

Bicester Town Council



Policy Committee Meeting

Ref: POL06/2122

**Tuesday 5th April 2022
at 19:30hrs**

**The Chamber Room, Bicester Town Council, The
Garth, Launton Road, Bicester, Oxon OX26 6PS**

Members:

Cllr Richard Mould – **Chairman**, Cllr Lynn Pratt – **Vice-Chairman**
Cllr Nick Cotter, Cllr Dan Hallett, Cllr Nicholas Mawer, Cllr Dan Sames, Cllr
Les Sibley, Cllr Jason Slaymaker, Cllr Alex Thrupp and Cllr Fraser Webster

Other Circulation, Substitute Members:

Cllr Harry Knight, Cllr Zoe McLernon, Cllr James Metcalf, Cllr Sandy Dallimore and
Cllr Donna Ford

Other Circulation:

Cllr Calum Miller (OCC), Cllr Michael Waine (OCC),
Cllr Tom Wallis (CDC), Cllr Lucinda Wing (CDC)



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29 March 2022

To all Members of the Policy Committee

You are hereby summoned to attend a meeting of the **Policy Committee** at **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS** on **Tuesday 5th April 2022** to commence at **19.30hrs** for the transaction of the following business.

Phil Evans
Town Clerk

Agenda

All Council Meetings are open to the public and press, unless otherwise stated.

1. Apologies for Absence

To consider apologies and reasons for absence. Committee members who are unable to attend the meeting should notify Bicester Town Council (enquiries@bicester.gov.uk) prior to the meeting, stating the reason for absence.

2. Declarations of Interest

Councillors are reminded to declare any interests on any item on this Agenda in accordance with Bicester Town Council's Code of Conduct.

3. Minutes of Policy Committee

RESOLVED to confirm the minutes of the Policy Committee meeting **15th February 2022 – POL05/2122.**

(Pages 4 -
5)

4. Public Session

In accordance with Standing Orders 1 d-f, members of the public may make representations, ask questions and give evidence in respect of any item of business included in the agenda.

Time allocated shall not exceed 10 minutes. No member shall speak for more than 2 minutes.

- 5. Major Town Initiatives** (Pages 6 - 8)
RESOLVED that Committee **NOTED** the minutes from:
Bicester Vision CIC Meeting: 3rd March 2022
- 6. Freedom of Information Activity Report** (Pages 9 - 12)
 Committee is **RECOMMENDED** to **NOTE** the Freedom of Information Activity Report.
- 7. Public Space Protection Order (PSPO)** (Page 13)
 Committee is asked to **SUPPORT** the introduction of a PSPO in the areas outlined in the attached report.
- 8. Financial Regulations February 2022 (GP8)** (Pages 14 - 33)
 Committee is asked to **REVIEW** the attached policy and adopt version 2 amendments.
- 9. Sponsorship Policy (GP13)** (Pages 34 - 35)
 Committee is asked to **REVIEW** the attached policy and adopt version 2 amendments.
- 10. Partnership and Outside Bodies Policy (GP14)** (Pages 36 - 37)
 Committee is asked to **REVIEW** the attached policy and adopt version 2 amendments.
- 11. Data Protection Policy (GP16)** (Pages 38 - 44)
 Committee is asked to **REVIEW** the attached policy and adopt version 2 amendments.
- 12. Play Area Adoption Policy (GP17)** (Pages 45 - 46)
 Committee is asked to **REVIEW** the attached policy and adopt version 2 amendments.
- 13. Forward Plan** (Page 47)
 Committee is asked to **NOTE** and **COMMENT** on the forward plan.

Minutes of the Policy Committee

A meeting of the **Policy Committee** was held on **Tuesday 15th February 2022** at **19:00 hrs** at the **The Chamber Room, Bicester Town Council, The Garth, Launton Road, Bicester, Oxon OX26 6PS**.

Present:

Cllr Richard Mould (Chairman)
Cllr Dan Hallett
Cllr Nicholas Mawer
Cllr Dan Sames
Cllr Les Sibley
Cllr Jason Slaymaker
Cllr Alex Thrupp
Cllr Harry Knight – Substituted for Cllr Fraser Webster

In Attendance:

Phil Evans (Chief Officer, Acting)
Julie Trinder (Civic and Democratic Administrator)

493/ Apologies for Absence

2122 RESOLVED apologies were received from Cllr Lynn Pratt, Cllr Zoe McLernon and Cllr Fraser Webster.

494/ Declarations of Interest

2122 RESOLVED that no declarations of interest were made.

495/ Minutes of the Policy Committee

2122 RESOLVED to confirm the minutes of the Policy Committee meeting **POL04/2122** held on **Monday 20th December 2021**.

496/ Public Session

2122 RESOLVED that no members of the public were present.

497/ Major Town Initiatives

2122 RESOLVED that Committee **NOTED** the minutes from:

Bicester Vision CIC Meeting – 2nd December 2021
Bicester Vision CIC Executive Board Meeting – 13th January 2022

498/ Health and Safety Audit

2122 RESOLVED that Committee **NOTED** the update.

499/ Fraud and Corruption Policy Statement DRAFT (GP3)

2122 RESOLVED that Committee **REVIEWED** and **ADOPTED** version 2 amendments.

500/ Grant Aid Awarding Policy DRAFT (GP7)

2122 RESOLVED that Committee **REVIEWED** and **ADOPTED** version 2 amendment.

501/ Hire of Rooms at the Garth DRAFT (GP9)

2122 RESOLVED that Committee **REVIEWED** and **ADOPTED** version 2 amendment.

Minutes: POL05: Policy Committee MeetingPage 1 of 2
Tuesday 15th February 2022

Signed

Dated

502/ Snow Clearance Policy DRAFT (GP10)**2122 RESOLVED** that Committee **REVIEWED** and **ADOPTED** version 2 amendment**503/ Complaints Policy DRAFT (GP11)****2122 RESOLVED** that Committee **REVIEWED** and **ADOPTED** version 2 amendment.**504/ Consultation - Proposed Virtual Residents Parking****2122 RESOLVED** Committee **NOTED** the Proposed Virtual Residents Parking Permits.**505/ Forward Plan****2122 RESOLVED** Committee **NOTED** the forward plan and **ADDED**:

- Flag Policy
- 20 mph speed limits

506/ Exclusion of Press and Public**2122 RESOLVED** that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.**507/ Lease Renewal****2122 RESOLVED** Committee **APPROVED** the renewal of the CAB lease using the existing terms and **PROPOSE** that a survey be carried out on the Bowls Club and renew the lease on existing terms with a view to an added item on structural claims.**508/ Date of Next Meeting****2122 Tuesday 5th April – 7.30pm – Garth House.**

Close of meeting: 7.41pm

BICESTER VISION

Meeting	BICESTER VISION CIC MEETING
Date of meeting	Thursday 3 March 2022
Venue	Bicester Hotel, Golf and Spa
Circulation	All supporters
Dates of next meetings	➤ Executive Board – Thurs 7 April, 10am-12pm, possibly via Zoom ➤ Partnership meeting – Thurs 12 May 2022, 12-2pm, venue required

MINUTES

1 WELCOME

Lyndon Robinson (Chairman) welcomed those present to Bicester Vision CIC's Networking PLUS meeting at Bicester Hotel, Golf and Spa (BHGS); the first face to face meeting for 2 years.

