

**FINDON PARISH COUNCIL  
34 NORMANDY LANE  
EAST PRESTON VILLAGE  
WEST SUSSEX BN16 1LY**

**NOTICE IS HEREBY GIVEN AND COUNCILLORS ARE SUMMONED TO A MEETING OF THE  
PARISH COUNCIL FINANCE & GOVERNANCE COMMITTEE  
On 6 September 2018 at 8.30pm in the Findon Village Hall (or immediately after the Planning  
Committee meeting)**

for the purpose of transacting the following business.

THIS IS AN OPEN MEETING AND MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND.

**Miss Fiona MacLeod  
Clerk to the Parish Council  
31/8/2018**

**AGENDA**

- FG 18.14 TO APPOINT A CHAIRMAN FOR THE MEETING**
- FG 18.15 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**
- FG 18.16 CHAIRMAN'S ANNOUNCEMENTS**
- FG 18.17 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON  
10/1/2018.**
- FG 18.18 DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**  
Members and Officers are reminded to make any declarations of personal and/or  
prejudicial/pecuniary interests they may have in relation to items on this Agenda.  
The interest should be declared by stating:
- a) the item you have the interest in
  - b) whether it is a personal interest and the nature of the interest
  - c) whether it is also a prejudicial/pecuniary interest
  - d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to  
speak under Public Question Time
- Members and Officers will then need to re-declare any prejudicial/pecuniary interest  
at the commencement of the item or when the interest becomes apparent.
- FG 18.19 MATTERS ARISING AND ACTIONS FROM THE MINUTES NOT COVERED ELSEWHERE  
ON THE AGENDA**
- FG 18.20 PUBLIC QUESTION TIME**  
The Question Time is the only opportunity for the public 'to address the meeting in  
relation to the business to be transacted at that meeting' (Standing Order 1d).
- FG 18.21 3-5 STRATEGIC PLAN**  
To review a high level draft Strategy and consider items for inclusion to support  
precept requirements for 2019/2020.
- FG 18.22 GREENS MOWER**  
To consider the hire/lease of a replacement greens mower.
- FG 18.23 REVIEW OF 2018/19 BUDGET SPEND**  
To review the current spend against budget
- FG 18.24 GENERAL DATA PROTECTION REGULATIONS (GDPR)**  
To review progress.
- FG 18.25 ITEMS FOR NEXT CONSIDERATION AT A FUTURE COMMITTEE MEETING**

2018/19 BUDGET LINE LEDGERS Pmnt months																	Agenda item FG 18.23			
OPEN SPACES PMNTS	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	SUB TOTAL	BUDGET	%AGE	OCT	NOV	DEC	JAN	FEB	MARCH	SUB TOTAL	TOTAL FOR YEAR	BUDGET	%AGE	Comment
AC Gardens (see sep ledger)	200	1000	1600	400	300	900	4400	7500	58.67%	0	0	0	0	0	0	0	4400	7500	58.67%	
P Armitage and travis perkins #	0		0	0	0	0	0	1000	0.00%	0		0.00	0	0	0	0.00	0.00	1000	0.00%	
mole treatments	0	0	0	0	0	0	0	480	0.00%	0	0	0	0	0	0	0	0	480	0.00%	
winter maint	408	0	0	0	0	0	408	3000	13.60%	0	0	0	0	0	0	0	408	3000	13.60%	
volunteer equipment	0	92.52	0	0	0	0	92.52	1000	9.25%	0	0	0	0	0	0	0	92.52	1000	9.25%	litter picker
various	0	271.2	0	0	0	261.24	532.44	0		0	0	0				0	532.44	0		litter, salt bins
mower	0	907.74	43.01	100	84.75	44	1179.5	0		0	0	0	0	0	0	0	1179.5	0		
Monthly total	608	2271.46	1643.01	500	384.75	1205.24	6612.46	12980	50.94%	0	0	0.00	0	0	0	0.00	6612.46	12980	50.94%	
# General & Fencing = £1k (budget)																				



## Parish Clerk/Responsible Finance Officer (RFO) and Parish Councillor's Privacy Notice

**Data Controller:** Findon Parish Council

**Data Protection Officer:** Maureen Chaffe – [Processmatters2@gmail.com](mailto:Processmatters2@gmail.com) /07593 662123

The organisation collects and processes personal data relating its employees to manage the employment relationship. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### What information does the organisation collect?

The Parish Council collects and processes a range of information about you.

In respect of the Parish Clerk/RFO this may include:

- Name, address and contact details, including email address and telephone number, date of birth and gender;
- the terms and conditions of your employment;
- details of qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- information about remuneration, including entitlement to benefits such as pensions or insurance cover;
- details of bank account and national insurance number;
- information about marital status, next of kin, dependants and emergency contacts;
- information about nationality and entitlement to work in the UK;
- details of schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued and related correspondence;
- assessments of performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence; and
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments

In respect of Parish Councillors this may include:

- name, address and contact details, including email address and telephone number, date of birth and gender; and
- information required for the Register of Interests

Findon Parish Council collects this information in a variety of ways. For example, data might be collected through expression of interest forms, application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment/tenure as a councillor (such as benefit nomination, Register of Interest forms, or bank signatory forms); from correspondence with you; or through interviews, meetings or other assessments.

