



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
Aylesbury, Buckinghamshire HP22 6DU
Tel: 01296 623056 Email: clerk@wendover-pc.gov.uk

STAFFING MEETING AGENDA
Tuesday 8th August 2023 at 8:15pm
St Anne's Hall, Aylesbury Road, Wendover, HP22 6JG

Committee Membership: Councillors Ballantine, Gallagher, Thornton, Washington and Williams

To all Committee Members:

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

AGENDA

- 1) **ELECTION OF CHAIR**
To elect the Chair of the Committee for 2023/24
- 2) **APOLOGIES FOR ABSENCE**
To consider any apologies for absence received:
- 3) **DECLARATIONS OF INTEREST**
In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct Councillors with declare their interest in relation to this meeting.
- 4) **MINUTES**
Consideration of approval of [minutes of the meeting on 7th February 2023](#)
Consideration of approval of [minutes of the extraordinary meeting on 7th March 2023](#).
- 5) **CHAIR'S ANNOUNCEMENTS**
- 6) **PUBLIC PARTICIPATION - A maximum of 3 minutes per speaker will be allowed.**
The Council is committed to community engagement and warmly invites members of the public to contribute. Members of the public should note that the Council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response later. Members of the public are asked to respect the fact that this is a meeting to conduct Council business and interruptions during the remainder of the meeting are not permitted.
- 7) **[CLERKS REPORT & CORRESPONDENCE](#)**
- 8) **[HR REPORT](#)**
 - a) To consider the HR report since the last meeting

9) **OTHER ITEMS**

a) **[Policy review – Equality and Respect Policy](#)**

To consider the reworked version in line with comments from staffing committee for approval that will replace the following policies:

- Equality, Diversity and Inclusion Policy
- Equal Opportunities Policy
- Bullying and Harassment

b) **[Councillor induction pack](#)**

To consider approving the Councillor Induction Pack and checklist

10) **NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS**

The next Staffing meeting 7.30pm on Tuesday 7th November 2023

11) **CLOSURE OF MEETING**

Signed by *Andy Smith*

Clerk and RFO

WENDOVER PARISH COUNCIL

Minutes of the Staffing Committee Meeting

Tuesday 7th February 2023 6:45pm

Meeting held at St Annes Hall, Aylesbury Road, Wendover, HP22 6JG

Present: Councillors Durden-Moore (Chair), Ballantine, Gallagher, Thornton, Williams, Worth and Washington.

Clerk: Councillor Bulpett

Members of Public: None

1) APOLOGIES FOR ABSENCE

S22/72 All Councillors were present

2) COMMITTEE MEMBERSHIP

S22/73 It was unanimously **RESOLVED** to accept Councillor Gallagher as a member of the committee

3) DECLARATIONS OF INTEREST

S22/74 None declared

4) MINUTES

S22/75 The minutes of the extraordinary meeting of 15th November were **RESOLVED** as a true record and signed by the Chair.

5) PUBLIC PARTICIPATION

S22/76 No public were present.

6) CHAIR'S ANNOUNCEMENTS

S22/77 The Chair thanked the Clerk for his hard work in collating the packs for the meeting, an epic task. The Staffing Committee were also thanked for their support over the past year.

7) CLERKS REPORT AND CORRESPONDENCE

S22/78 An update of the sickness record was note. The new arrangements for the staffing structure, job descriptions for the Clerk and Estates and Events Manager were also noted.

8) OTHER ITEMS

a) HR Report

S22/79 The HR report and recommendations were noted
It was **RESOLVED** to accept the new Clock Tower office staffing arrangement with immediate effect. The updated Job Descriptions for the Clerk and Estates Manager were also unanimously **RESOLVED** to be accepted with immediate effect.

The training report for staff and councillors was noted, it was agreed that records for previous staff and councillors should be excluded from the report.

b) Policy Review

S22/80 i) Volunteering Policy

It was **RESOLVED** to renew with no amendments

S22/81 ii) Equality and Respect Policy

It was felt this combined policy was too long and could potentially cause confusion with existing policies. It was further noted that there should be accurate cross references with other policies, such as the grievance policy.