Lee Wood (Resort Sales Manager for BHGS) welcomed attendees to the hotel and shared an update on facilities available at the hotel and plans for the coming year (as attached).

2 SKILLS UPDATE (Presentation attached)

Adrian Lockwood, Chairman of Oxfordshire Skills Board, provided an update on the work of Oxfordshire Skills Hub including: outcomes achieved; the Local Skills Report and Plan for 2022-24, enabling Oxfordshire's ambition to become a top three global innovation ecosystem by 2040; and the Hub's new Social Contract Programme.

In addition, it was noted Oxfordshire has spent c£23m on improving skills infrastructure (new buildings etc) in the last few years, leveraging a further c£50m investment for skills infrastructure development during this period. Current estimates forecast over 7,000 new students being trained in these facilities by 2025, particularly around health & social care, agritech, construction, robotics, power engineering, and space science; all identified priorities in the county.

The labour market in Oxfordshire remains tight. The county has fought to support the workforce during the pandemic and, whilst higher than pre-pandemic levels, unemployment figures sit at less than 3%, with the latest figures awaited from DWP. It is estimated unemployment in the county is falling at a rate of 0.1-0.2% each month. However, whilst unemployment and vacancy figures are fairly closely matched, employers continue to struggle to recruit the staff they need, with ongoing labour shortages in specific sectors; the visitor economy being particularly hard hit. The pandemic has resulted in people making lifestyle choices around employment which has impacted on recruitment.

The latest iteration of the Oxfordshire Skills Strategy (version 5) will be published in full shortly, with work underway to provide an executive summary of this to businesses by summer 2022. The report focusses on six key areas:

- Supporting the reform of vocational and technical skills provision
- Provision of clear, diverse and inclusive career pathways
- Managing Oxfordshire's tight labour market
- Graduate promotion and retention
- Business skills provision and support
- Training and reskilling provision for those people where business models have changed

On top of this the report focusses on three cross-cutting areas: AI; Big Data; Soft/Employability skills, and there will be a continuing focus on the Green Skills agenda.

Work continues with the Careers & Enterprise Company to try and improve schoolteachers' knowledge of business, with the aim of improving outcomes for students. Work will also continue to both improve take up of apprenticeships across the county, and to look at how to retain more of the Apprenticeship Levy within the county.

Those present were asked to contact Adrian Lockwood or OxLEP if they were interested in: helping to unlock the Apprenticeship Levy; supporting the Oxfordshire Apprenticeships Awards; or supporting careers delivery in Oxfordshire's schools/colleges.

3 PRESENTATIONS

Presentations were given by:

- Graham Perryman - Wednesday Business Club and Bicester Chamber (Attached)
- Fiona Ruck – Healthy Minds – Promoting mental wellbeing to the workforce (Attached)
- Phil Shadbolt – EV Hubs in Oxon and beyond
- Dave Beesley – Benefits of EV ownership
- Shaun Jardine – An introduction to commercial mediation (Attached)
- Grant Hayward – Evolving business models (Attached)

4 BRITISH BAKELS

25 February 2022 saw British Bakels celebrate its 75th birthday. Bakels is a unique, multi-national business based in Bicester with a very strong ethos for local recruitment; 69% of employees living within 5 miles of the office, rising to 89% of employees living within 25 miles, with many long-serving members of staff.

Kurt Knox reported technology will play a very large part of Bakels' business going forward with approximately £90m due to be spent in the coming few years on technology and new sites.

The company is pursuing a number of measures to reduce plastic in its packaging including installation of specific packing lines and the institution of a worldwide home baking project on environmentally friendly packaging.

5 CLOSE

Lyndon Robinson offered his thanks to all speakers, to all those attending the Networking PLUS! evening, and to those that had organised the event.

Bicester Vision CIC is always seeking new supporters and those present, not already supporters of the organisation, were invited to contact Grae Laws during the networking part of the evening (or afterwards) if interested in becoming a supporter.

6 3 OUTPUTS FOR SOCIAL MEDIA

- Bicester Vision CIC hosts approaching 50 people for its first face to face event in 2 years!
- Oxfordshire Skills Hub invites employers to help unlock the Apprenticeship Levy; support the Oxon Apprenticeships Awards; and support careers delivery in Oxfordshire's schools/colleges.
- Bicester Hotel, Golf & Spa continues to offer great facilities to businesses, individuals and those looking to build team spirit following the pandemic.

7 DATES OF FUTURE MEETINGS

- **Executive Board** – Thursday 7 April 2022, 10am-12pm
- **Full Partnership and AGM** – Thursday 12 May 2022, 12-2pm, venue required
- **Executive Board** – Thursday 9 June 2022, 10am-12pm
- **Executive Board** – Thursday 21 July 2022, 10am-12pm
- **Full Partnership** – Thursday 15 September 2022, 12-2pm, venue required
- **Executive Board** – Thursday 6 October 2022, 10am-12pm
- **Executive Board** – Thursday 3 November 2022, 10am-12pm
- **Full Partnership** – Thursday 1 December 2022, 12-2pm, venue required

BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Tuesday 5th April 2022

Freedom of Information Activity Report

Chairman: Councillor Richard Mould

Telephone: 07906 810920

Phil Evans – Town Clerk

Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All

1. Activity Since Last Policy Committee Meeting

Ref Number	Request	Position
FOI.015	1. Copies of your tree/vegetation policies from 2005 to-date or where to locate said policies if readily accessible in electronic format; 2. A copy of your tree maintenance works carried out to the vegetation listed in the below site plan as STG1 and TG1 (Maple). This is within the area of 93 Mallards Way, Bicester, OX26 6WT. 3. Copies of your risk analysis in respect of the trees, from 2005 to-date, to include any maintenance regimes, if any, also carried out within this period; 4. Details of the information retained by and/or accessible to you in respect of the soil types in: 4.1 Bicester; 5. The number of tree related subsidence claims that have been brought against you within 1mile radius of OX26 6WT postcode area between January 2008 and September 2018 For each claim please confirm: 5.1 Location of the tree (by house number) 5.2 Species of the implicated tree 5.3 The date of the claim	Information given where held. Closed
FOI.016	1. What was the annual salary, including any other contracted payments, of the Chief Officer, as at 1 March 2021. 2. What changes (if any) were made to this amount during the period 1 March 2021 until 30 September 2021 3. What was the total amount paid to the Chief Officer, including any other payments, between and relating to the period 1 March 2021 and 30 September 2021 incl, 4. Was an employment reference given to the Chief Officer, or any third party, with regard to any change, or potential change in employment, at any time on or since 1 March 2021.	Information already publicly available. Information considered exempt by virtue of Section 40 (5) (a) (b) Personal information. Closed
FOI.017	1. What policy(ies) did BTC follow in recruiting and employing Mrs Shippen? 2. Who authorised that Policy(ies) use (if any) and when? 3. In taking "effective steps at the recruitment stage to establish, as far as possible, the previous record of all potential staff, in terms of their honesty and integrity" what written references, and from whom, did BTC take to establish Mrs Shippen's previous record?	Information given where held, or no information held. Others considered exempt by virtue of Section 40 (5) (a) (b) Personal information. Closed