In some cases, the organisation may collect personal data about you from third parties, such as references supplied by former employers.

Data will be stored in a range of different places, including in your personnel file, register of councillors and in other IT systems for example the organisation's email system.

### **Why does Findon Parish Council process personal data?**

The Council needs to process data to enter into an employment contract with the Parish Clerk/RFO and to meet its obligations under his/her employment contract. For example, it needs to process data to provide the Parish Clerk/RFO with an employment contract, to pay him/her in accordance with the employment contract and to administer benefit, pension and/or insurance entitlements.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check the Parish Clerk/RFO's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable him/her to take periods of leave to which they are entitled.

In other cases, the organisation has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the organisation to:

- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or former employees;
- respond to and defend against legal claims; and
- maintain and promote equality in the workplace.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).

### **Who has access to data?**

Your information may be shared internally with fellow Parish Councillors and the Parish Clerk/RFO.

The Council shares data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers. In such circumstances the data will be subject to confidentiality arrangements.

The organisation also shares your data with third parties that process data on its behalf: JNR Computer Services, Processmatters2 (Web site, emails); HMRC (salary, tax); West Sussex County Council (pensions, democratic services); Arun District Council (democratic services); National Assoc of Local Councils (member name, address and contact details) Sussex Assoc of Local Councils (member name, address and contact details).

The organisation will not transfer your data to countries outside the European Economic Area.

### **How does the organisation protect data?**

The Council takes the security of your data seriously and has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by those authorised to do so in the performance of their duties.

Where the Council engages third parties to process personal data on its behalf, they 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.

### **For how long does the organisation keep data?**

The organisation will hold your personal data for the duration of your employment or tenure as a Parish Councillor. The periods for which your data is held after the end of employment or tenure as a Parish Councillor are tbc.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please email [GDPR@findonparishcouncil.gov.uk](mailto:GDPR@findonparishcouncil.gov.uk) .

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You have some obligations under your employment contract or Parish Council Code of Conduct and Standing Orders to provide the organisation with data. In particular, the Parish Clerk/RFO is required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide the organisation with data

in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable the organisation to enter a contract of employment with you or for you to act as a Parish Councillor. If you do not provide other information, this will hinder the organisation's ability to administer the rights and obligations arising as a result of the employment relationship or parish council efficiently.

**Automated decision-making**

Automated decision making plays no part in decisions relating to the Parish Clerk or Parish Councillors.

**Draft for consideration by the Finance & Governance Committee meeting on 6 September 2018.**

DRAFT

## **Electronic Communication Devices - Acceptable Usage Policy – Findon Parish Council**

**Electronic communication devices include personal computers, laptop computers, iPads, tablets, smart phones, mobile phones, faxes, scanners and the telephone system. The primary purpose of such communication tools is to facilitate the day to day business activities of Findon Parish Council.**

### **Part A - Parish Clerk/Responsible Finance Officer (RFO)**

**It is currently the policy of Findon Parish Council to issue the Parish Clerk/RFO with a laptop on which to undertake council business - this does not constitute a personal benefit to the Clerk/RFO. It is possible in the future that other electronic devices may be issued should it deemed appropriate and necessary for council business.**

### **Key Principals**

All electronic communication devices should be used in a manner appropriate to a reputable professional public body. The terms of this Policy apply to anyone issued with one or more of such devices and the key principals are:

- You must comply with any relevant legislation appertaining to the usage of such devices.
- You must ensure the security of the data contained on your device. Laptops and/or PCs must be 'locked' when you are not at your desk, i.e. press control, alt and delete together then select lock. Mobile phones/tablets must be password protected. PCs must be switched off at the end of your working day.
- You must use the devices in a manner acceptable to Findon Parish Council
- You must ensure your online conduct is of the same professional standard as that expected of you when 'off line'.
- You must ensure you do not bring Findon Parish Council into disrepute or create any risk to its reputation resultant from the manner in which you use the device(s) issued to you.
- You must ensure that all electronic data transmissions generated on behalf of Findon Parish Council are only ever stored, transmitted or retrieved on a Council owned device.
- You must immediately return at the request of Findon Parish Council any electronic communication device issued to you.
- In the event that you are absent from work, for whatever reason other than agreed annual leave, Findon Parish Council reserves the right to access your emails and voicemail messages in order to ensure Council matters are progressed in accordance with the interests of the Council throughout the duration of the absence.

### **Personal Use of Electronic Communication Devices**

- Personal use of devices issued to you is not permitted.

### **Monitoring Statement, as Required by Legislation**

- In order to legitimately safeguard the Council's interests and ensure acceptable usage and behaviour Findon Parish Council maintains the right to instruct the Systems Administrators to monitor and report on the usage of electronic communication devices at any time and without prior warning if they have any reason for concern.
- The Council reserves the right to require you to handover devices for scrutiny at any time.