It was **RESOLVED** to create two new policies:

1. Equality Policy - A new single policy which replaces:

- Equality, Diversity and Inclusion Policy
- Equal Opportunities Policy
- Parts of Bullying and Harassment Policy

2. A Dignity at work policy

dealing with grievance procedure and other parts of the Bullying and Harassment policy as relevant to this topic

It was further **RESOLVED** that the office would work on the detail of these policies for submission to the Full Council meeting on March 7th.

c) Appointment of new Chair

S22/82

The Chair outlined that they were resigning their role as Chair of staffing with effect immediately post this current meeting. It was **RESOLVED** to appoint Cllr Williams as the new Chair of Staffing Committee to commence immediately after the end of this current meeting. Cllr Bulpett, Williams and Worth made specific thanks to Cllr Durden-Moore for her commitment & dedication to resolving staffing issues in close collaboration with the committee at all times.

9) DATES OF FUTURE MEETINGS

S22/83

To note the next meeting of staffing is TBC as the new committee will be selected at the Full Council Meeting on 2nd May 2023, so it will not be possible to hold a staffing meeting

10) CONFIDENTIAL ITEMS

S22/84

It was **RESOLVED** to go into confidential session and members of the public were excluded from the meeting.

a) Annual Remuneration Review

S22/85

i) Annual Increments for office staff

Contractual increments for the office staff were considered and it was **RESOLVED** to agree with the recommendations in the paper.

S22/86

ii) Grounds Team job evaluation process, job descriptions and increments

The Grounds Team job evaluation process, job descriptions and increments were considered, and the evaluation process **NOTED**

The updated job descriptions and proposed increments were unanimously **RESOLVED** and it was agreed to implement those as set out in the paper

It was noted that the Technician job title was not fitting the role and it was recommended that the title "Estates and Grounds Person" be considered by the team.

b) Staffing Plan for Clock Tower

S22/87

Recent changes were **NOTED**, the financial implications considered, and it was unanimously **RESOLVED** to implement the new staffing arrangements, including the arrangement with

Marley Design to be formalised in a Memorandum of Understanding. The staffing arrangement is to be reviewed in July 2023.

11) CLOSURE OF MEETING

S22/88 As all business was transacted the meeting was closed at 7:45

Signed by:
Chair to the Staffing Committee

Date:

WENDOVER PARISH COUNCIL

Minutes of the Staffing Committee Meeting

Tuesday 7th March 2023 8:45pm

Meeting held at St Annes Hall, Aylesbury Road, Wendover, HP22 6JG

Present: Councillors Durden-Moore, Ballantine, Gallagher, Thornton, Williams (Chair), Worth and Washington.

Clerk: Councillor Bulpett

Members of Public: None

1) APOLOGIES FOR ABSENCE

S22/89 Apologies were received and **ACCEPTED** from Councillors Gallagher and Washington

2) DECLARATIONS OF INTEREST

S22/90 None declared

3) PUBLIC PARTICIPATION

S22/91 No public were present.

4) CONFIDENTIAL ITEMS

S22/92 It was RESOLVED to go into confidential session and members of the public were excluded from the meeting.

a) Annual Remuneration Review

S22/93 The paper was discussed and it was noted that the request was outside of normal procedure. It was further noted that backdating of the review was not discussed or agreed at any stage of the process. The cost-of-living increase was backdated in line with normal process and it was believed this was where the confusion had occurred. It was RESOLVED not to progress the request.

5) CLOSURE OF MEETING

S22/94 As all business was transacted the meeting was closed at 9:47

Signed by:
Chair to the Staffing Committee

Date:



ITEM 7 – CLERKS REPORT

New Councillors

It's a very big welcome to the new Councillors and I am hoping that the new induction materials will support them to be happy and effective members of the team.

Health and Safety System

We currently use a system provided by worknest to hold a copy and log of all H&S monitoring reports and operational risk assessments. The system has recently been updated and with that update it seems some of our historical data has been lost and some of the reporting and monitoring will have to be reset and updated. This will take a significant amount of time to complete but we are still filing the paper records and scanning a copy of them to our cloud drive.

Going forward, if we choose to move away from Worknest when the contract is due in 2024 then we will need these backups.

For the next Staffing meeting I will produce a paper that outlines our current H&S processes, what we get through Worknest and options should we choose to move away.