	4. Did BTC establish the exact reasons for Mrs Shippen's dismissal prior to the employment being unconditionally confirmed? 5. In particular did BTC take a written reference from Seaford Town Council, and did it receive a reply?	
FOI.018	Will you please let me have any or all of the Microsoft digital copy(ies) of the sent email(s) with all six attachments as shown in the notes.	Information given. Closed.
FOI.019	Will you please let me have; 1. The original digital file of these minutes so the metadata can be independently checked. 2. An original Microsoft digital email file of the email, sent to the panel members attaching the documents to be reviewed, or a received email file of the same email from the individual councillors BTC business inbox.	Information given. Closed.
FOI.020	a phone mast that appeared on Leach Road, Bicester some months ago. I would like to know 1. What the purpose of the mast is 2. Who owns it 3. Whether residents were informed of its installation 4. If so, did they have a right to appeal against its installation 5. Whether its proximity to a large residential area was considered 6. Have you measured the GHz being emitted by the mast? 7. Whether any residents have complained about it or reported any health issues to you about it 8. Whether any other residents in Bicester have complained about other masts erected around the town recently	Directed to Cherwell District Council as the Planning Authority for the area. Closed
FOI.021	how much it cost to install the lights in Garth Park and how many tickets were sold to cover the costs.	Information considered exempt under FOIA S (2) 22 as it is information intended for future publication. Closed
FOI.022	1. An original digital copy of the purported email and letter dated 20 December 2019, capable of revealing its full metadata. 2. Will you please let me know the professional person or firm which provided the legal advice to which the council claim an exemption under S42. 3. To whom this advice was provided (the professional's client) 4. The date it was provided, and when it was presented to the council. 5. S42 is a conditional exemption. The legal advice purportedly relates to the council's standard tenancy agreement (shown on its website), claimed by the council to be binding on its tenants, and any future tenant, and which the council, by its actions, believes to enable it to bypass tenants' statutory rights, as well as contractual rights agreed and effective on signing the original tenancy agreement. Should the council hold such advice, which it relies, and it clearly implies contains hidden meaning to the tenancy agreement, then that is misleading and unlawful. It is in the public interest that this advice should be put in the public domain, and thus the S42 claim of exemption cannot meet the conditions. Will you please let me have a copy of that advice, or your reasons for not doing so.	Information given where held, or no information held. Closed
FOI.023	Please send me all details of correspondence and reports on behalf of your Local Authority relating to dog breeding, track inspections, kennel inspections and dog injury records including euthanasia, for Bicester Schooling Track, Clue Hills Farm, Upper Arncourt, Brill, Oxfordshire, HP18 9UZ	No information held. Closed

FOI.024	I should be grateful if you could find some information for me about some of the events which take place in Garth Park. In particular, I'm interested in knowing the number of tickets which are available and sold for the various concerts in Garth Park over the past few years. Although the concerts last year would be good to hear about, going back further to things like the jazz in the park evenings etc are of greater interest.	Information given. Closed.
FOI.025	Name, email, and phone number of the contact who looks after IT within the organisation, along with the following information: -Your phone system vendor, including SIP/ISDN provider, number of users, contract term and date of review and renewal. -Your Contact Centre vendor, number of users, contract term and date of review and renewal. -Your video/online meetings vendor, provider, number of users, contract term and date of review and renewal. -Do you have meeting rooms in your offices? If so, what audio-visual vendors and booking technology contracts do you currently have in place? -Your Multi Factor Authentication vendor, provider, number of users, contract term and date of review and renewal. -Your DNS Layer Protection vendor, provider, number of users, contract term and date of review and renewal. -Your Threat Hunting vendor, provider, number of users, contract term and date of review and renewal. -What platforms do you use to deliver staff training for digital products such as (Microsoft O365 & Cybersecurity Awareness) please supply information of the provider, number of users, contract term and date of review and renewal. -Your digital marketing services and contracts you currently have in place?	Information given where held. Closed.
FOI.026	Regarding S106 agreements granted from January 2010 and January 2015, please provide the following information: • Funds received • Funds allocated • Funds spent, and on what • Funds unspent • Funds repaid	Summary information given and directed to Cherwell District Council. Closed
SAR.002	Internal Request – Personnel ONLY	Closed.

2. Pending Response

No pending responses.

3. Under Appeal

BTC.FOI.001	Please supply me with copies of all of the minutes of the Personnel Sub Committee Meetings for the past 5 years.	Bicester town council consider the information request minutes exempt, as the duty in section 1 (1) (a) of the freedom of Information	Request will be declined under section 40(5)(a)(b) Personal	The ICO has set a deadline of 11 th April for the Council's full response to both FOIs under appeal.
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	As you know these are a public document and must be so under the Local Government Act 1972 to make lawful decisions. I look forward to your compliance as soon as you are able.	Asct 2000 does not apply, By Virtue of the following Section 40 (5) (a) (b) Personal information.	This has been challenged with Commissioner	The Council will refuse the appeal.
BTC.FOI.002	Please supply me with copies of all of the agendas of the Personnel sub Committee Meetings for the past 5 years. As you know these are a public document and must be so under the Local Government Act 1972 to make lawful decisions. I look forward to your compliance as soon as you are able.	Bicester town council consider the information request agendas exempt, as the duty in section 1 (1) (a) of the freedom of Information Act 2000 does not apply, By Virtue of the following Section 40 (5) (a) (b) Personal information.	Request will be declined under section 40(5)(a)(b) Personal This has been challenged with Commissioner	
BTC.FOI.014	Please provide an electronic copy of all recorded information you hold relating to a decision of the First-tier Tribunal (Information Rights) under reference EA/2021/0115P. This decision, dated 24 September 2021, contained some strong criticisms of your council.	This information is readily available Bicester Search ICO	This has been challenged with Commissioner as incomplete BTC await Answer	

2. Recommendation

Committee is **RECOMMENDED** to **NOTE** the Freedom of Information Activity Report.

BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Tuesday 5th April 2022

Public Space Protection Order

Chairman: Councillor Richard Mould

Telephone: 07906 810920

Phil Evans – Town Clerk

Telephone: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All

1. Overview

- 1.1 The District Council are proposing the implementation of a Public Spaces Protection Order for the Town Centre and Garth Park. The order would cover an area bounded by Manorsfield Road, Victoria Road, Market Square, and part of St Johns Street between Sheep Street and Manorsfield Road. It would also encompass Garth Park.
- 1.2 The order would empower the Police to disperse groups indulging in anti-social behaviour and is something that has been used to great effect in Banbury in controlling this type of behaviour.
- 1.3 This was discussed by Full Council some two years ago when Thames Valley Police gave a presentation and council were in favour.