## **Electronic Communication Devices - Unacceptable Usage and/or Behaviour**

The following are examples of what Findon Parish Council deem unacceptable usage and/or behaviour:

- Accessing internet sites that enable gambling of any description or that contain obscene, sexually suggestive, indecent, pornographic, racist, hateful, offensive, bullying or harassing material or; material depicting or inciting violence of any nature or; any otherwise illegal material.
- Distributing, disseminating or storing images, text or materials that are illegal or might be considered obscene, sexually suggestive, indecent, pornographic, racist, hateful, offensive, bullying or harassing material or; that depict or incite violence of any nature.
- Perpetrating any form of fraud or piracy of software, film or music.
- Downloading commercial software or any copyrighted materials belonging to third parties, unless covered or permitted under a commercial agreement or other such licence and you have prior approval from the System Administrator.
- Introducing any form of computer virus into the device.
- Publishing defamatory and/or knowingly false material about Findon Parish Council and/or our parishioners on social networking sites, 'blogs' (online journals), 'wikis' and any other online publishing format.
- Sending chain letters.
- Unauthorised forwarding of confidential Council messages to external locations.
- Representing personal opinions as those of the Council.
- Accessing copyrighted information in a way that violates the copyright.
- Broadcasting unsolicited personal views in respect of social, political, religious or other non-council related matters.
- Transmitting unsolicited commercial or advertising material, whether for own personal gain or that of third parties.
- Wasting working time on non-Council or non-value adding activities.

This list is not intended to be exhaustive. If you are unsure as to the acceptability of a specific task not noted above should contact the Chair of Findon Parish Council for clarification before proceeding.

### **Non-Compliance**

Any instances of non-compliance with this Policy may be dealt with in accordance with the Council's Disciplinary Procedure and may be deemed Gross Misconduct, the penalty for which is Summary Dismissal.

### **Part B – Parish Councillors and/or Parish Clerk/RFO**

**Parish Councillors and the Parish Clerk/RFO use their own electronic devices for council business. In order to ensure compliance with the principals of the General Data Protection Regulations and Data Protection Act each councillor is provided with a Findon Parish Council email address, e.g. fred.bloggs@findonparishcouncil.gov.uk, which is to be used for all council correspondence. It is not permissible to use personal email addresses for council correspondence.**

**The following key principals apply to all Parish Councillors and Parish Clerk/RFO:**

- You must ensure the security of the data contained on your device(s) and utilise strong password protection on each device to deny access to council correspondence by any other person.
- You must ensure your online conduct is of the same professional standard as that expected of you when 'off line'.
- You must ensure you do not bring Findon Parish Council into disrepute or create any risk to its reputation resultant from the manner in which send or respond to emails.

- You must ensure that all electronic data transmissions generated on behalf of Findon Parish Council are only ever stored, transmitted via your allocated Findon Parish Council email address.
- In the event that you are absent from office for a prolonged period for whatever reason, Findon Parish Council reserves the right to access your emails in order to ensure Council matters are progressed in accordance with the interests of the Council throughout the duration of the absence.
- Should you cease to be a councillor all council correspondence must be deleted immediately from your device. It will remain accessible to the Parish Clerk via the Cloud.

### **Part C - Email as a Communication Medium**

Email is a standard means of communicating with customers and internal colleagues and as such the Council expects email messages to be written in a professional business-like manner the same way as all other business communications, e.g. letters, memos, faxes, scanned documents have always been.

On the occasions when it is deemed appropriate to send an email please consider the following before composing and sending the message:

- Make sure you set the language on your device to English (UK).
- Be clear as to the objective of the message you want to send.
- Summarise the objective in the subject box so it is clear to the receiver prior to opening the message.
- Ensure you are sending it to the right people, i.e. only those required to react/take action in response to it.
- Compose the message clearly and succinctly as a business communication should be.
- Get the tone right. Be polite at all times, terseness can be misinterpreted. Use humour and irony sparingly, it can be all too easily misinterpreted.
- Don't type in capitals as this is considered to be shouting and is one of the rudest things you can do.
- Don't use 'cc'. The only people who need to receive your email are those required to react/take action in response to it. It is perfectly acceptable for anyone 'cc' on an email to put it at the bottom of their task list or to delete it without reading it.
- Don't set Outlook to automatically request a read receipt. This facility should only be used for the rare occasions when there is a valid business reason for tracking the receipt.
- Don't 'reply to all' if not absolutely necessary.
- Don't reply to an email message when angry, as you may regret it later. Once the message has been sent, you will not be able to recover it.
- Don't mark things as urgent if they aren't, because when you really do have to do an urgent message it may not be treated in the way it deserves.

Some email housekeeping tips:

- Create folders in your inbox and file your emails accordingly – this will make it much easier to manage them.
- Don't retain emails in your inbox or sent folder any longer than absolutely necessary, especially those with large attachments. Move them to your deleted folder.
- Empty your deleted and junk folders on a weekly basis.
- Don't post your email address on web sites and other public parts of the Internet as you will be deluged with spam.

*This is a non-contractual document that is subject to revision and re-issue in accordance with changing legislation and needs of Findon Parish Council. This edition is dated September 2018.*

**Draft for consideration at the Finance & Governance Committee meeting 6 September 2018.**