ITEM 8 – HR REPORTS

The HR Reports are based on the leave year and show the situation since the last staffing meeting

2022-23 1st Feb – 31st Mar

HR Summary Report for Staffing Committee

Reporting year start date	01/04/2022
Start Date	31/01/2023
End Date	31/03/2023
Total number of days	59
Number of days YTD	364
Number of staff	4

Annual Leave	days	per staff	YTD	YTD per staff
Number of days booked	19.5	4.875	65.5	16.375
Number of days still owed	15	3.8		

Toil	hours	per staff	YTD	YTD per staff
Number of hours accrued	21.5	5.4	113.3	28.3
Number of hours still owed	22	5.5		

Sickness		per staff	YTD	YTD per staff
Number of days taken	8.3	2.1	17.8	4.5
Number of periods of leave	2	0.5	8	2

Overtime	Hours	per staff	YTD	YTD per staff
Number of hours of overtime	64	32.0	220	110

Note: Overtime recording only started in Sep 2022 and only applies to 2 staff



2023-24 1st April – 31st July

HR Summary Report for Staffing Committee

Reporting year start date	01/04/2023
Start Date	01/04/2023
End Date	31/07/2023
Total number of days	121
Number of days YTD	121
Number of staff	4

Annual Leave	days	per staff	YTD	YTD per staff
Number of days booked	58	14.5	58	14.5
Number of days still owed	58	14.5		

Toil	hours	per staff	YTD	YTD per staff
Number of hours accrued	63	15.8	63.0	15.8
Number of hours still owed	11	2.8		

Sickness		per staff	YTD	YTD per staff
Number of days taken	4.75	1.2	4.75	1.2
Number of periods of leave	5	1.3	5	1.25

Overtime	Hours	per staff	YTD	YTD per staff
Number of hours of overtime	124	62.0	124	62

Annual leave is being booked and used at a more even rate than last year where we found that a lot of leave was carried over or booked between Jan and Mar just to “use it up”. It is now being used in a more healthy way where staff are using the leave to refresh and recharge.

There has been a high level of TOIL accrued with an increase in events and evening meetings that office staff are attending but the toil is being taken at a regular rate.

Sickness is down on this stage last year, this will be discussed separately.

Our overtime is up on last year as the additional park requires an additional hour per day to include into the normal rounds. The budget for this year had not allowed for a full hour and the amenities staff budgets will be slightly over. This is compensated for by not spending as much out of the F&G budgets for a part time admin role.



ITEM 9a – POLICY UPDATE: EQUALITY AND RESPECT POLICY

BROUGHT BY

Staffing Committee

SUMMARY OF MOTION

To update and approve the equality, diversity and dignity at work policy. This will replace (merge and lapse) the following policies:

- Equality, Diversity and Inclusion Policy
- Equal Opportunities Policy
- Bullying and Harassment

To note the Civility and Respect project (Appendix B) and authorise the clerk to do more research outlining options to sign their civility and respect pledge at a future meeting.

PARISH COUNCIL BACKGROUND

Current Policies are as follows:

- Bullying and harassment policy – states it applies to employees but also covers Councillors. It does briefly mention bullying and harassment by third parties.
- Equal opportunities policy – a statement of commitment to equal opportunities for all staff and candidates for jobs.
- Equality, Diversity and Inclusion – again a statement of our commitment to equality, diversity and inclusion for employees, volunteers, Councillors and people using our services and facilities. It focuses on definitions and having staff and Councillor training to implement EDI policy. There is some minor overlap on the Equal opportunities policy and bullying and harassment policy.

The Council has got policy templates from BMKALC and the Civility and Respect Project to inform this policy.

This proposal was discussed at staffing committee on 7th Feb:

It was felt this combined policy was too long and could potentially cause confusion with existing policies. It was further noted that there should be accurate cross references with other policies, such as the grievance policy.

It was **RESOLVED** to create two new policies:

1. Equality Policy - A new single policy which replaces:
 - Equality, Diversity and Inclusion Policy
 - Equal Opportunities Policy
 - Parts of Bullying and Harassment Policy
2. A Dignity at work policy dealing with grievance procedure and other parts of the Bullying and Harassment policy as relevant to this topic

It was further **RESOLVED** that the office would work on the detail of these policies for submission to the Full Council meeting on March 7th.



DETAILS

Since the Staffing meeting further work has been done and some examples of best practice reviewed. It is felt that this should be a simple single policy with a clear statement of intent and belief from the Council but with implementation and guidance notes. Therefore, rather than going to Council this policy is coming back to Staffing Committee.