There has also been discussion that the PSPO could also include reckless or dangerous cycling in Sheep Street in the order. This supported by Bicester Bike Users as an alternative to a blanket ban on cycling in Sheep Street.

2. Recommendation

Committee is asked to **SUPPORT** the introduction of a PSPO in the areas outlined.

GP8 - FINANCIAL REGULATIONS – ~~NOVEMBER 2019~~FEBRUARY 2022



BICESTER TOWN / COUNCIL
FINANCIAL REGULATIONS

Document Control

Review date is indicative and will depend on changes in legislation, best practice or when required. Alternative formats of this document may be available upon request.

<u>Version Number</u>	<u>Date Adopted</u>	<u>Minute Number</u>	<u>Amendments</u>	<u>Review Date</u>
<u>V1</u>	<u>adopted/reviewed</u> <u>18th November</u> <u>2019</u>	<u>276/1920</u>	<u>Various changes after adoption</u>	<u>2022</u>
<u>V2</u>			A) <u>Removed title of Chief Officer & replaced with Town Clerk. Reflected split role of Town Clerk & Responsible Finance Officer</u> B) <u>Credit card authorisations</u> C) <u>Approved suppliers and <i>de minimis</i> clarification</u> D) <u>Other minor amendments and updates as per updated regulations.</u>	<u>Jan 24</u>

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INDEX

1. GENERAL.....	3
2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL).....	5
3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING.....	7
4. BUDGETARY CONTROL AND AUTHORITY TO SPEND.....	7
5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	8
6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS.....	109
7. PAYMENT OF SALARIES	12
8. LOANS AND INVESTMENTS.....	13
9. INCOME.....	1413
10. ORDERS FOR WORK, GOODS AND SERVICES.....	1514
11. CONTRACTS.....	15
12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS).....	1746
13. STORES AND EQUIPMENT	17
14. ASSETS, PROPERTIES AND ESTATES	1817
15. INSURANCE.....	18
16. RISK MANAGEMENT.....	1918
17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS.....	1918

GP8 - FINANCIAL REGULATIONS – ~~NOVEMBER 2019~~FEBRUARY 2022

These Financial Regulations were adopted by Bicester Town Council at its Meeting held on ~~18th November 2019~~DATE MONTH YEAR.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - for identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. ~~The Chief Officer has been appointed as RFO for this council and these regulations will apply accordingly.~~
- 1.9. The RFO;
 - acts under the policy direction of the council;

¹ Model standing orders for councils © 2018 National Association of Local Councils

GP8 - FINANCIAL REGULATIONS – ~~NOVEMBER 2019~~FEBRUARY 2022

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any appropriate bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

GP8 - FINANCIAL REGULATIONS – ~~NOVEMBER 2019~~FEBRUARY 2022

- measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts following a recommendation of the Finance Committee;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the external auditors and the annual report of the internal auditor.
- shall be a matter for the full council only.
- 1.14. In addition the council must
- approve any grant or a single commitment in excess of £25,000 not already specifically approved in any budget.
- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, following a meeting of the Finance Committee, and at each financial year end, a member other than the Chairman of the Finance Committee shall be appointed by the Finance Committee to verify bank reconciliations (for all accounts) produced by the ~~Chief Officer~~RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. Any exceptions shall on conclusion be reported to and noted by the Finance Committee.

GP8 - FINANCIAL REGULATIONS – ~~NOVEMBER 2019~~FEBRUARY 2022

- 2.3. The ~~RFO Chief Officer~~ shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the ~~Chief Officer~~Town Clerk, RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The ~~RFO Chief Officer~~ shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The ~~Chief Officer~~RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each relevant committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Finance Committee not later than the end of December each year including any proposals for revising the forecast.
- 3.2. The ~~Chief Officer~~RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The ~~Chief Officer~~RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the council for all items over £25,000;
 - a duly delegated committee of the council for items over £10,000; or
 - the ~~Chief Officer~~Town Clerk, in consultation with the Mayor or Chairman of the appropriate committee, for any items below £10,000 and above £2,500.

Such authority is to be evidenced by a minute or by an email or authorisation slip duly signed by the ~~Chief Officer~~Town Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

GP8 - FINANCIAL REGULATIONS – ~~NOVEMBER 2019~~FEBRUARY 2022

- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year without specific resolution of the council, or duly delegated committee.
- 4.4. The salary budgets are to be reviewed at least annually ~~in October~~ by the Personnel Sub-Committee for the following financial year in accordance with National Joint Council (NJC) guidance on pay scales and the Council's appraisal process. ~~and such review shall be evidenced by a hard copy schedule signed by the Chief Officer and the Chairman of Policy Committee.~~ The ~~Chief Officer~~RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the ~~Chief Officer~~Town Clerk may authorise revenue expenditure on behalf of the council which in the ~~Chief Officer's~~Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The ~~Chief Officer~~Town Clerk shall report such action to the chairman of Policy Committee as soon as possible and to the council, or duly delegated committee, as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The ~~Chief Officer~~RFO shall regularly provide the Finance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared for the Finance Committee meetings and shall show explanations of material variances. For this purpose "material" shall be in excess of £1000 or 15% of the budget (~~whichever is the greatest~~).
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process. Approval for in-year spend against earmarked reserves shall be by resolution of Council or duly delegated committee.
- 5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**
- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the ~~Chief Officer~~Town Clerk and RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The ~~Administration Officer (Finance)~~RFO shall prepare a schedule of payments requiring authorisation, this will be emailed to ~~each councillor~~members of the Finance Committee two days before payment allowing time for members to comment or otherwise influence the payment of specific invoices. This schedule counter-signed by

GP8 - FINANCIAL REGULATIONS – ~~NOVEMBER 2019~~FEBRUARY 2022

the ~~Chief Officer~~Town Clerk or Operations Manager, accompanied with the relevant invoices, will be presented to two councillors who are authorised bank signatories for signature. The approved schedule shall be presented to the next Finance Committee for endorsement. A summary list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was endorsed. ~~Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.~~

- 5.3. All invoices for payment shall be examined, verified and certified by the ~~Chief Officer~~RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The ~~Chief Officer~~RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The ~~Chief Officer~~RFO shall take all steps to pay all invoices submitted, and which are in order, within 30 days of receipt.
- 5.5. The ~~Chief Officer~~Town Clerk or RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of finance committee; or
 - b) fund transfers within the councils banking arrangements up to the sum of £300,000, provided that a list of such payments shall be countersigned by a member of Finance Committee.
- 5.6. For each financial year the ~~Chief Officer~~RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation and regular maintenance contracts and the like for which a relevant Committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance Committee. Salaries, PAYE and NI, Superannuation Fund payments shall be authorised annually by the Personnel Sub-Committee with payment being authorised by the ~~Chief Officer~~Town Clerk upon submission from the payroll bureau.
- 5.7. A record of regular payments made under 5.6, above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants the Finance Committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £25,000 shall before payment, be subject to ratification by resolution of the council.

