effectively.

RESPONSIBILITIES

Volunteers agree to:

- Perform their duties to the best of their ability and in line with the Volunteer Role Description.
- Adhere to organisational policies, including confidentiality, health and safety, and equality and diversity.
- Notify their supervisor of any concerns, incidents, or changes in availability.

The Council agrees to:

- Provide a safe and supportive environment for volunteering.
- Offer guidance, supervision, and feedback through a designated contact person.
- Respect volunteers' time and contributions, ensuring tasks align with agreed commitments.

EXPENSES

- Volunteers may be reimbursed for reasonable out-of-pocket expenses (e.g., travel) incurred while volunteering, subject to prior approval and submission of receipts.
- Details of the reimbursement process will be provided during induction.

HEALTH AND SAFETY

- Ripponden Parish Council is committed to ensuring the health, safety, and welfare of volunteers under the Health and Safety at Work Act 1974.
- Volunteers must follow safety guidelines, report hazards or incidents, and use any provided equipment appropriately.
- Risk assessments will be conducted for volunteer activities where necessary.

CONFIDENTIALITY AND DATA PROTECTION

- Volunteers must keep confidential any sensitive information they encounter (e.g., personal data, organisational plans) and comply with the UK General Data Protection Regulation (GDPR).
- Personal information provided by volunteers will be stored securely and used only for purposes related to their volunteering, as outlined in our Privacy Policy.

EQUALITY AND DIVERSITY

- Ripponden Parish Council promotes an inclusive environment and does not discriminate on the basis of age, sex, race, religion, disability, or any other protected characteristic under the Equality Act 2010.
- Volunteers are expected to treat others with respect and uphold these values.

INSURANCE

- Volunteers are covered under Ripponden Parish Council's public liability insurance while performing authorised tasks.
- Volunteers must inform the Council if they use their own vehicle or equipment, as additional insurance may be required.

PROBLEM RESOLUTION

- Any issues or grievances raised by volunteers will be addressed promptly and fairly through an informal discussion with their supervisor. If unresolved, the matter may escalate to the Parish Council Clerk, as per our Complaints Procedure.

ENDING THE VOLUNTEER RELATIONSHIP

- Volunteers may cease volunteering at any time by notifying their supervisor, ideally with one week's notice.
- Ripponden Parish Council reserves the right to end a volunteer's involvement if their conduct breaches this policy, harms the Council's reputation, or compromises safety, following a fair review process.

RECOGNITION

- Ripponden Parish Council will acknowledge volunteers' contributions through thank-you events, certificates, public recognition as appropriate.

REVIEW OF POLICY

- This policy will be reviewed annually or as needed to reflect changes in legislation, the Council's needs, or volunteer feedback.

CONTACT INFORMATION

For questions or support, contact:

VOLUNTEER AGREEMENT

I, . . . , agree to volunteer with Ripponden Parish Council under the terms of this policy. I understand my role and commit to fulfilling my responsibilities as outlined.

Signed: _____

Date: _____

Proper Officer: _____

Date: _____