The new policy is proposed as below in Appendix A

FINANCIAL CONSIDERATIONS

N/A

LEGAL AND OTHER IMPLICATIONS

N/A

PROPOSAL FOR DECISION BY THE COUNCIL

1. Council resolves to approve the Equality, Diversity and Dignity at Work policy and lapse the following policies:

- Equality, Diversity and Inclusion Policy
- Equal Opportunities Policy
- Bullying and Harassment

2. Council resolves to authorise the clerk to review the civility and respect project and bring back options to sign their civility and respect pledge including an action plan.



Appendix A – Proposed Policy

EQUALITY, DIVERSITY AND DIGNITY AT WORK

Policy Statement

Wendover Parish Council is committed to the principle of equal opportunities, respect for others, inclusivity and to avoid unlawful discrimination.

Wendover Parish Council declares its opposition to any form of direct or indirect discrimination on the grounds of

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

Wendover Parish Council:

1. Expects that all employees, councillors, contractors and volunteers have a personal responsibility to ensure equal opportunity, diversity and inclusion for all.
2. Believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council. Everyone should expect to be treated with dignity, respect and courtesy.
3. Is committed to equality of opportunity, access and treatment in the services it provides.
4. Will actively promote equal opportunity, diversity and inclusion in its communications and consultations and ensure no group is discriminated or disadvantaged in the consultation or communication process.

Other policies relating to this policy:

- Code of Conduct
- Complaints Procedure
- Disciplinary Procedures
- Grievance Procedures



Implementation of the policy statement

General

1. This policy enhances and replaces the following policies:
 - Equality, Diversity and Inclusion Policy
 - Equal Opportunities Policy
 - Bullying and Harassment
2. This policy has three parts: the policy statement, the implementation and guidance notes. Where there is any confusion or ambiguity it is the policy statement that shall be the
3. This policy is relevant to Councillors, employees, contractors, volunteers and users of the services and open spaces provided by Wendover Parish Council.
4. This policy also covers victimisation as a form of discrimination. We define this as subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include examples such as isolating someone because they have made a complaint or giving them a heavier or more difficult workload.
5. It is important to recognise that discrimination and/or bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines and should not be interpreted as anything different.
6. An annual equality, diversity and dignity at work review will be discussed by Staffing Committee, normally at the first meeting after the Council Annual Meeting.

Enacting the policy

7. All people who come under the scope of this policy shall be made aware of the policy and have access to it.
8. Allegations of breach of our equality statement or bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially.
9. The Council will always look to an informal resolution in the first instance but has procedures should a more formal resolution be required.
10. Anyone who makes an allegation under this policy will not be treated less favourably because of that complaint.
11. Anyone making a complaint will be given a single point of contact within the Council to support them through the process. This will normally be the Clerk or the Chair and will be known as the appropriate contact.
12. False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to further action.
13. Wendover Parish Council recognises that conduct which one person may find acceptable, another may find totally unacceptable. Behaviour could be harassment when the person had no intention to offend. The Council recognises that we all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear. Council recognises that harassment will occur if the behaviour continues after the recipient has advised the perpetrator that the behaviour is unacceptable to them.
14. If an issue has been reported to the police or as a breach under the Equalities Act 2010 then the Parish Council will respect the formal processes and outcome and will take any investigation into account before proceeding. If a formal investigation may delay an internal process then an interim arrangement will be put in place and it be made clear that this is without prejudice.



15. Members of working groups (who are not Councillors) are not required to sign the Councillor Code of Conduct and are not under the remit of the Monitoring Officer so any formal complaint about their conduct should follow the council complaints process.

Informal Resolutions – equal opportunities

16. If you feel that the Council is not living up to the policy statement then this should be informed to the Clerk who will work with you informally to review the Council's policies and practices. Any detail on changes to processes will normally be approved by the Staffing Committee before coming to Full Council.