GP8 - FINANCIAL REGULATIONS – ~~NOVEMBER 2019~~FEBRUARY 2022

- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the ~~Chief Officer~~RFO.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the ~~Chief Officer~~RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by direct payment via internet banking from the Council's bank accounts, BACS, cheque or other instructions to the council's bankers..
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule shall be signed by two members of council ,and countersigned by the ~~Chief Officer or Operations Manager~~Town Clerk. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Direct payments from the bank account via internet banking, will be set up by the ~~Administration Officer (Finance)~~RFO in accordance with 5.2 above and made as agreed on the schedule by the ~~Chief Officer RFO or Operations Manager and Town Clerk~~, each having separate and individual approval access to the direct payments system, requiring access from two parties to complete payment.
- 6.7. The ~~Chief Officer~~Town Clerk or RFO shall be responsible for signing cheques from the Town Mayors accounts following approval from the relevant Mayor and subject to the Mayor's Accounts Policy.
- 6.8. If thought appropriate by the Finance Committee, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Finance Committee as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Finance Committee at least every two years.
- 6.9. If thought appropriate by the Finance Committee, payment for certain items may be made by banker's standing order provided that the instructions are signed, or

otherwise evidenced by two members are retained and any payments are reported to Finance Committee as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Finance Committee at least every two years.

- 6.10. If thought appropriate by the Finance Committee, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Finance Committee as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Finance Committee at least every two years.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records ~~_or banking arrangements on that computer, no record of that PIN will be made or kept, a note shall be made of the PIN and Passwords and shall be handed to the Chief Officer and retained in the safe in a sealed dated envelope. This envelope may not be opened other than in the presence of the Chief Officer or the Chairman of Policy or Finance Committee. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Policy Committee. This will not be required for a member's personal computer used only for remote authorisation of bank payments.~~
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. ~~Daily-Regular~~ back-up copies of the records on all computers shall be made and shall be stored securely away from the computer in question off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the ~~Chief Officer~~Town Clerk and RFO shall be appointed as the Service Administration Officers. The bank mandate approved by the council shall identify who will be authorised to approve transactions on those accounts.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the ~~Chief Officer~~RFO. A programme of regular checks of standing data with suppliers will be followed.

GP8 - FINANCIAL REGULATIONS – ~~NOVEMBER 2019~~FEBRUARY 2022

- 6.18. Any Debit Card issued for use will be specifically restricted to the ~~Chief Officer~~Town Clerk and ~~RFO~~Operations Manager and will also be restricted to a single transaction maximum value of £2,500 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance Committee. Transactions and purchases made will be reported to the Finance Committee and authority for topping-up shall be at the discretion of the ~~Chief Officer~~RFO.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by authorised officers and shall be subject to payment in full at each month-end. Any corporate credit card will be subject to a reasonable limit matched to the type of expenditure regularly being met and all purchases will be subject to the same authorisation steps as in sections 4 and 10 of this document. Personal credit or debit cards of members or staff shall only be used under exceptional circumstances where other payment methods are not available.
- 6.21. The ~~Chief Officer~~RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the ~~Chief Officer~~RFO with a claim for reimbursement.
- a) The ~~Chief Officer~~RFO shall maintain a petty cash float of £200 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- ~~b) In addition, a temporary float of up to £1,000 may be held to cover change requirements for events. Any requirement for float in excess of £1,000 shall be subject to prior authorisation signed by the Chief Officer and two councillors.~~
- ~~e)b)~~ Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- ~~d)c)~~ Payments to maintain the petty cash float shall be shown separately on the schedule of payments under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Policy Committee at the recommendation of the Personnel Sub-Committee. Payments shall be effected via an external payroll bureau at the instruction of the ~~Chief Officer~~Town Clerk.

GP8 - FINANCIAL REGULATIONS – ~~NOVEMBER 2019~~FEBRUARY 2022

- 7.2. Time sheets shall be submitted and certified by the relevant line manager in respect of all staff, including casual, agency or locum staff and retained by the ~~Chief Officer~~Town Clerk.
- 7.3. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, as set out in these regulations above. The ~~Chief Officer~~Town Clerk shall verify all payments as outlined by the payroll bureau as authorisation for payment. The ~~Chief Officer~~Town Clerk shall notify the payroll bureau of all relevant information for the purpose of keeping the above records i.e. appointments, resignations, dismissals, absence through sickness or other reason.
- 7.4. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Sub-Committee.
- 7.5. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.6. The total of such payments in each calendar month shall be made from a wages account recorded by the payroll bureau to ensure that only payments due for the period have actually been paid.
- 7.7. An effective system of personal performance management should be maintained for the senior officers.
- 7.8. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- ~~7.9.~~ Before employing interim staff in excess of the available budget the Personnel Sub-Committee on behalf of council must consider a full business case.
- ~~7.9-7.10.~~ Member and Mayoral allowances are to be offered in line with the recommendations of the remuneration panel.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be

GP8 - FINANCIAL REGULATIONS – ~~NOVEMBER 2019~~FEBRUARY 2022

approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council at the recommendation of the Policy Committee. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least bi-annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the ~~Chief Officer~~RFO.
- 8.7. Payments in respect of short term or long term investments, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of the ~~RFO~~Administration Officer (Finance) under the supervision of the Chief Officer.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council or relevant committee, notified to the ~~Chief Officer~~RFO and the ~~Chief Officer~~RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council, or relevant committee will review all fees and charges at ~~least annually~~, following a report of officers.
- 9.4. Any sums found to be irrecoverable and any bad debts over £200 shall be reported to the council and shall be written off in the year. The ~~Chief Officer~~RFO shall have the authority to write off debts below £200 subject to having taken appropriate steps to recover such debts.
- 9.5. All sums received on behalf of the council shall be banked intact as directed under the supervision of the ~~Chief Officer~~RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the ~~Chief Officer~~RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

GP8 - FINANCIAL REGULATIONS – ~~NOVEMBER 2019~~FEBRUARY 2022

- 9.8. The ~~Chief Officer~~RFO shall promptly oversee the completion of any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made quarterly.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO ~~Chief Officer~~ shall take such steps to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order ~~logsbooks~~ shall be controlled by the ~~Chief Officer~~RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction. This is either through using an approved supplier, being those that offer the Council a discount and which the Council has a trade account with or usually by obtaining three or more quotations or estimates from other appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below which for daily operational expenditure is taken to mean any single order below £500.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. A senior officer shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the ~~Chief Officer~~Town Clerk shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

GP8 - FINANCIAL REGULATIONS – ~~NOVEMBER 2019~~FEBRUARY 2022

- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the ~~Chief Officer~~Town Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Policy Committee); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council or the relevant committee.
- e. Full sealed tender arrangements shall apply only to contracts with an expected value in excess of £60,000 unless decided otherwise by Council or the appropriate committee. Such invitation to tender shall state the general nature of the intended contract and the ~~Chief Officer~~Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the ~~Chief Officer~~Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the ~~Chief Officer~~Town Clerk and RFO in the presence of at least one member of council.

² The Regulations require councils to use the Contracts Finder/Find a Tender website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are (PPN 06/19 November 2019):

- a. For public supply and public service contracts ~~209,000 Euros~~ (£189,330,181,302)
- b. For public works contracts ~~5,225,000 Euros~~ (£4,733,2524,551,413)

GP8 - FINANCIAL REGULATIONS – ~~NOVEMBER 2019~~FEBRUARY 2022

- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders 29, ⁴ and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the ~~Chief-Officer~~Town Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £12,500 and above £2,500 the ~~Chief-Officer~~Town Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply. For expenditure of £2,500 or less in value the ~~Chief-Officer~~Town Clerk or RFO ~~or other authorised officer~~ shall have executive power.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the ~~Chief-Officer~~RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the ~~Chief-Officer~~RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and ~~Chief-Officer~~Town Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

⁴ Based on NALC's model standing order 18d © 2018 National Association of Local Councils

GP8 - FINANCIAL REGULATIONS – ~~NOVEMBER 2019~~FEBRUARY 2022

- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The ~~Chief Officer~~RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The ~~Chief Officer~~Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The ~~Chief Officer~~Town Clerk shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, or relevant committee, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council following a report of the Policy Committee. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The ~~Chief Officer~~RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

GP8 - FINANCIAL REGULATIONS – ~~NOVEMBER 2019~~FEBRUARY 2022

- 15.1. Following the annual risk assessment (per Regulation 16), the ~~Chief Officer~~Town Clerk or RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. Senior Officers shall give prompt notification to the ~~Chief Officer~~RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The ~~Chief Officer~~RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The ~~Chief Officer~~RFO or Service Manager shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

16. RISK MANAGEMENT

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The ~~Chief Officer~~Town Clerk with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the ~~Chief Officer~~Town Clerk and RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time following a recommendation of the Policy Committee. The ~~Chief Officer~~Town Clerk and RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

Prepared by ~~Samantha J Shippen FCIS, FSLCC, CMC~~for Bicester Town Council from a model document provided by NALC.

GP8 - FINANCIAL REGULATIONS – ~~NOVEMBER-2019~~FEBRUARY 2022

APPROVED by Council ~~18th-November-2019~~DATE MONTH YEAR



SPONSORSHIP POLICY GP13

Document Control				
Review date is indicative and will depend on changes in legislation, best practice or when required. Alternative formats of this document may be available upon request.				
Version Number	Date Adopted	Minute Number	Amendments	Review Date
V1	Adopted 12 th Oct 2011		Reviewed 24 th Sept 2018	
V2			Remove Chief Officer title & replace with Town Clerk.	Jan 24

Bicester Town Council
The Garth
Launton Road
Bicester
OX26 6PS

1. Definition

Sponsorship is defined as "an arrangement between Bicester Town Council and another party which meets all or part of the costs or provides relevant benefit in kind of a Bicester Town Council project, activity or service in exchange for non-financial commercial benefit".

2. General principles

2.1 Where appropriate, Bicester Town Council will work in partnership with relevant local and national organisations, such as businesses, charities, trusts, and any other group or individual to identify opportunities for sponsorship that will be of mutual benefit.

2.2 Bicester Town Council will not enter into sponsorship agreements with any entity which is in legal or financial conflict with the Council or which connects the Council with any political party or pressure group.

2.3 Bicester Town Council will not enter into any sponsorship agreements where, in its opinion, the sponsoring organisation is using the sponsorship as a means of gaining favourable terms in respect of any other Town Council business or agreement and reserves the right to immediately withdraw from any sponsorship agreement were this becomes evident.

2.4 Bicester Town Council reserves the right not to enter into sponsorship agreements where it believes that their values, practices and /or products pose a threat to the ethical and moral stance of the Council .

2.5 Within the definitions of this policy, Officers are delegated to identify and seek sponsorship and to report back to the relevant Committee for final approval.



SPONSORSHIP POLICY GP13

3. Co-ordination and approval procedure

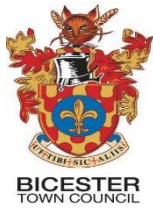
- 3.1 Bicester Town Council will promote its sponsorship packages on its website, and through other no cost means. Bicester Town Council will have a flexible approach to prospective sponsors in order to maximise sponsorship potential.
- 3.2 A written contract between Bicester Town Council and the sponsor will support all sponsorship agreements with a value in excess of £1,000. It must be signed by the Town Clerk or person authorised by the Town Clerk on behalf of the Council.
- 3.3 The Town Clerk will nominate a Named Officer to act as the main contact with the sponsor throughout the duration of the sponsorship agreement.

4. Financial procedure

- 4.1 Payment terms will be in line with Bicester Town Council's financial regulations and procedures, i.e., payment to be made within 30 days of invoicing, or as agreed in the contract if different.
- 4.2 It is the responsibility of the named officer to follow Bicester Town Council's financial regulations relating to the banking and spending of sponsorship income. Similarly, if sponsorship is in terms of goods or equipment or services, guidelines relating to inventories should be followed.

5. Marketing and media relations

- 5.1 All information for the media produced by the sponsor must be approved by Bicester Town Council before publication.
- 5.2 The use of sponsors' logos and other branding must not interfere with the Council's own corporate identity.
- 5.3 The size and positioning of sponsors' logos on promotional material and signs must be approved by an appropriate member of Bicester Town Council's Management Team.
- 5.5 The use of the Town Council's corporate identity on any sponsors' publicity must be approved by an appropriate Committee or Officer.



PARTNERSHIPS AND OUTSIDE BODIES POLICY GP14

This policy sets out Bicester Town Council's expectations when entering into any partnership or outside body arrangement. The purpose of this policy is to provide guidance on how to deal with issues arising from working within partnerships and to help both partners and the public understand the basis of the Council's involvement in such arrangements.

Document Control				
Review date is indicative and will depend on changes in legislation, best practice or when required. Alternative formats of this document may be available upon request.				
Version Number	Date Adopted	Minute Number	Amendments	Review Date
V1	Adopted 12 th Oct 2011	225.2/1112	Reviewed 24 th Sept 2018	
V2			Document Control added	Jan 24

Bicester Town Council
The Garth
Launton Road
Bicester

WHAT IS A PARTNERSHIP?

- 1.1 A partnership is an arrangement with one or more organisation (from any sector) who share responsibility for agreeing and /or delivering a set of planned actions or outcomes.
- 1.2 Most partnerships will share risk and resource to some extent and their work will have an identifiable impact on the Council's services and corporate priorities.
- 1.2 A purely contractual arrangement between the Council and a supplier or other party to provide goods or services is not a partnership for the purposes of this document.



PARTNERSHIPS AND OUTSIDE BODIES POLICY GP14

DEFINITION OF OUTSIDE BODIES

- 2.1 Organisations or other bodies (other than partnerships) to which the Council agrees to appoint representatives.

CATEGORISATION OF PARTNERSHIPS AND OUTSIDE BODIES

- 3.1 A An outside body important to the development or implementation of Council Policy and/or one or more of the Council's delivery options but which is not statutory.
- B An outside body on which representation is desirable and should be maintained as a matter of local goodwill, for as long as nominations are forthcoming from members.
- C A partnership which may be statutory or which is in the Council's interests to be part of.

THE ROLE AND RESPONSIBILITIES OF REPRESENTATIVES

- 4.1 To act in the best interest of Bicester and the residents of the town, with regard to the policies of Bicester Town Council.
- 4.2 To act as a conduit by keeping the Town Council informed of the work of the body to which they are appointed, and keep the body informed of the Council's work.
- 4.3 Not to commit the Council to any course of action or indicate the support of the Council for any policy or decision taken by the partnership or outside body, unless given express authority to do so.
- 4.4 The councillor appointed to the outside body can expect practical officer support if appropriate.

ANNUAL MONITORING

- 5.1 Councillors will be expected to complete a report on an annual basis in order that the value of representation on the partnership or outside body can be assessed, prior to appointments being made for the following year.



DATA PROTECTION POLICY

GP16

Document Control				
Review date is indicative and will depend on changes in legislation, best practice or when required. Alternative formats of this document may be available upon request.				
Version Number	Date Adopted	Minute Number	Amendments	Review Date
V1	Originally adopted 5 th June 2018		Review due 2020	
V2			Document Control added.	Jan 24

Bicester Town Council
The Garth
Launton Road
Bicester
OX26 6PS

1 Introduction

- 1.1 Bicester Town Council has a responsibility under the Data Protection Act 2018, (amended 2020), to hold, obtain, record, use and store all personal data relating to an identifiable individual in a secure and confidential manner. This Policy is a statement of what the Town Council does to ensure its compliance with the Act.
- 1.2 The Data Protection Policy applies to all Bicester Town Council employees, Councillors, volunteers, and contractors. The Policy provides a framework within which the Town Council will ensure compliance with the requirements of the Act and will underpin any operational procedures and activities connected with the implementation of the Act.

2 Background

- 2.1 The Data Protection Act 2018, (amended 2020), governs the handling of personal information that identifies living individuals directly or indirectly and covers both manual and computerised information. It provides a mechanism by which individuals about whom data is held (the “data subjects”) can have a certain amount of control over the way in which it is handled.
- 2.2 Some of the main features of the Act are:

- All data covered by the Act must be handled in accordance with the Six Data Protection Principles (see Appendix 1)
- The person about whom the information is held (the Data Subject) has various rights under the Act including the right to be informed about what personal data is being processed, the right to request access to that information, the right to request that inaccuracies or incomplete data are rectified, and the right to have personal data erased and to prevent or restrict processing in specific circumstances. Individuals also have the right to object to processing based on the performance of a task in the public interest/exercise of official authority (including profiling), direct marketing (including profiling); and processing for the purposes of scientific/historical research and statistics. There are also rights concerning automated decision making (including profiling) and data portability.
- Processing of special categories of data must be done under a lawful basis. This data includes information about race, ethnic origin, political persuasion, religious belief, trade union membership, genetics, biometrics (where used for identification purposes), health, sex life and sexual orientation.
- The Data Protection Act deals with criminal offence data in a similar way to special category data, and sets out specific conditions providing lawful authority for processing it.
- There is a principle of accountability of data controllers to implement appropriate technical and organisational measures that include internal data protection policies and procedures, staff training and awareness of the requirements of the Act, internal audits of processing activities, maintaining relevant documentation on processing activities, appointing a data protection officer, and implementing measures that meet the principles of data protection by design and data protection by default, including data minimisation, transparency, and creating and improving security features on an ongoing basis.
- Data protection impact assessments are carried out where appropriate as part of the design and planning of projects, systems and programs.
- Data controllers must have written contracts in place with all data processors and ensure that processors are only appointed if they can provide 'sufficient guarantees' that the requirements of the Act will be met and the rights of data subjects protected.
- Data breaches that are likely to result in a risk to the rights and freedoms of individuals must be reported to the Information Commissioner's Office within 72 hours of the Council becoming aware of the breach. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the Council will notify those individuals concerned directly.
- The Information Commissioner is responsible for regulation and issue notices to organisations where they are not complying with the

requirements of the Act. She also has the ability to prosecute those who commit offences under the Act and to issue fines.

3 Policy Statement

- 3.1 The Town Council is committed to ensuring that personal information is handled in a secure and confidential manner in accordance with its obligations under the Data Protection Act 2018, (amended 2020), and professional guidelines. The Town Council will use all appropriate and necessary means at its disposal to comply with the Data Protection Act and associated guidance.

4 Roles and Responsibilities

4.1 Data Protection Officer

- 4.1.1 The Data Protection Officer is Paul Russell and he is responsible for the following tasks.
- 4.1.2 Informing and advising the Town Council, any processor engaged by the Town Council as data controller, and any employee of the Town Council who carries out processing of personal data, of that person's obligations under the legislation.
- 4.1.3 Providing advice and monitoring for the carrying out of a data protection impact assessments.
- 4.1.4 Co-operating with the Information Commissioner's Office, acting as the contact point for the Information Commissioner's Office monitoring compliance with policies of the Town Council in relation to the protection of personal data monitoring compliance by the Town Council with the legislation.
- 4.1.5 In relation to the policies mentioned above, the data protection officer's tasks include: -
(a) assigning responsibilities under those policies,
(b) raising awareness of those policies,
(c) training staff involved in processing operations, and
(d) conducting audits required under those policies.
- 4.1.6 The Town Council must provide the Data Protection Officer with the necessary resources and access to personal data and processing operations to enable them to perform the tasks outlined above and to maintain their expert knowledge of data protection law and practice.

4.2 Town Council

- 4.2.1 The Town Council will be responsible for ensuring that the organisation complies with its responsibilities under the Data Protection Act through monitoring of activities and incidents via reporting by the Data Protection Officer. The Town Council will also ensure that there are

adequate resources to support the work outlined in this policy to ensure compliance with the Data Protection Act.

4.3 All Staff and Councillors

4.3.1 All staff and Councillors will ensure that: -

- Personal information is treated in a confidential manner in accordance with this and any associated policies.
- The rights of data subjects are respected at all times.
- Privacy notices will be made available to inform individuals how their data is being processed.
- Personal information is only used for the stated purpose unless explicit consent has been given by the Data Subject to use their information for a different purpose.
- Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that information.
- Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities.
- Personal information is recorded accurately and is kept up to date.
- They refer any subject access requests and/or requests in relation to the rights of individuals to the Data Protection Officer.
- They raise actual or potential breaches of the Data Protection Act to the Data Protection Officer as soon as the breach is discovered.

It is the responsibility of all staff and Councillors to ensure that they comply with the requirements of this policy and any associated policies or procedures.

4.4 Contractors and Employment Agencies

Where contractors are used, the contracts between the Town Council and these third parties should contain mandatory information assurance clauses to ensure that the contract staff are bound by the same code of behaviour as Town Council members of staff and Councillors in relation to the Data Protection Act.

4.5 Volunteers

All volunteers are bound by the same code of behaviour as Town Council members of staff and Councillors in relation to the Data Protection Act.

5 Records Management

- 5.1 Good records management practice plays a pivotal role in ensuring that the Town Council is able to meet its obligations to provide information, and to retain it, in a timely and effective manner in order to meet the requirements of the Act. All records should be retained and disposed of in accordance with the Town Council retention schedule.

6 Consent

- 6.1 The Town Council will take all reasonable steps to ensure that service users, members of staff, volunteers, and contractors are informed of the reasons the Town Council requires information from them, how that information will be used and who it will be shared with. This will enable the data subject to give explicit informed consent to the Town Council handling their data where the legal basis for processing is consent.
- 6.2 Should the Town Council wish to use personal data for any purpose other than that specified when it was originally obtained, the data subject's explicit consent should be obtained prior to using the data in the new way unless exceptionally such use is in accordance with other provisions of the Act.
- 6.3 Should the Town Council wish to share personal data with anyone other than those recipients specified at the time the data was originally obtained, the data subject's explicit consent should be obtained prior to sharing that data, failure to do so could result in a breach of confidentiality.

7 Accuracy and Data Quality

- 7.1 The Town Council will ensure that all reasonable steps are taken to confirm the validity of personal information directly with the data subject.
- 7.2 All members of staff and Councillors must ensure that service user personal information is checked and kept accurate and up to date on a regular basis, for example, by checking it with the service user when they attend for appointments in order that the information held can be validated.
- 7.3 Where a member of the public exercises their right for their data to be erased, rectified, or restricted, or where a member of the public objects to the processing of their data, the Data Protection Officer must be notified and the appropriate procedures followed.

8 Data Protection Impact Assessments

- 8.1 A data protection impact assessment is a process which helps to assess privacy risks to individuals in the collection, use and disclosure of information.

They must be carried out at the early stages of projects and are embedded into the Town Council's decision-making process.

9 Providers

- 9.1 The Town Council must have written contracts in place with all suppliers who process personal data on behalf of the Town Council as “data processors”. The Town Council will ensure that processors are only appointed if they can provide ‘sufficient guarantees’ through the procurement process that the requirements of the Act will be met and the rights of data subjects protected.

10 Complaints

- 10.1 Any expression of dissatisfaction from an applicant with reference to the Town Council's handling of personal information will be treated as a complaint and handled under the Town Council's complaint's processes. The Data Protection Officer will be involved in responding to the complaint.
- 10.2 Should the complainant remain dissatisfied with the outcome of their complaint to the Council, a complaint can be made to the Information Commissioner's Office who will then investigate the complaint and take action where necessary.

11 Security and Confidentiality

- 11.1 All staff and Councillors must ensure that information relating to identifiable individuals is kept secure and confidential at all times. The Town Council will ensure that its holdings of personal data are properly secured from loss or corruption and that no unauthorised disclosures of personal data are made.
- 11.2 The Town Council will ensure that information is not transferred to countries outside the European Economic Area (EEA) unless that country has an adequate level of protection for security and confidentiality of information which has been confirmed by the Information Commissioner.

12 Rights of Data Subjects

- 12.1 Individuals wishing to request their information as a subject access request should contact the Town Council, who will arrange for the information to be processed in accordance with the Data Protection Act. Further information on this is available in a separate document, *How to access your records*.
- 12.2 Individuals should also make requests in writing to the Town Council if they wish to exercise their other rights under the legislation.

APPENDIX 1

DATA PROTECTION PRINCIPLES

First Principle

processed lawfully, fairly and in a transparent manner in relation to individuals.

Second Principle

collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.

Third Principle

adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

Fourth Principle

accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.

Fifth Principle

kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;

Sixth Principle

processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.



PLAY AREAS ADOPTION POLICY

GP17

Document Control				
Review date is indicative and will depend on changes in legislation, best practice or when required. Alternative formats of this document may be available upon request.				
Version Number	Date Adopted	Minute Number	Amendments	Review Date
V1	Originally adopted 26 th March 2012		Review 28 th Jan 2019	
V2			Document Control added.	Mar 24

Bicester Town Council
The Garth
Launton Road
Bicester
OX26 6PS

1. Bicester Town Council recognises and upholds the fundamental importance of safe and easily accessible outdoor play opportunities for children and young people as essential to physical, physiological and emotional development and wellbeing.
2. We believe and advocate:
 - the importance and value of play in the development of children and young people and for the benefit of the local community and society as a whole.
 - all children and young people want and need opportunities to play. Play areas should be welcoming and be accessible to every child, young person and family.
 - play areas should be exciting, educational and beautiful places that inspire, engage, challenge and promote community spirit and offer children and young people a wide range of experiences, within acceptable levels of risk; and
 - people of all ages (especially families) should be able to share play spaces where possible and become friends. There should be no presumption against children, young people and adults of all ages having access to quality play opportunities in the same location.
3. The level of play provision required on any development or settlement shall be decided in consultation with senior officers and councilors at Bicester Town Council, senior planning and street scene officers at Cherwell District Council.



PLAY AREAS ADOPTION POLICY GP17

4. However, in principle, Bicester Town Council will:

- seek to be engaged at the pre application stage of any new development where outdoor play area provision is being proposed.
- require full consultation at an early stage of planning in terms of size and location of play areas.
- favour of the provision of fewer larger play areas that have a mix of activities that are suitable for children and teenagers and offer opportunities for social interaction and community development.
- consider adopting larger, more central multi-equipped areas of play that will prove to be a more sustainable way of providing play facilities across a mixed age group as the development matures.
- not adopt small local equipped areas of play unless there is a proven case and the options for larger play area(s) have been completely exhausted without finding a suitable alternative.
- only adopt equipment that is provided with a minimum 10-year guarantee.
- only adopt play equipment design and installation shall conform to BS EN 1176 and BS EN 1177, or any new or revised standards as and when published.

5. Transfer will only be accepted once all requirements are met, S106 monies handed over and title deeds complete.

Notes:

This policy document has been produced in order that developers, residents and the District Council can have a clear understanding of Bicester Town Council's requirements for play provision in Bicester.

BICESTER TOWN COUNCIL POLICY COMMITTEE FORWARD PLAN

Tuesday 5th April 2022

Date/ Item/ Comment

1. Pending: Closure policy for cemetery
2. Pending: Retention of assets policy
3. Pending: Future management of 'new' open space play areas
4. April 2021: New burial ground and memorial policy
5. On-going: Working on town centre group
6. Pending: Review Equality policy (GP15)