Informal Resolutions – Harassment and bullying

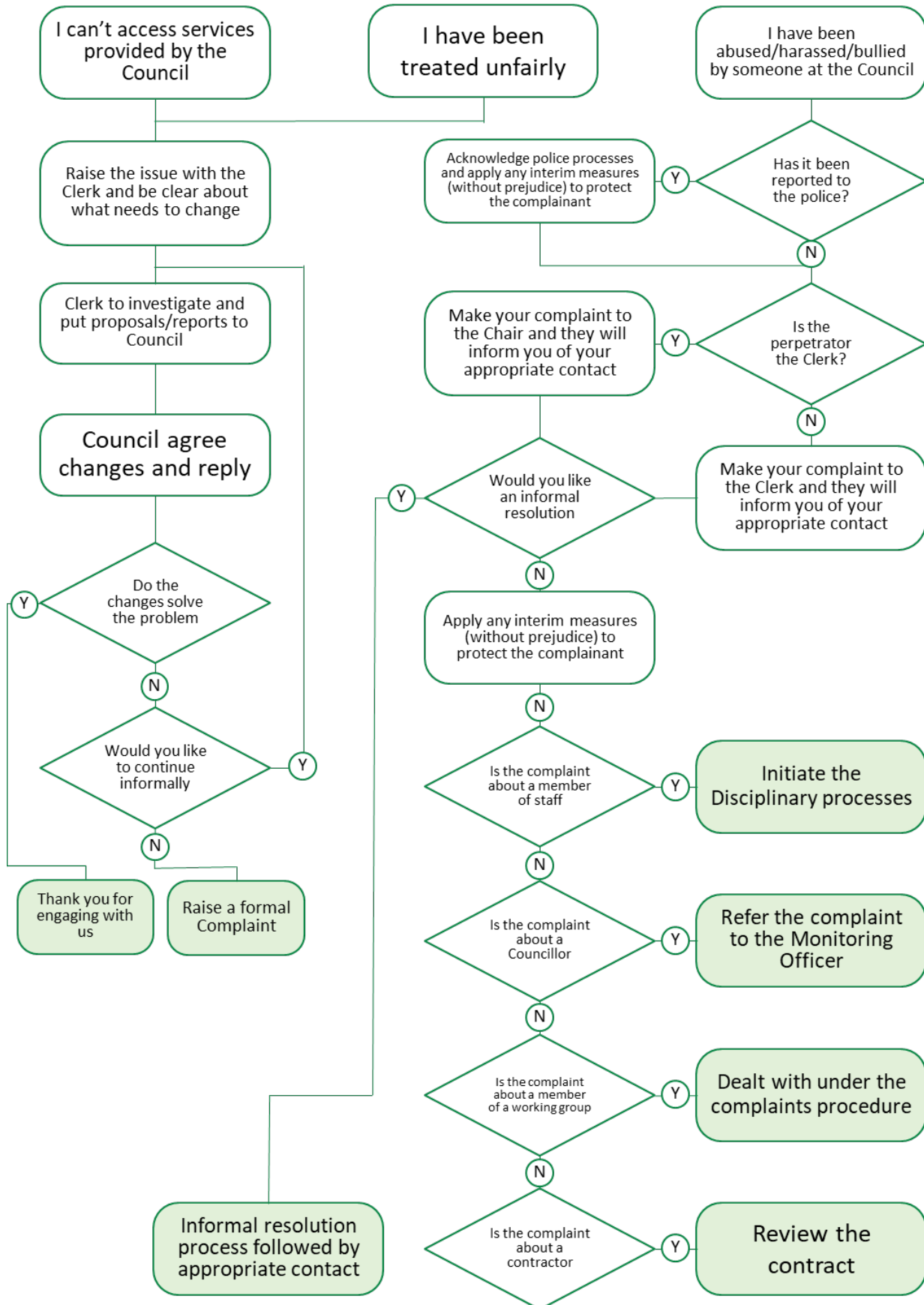
17. If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the Council's policy and must stop. It is important that a record be made of any action, even informal and the Clerk (or if the Clerk is the perpetrator the Chair) should be notified.
18. Alternatively, you may wish to ask the appropriate contact to be with you when confronting the perpetrator(s).
19. If the above approach does not work or if you do not want to try to resolve the situation in this way, you should raise the issue with the appropriate contact and ask them to act informally on your behalf. The appropriate contact will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:
 - a. there has been a complaint that their behaviour is having an adverse effect.
 - b. such behaviour is contrary to our policy.
 - c. The continuation of such behaviour could amount to formal action.
20. It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. However, we accept this may be difficult in a relatively small staff and Councillor team. The person dealing with it will stress that the conversation is confidential.
21. In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. This will be discussed with you if it is felt appropriate.
22. If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to any sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. The appropriate contact will consult with you before taking this step.

Formal Resolution

23. The Council has a Grievance Procedure, Disciplinary Procedure, Complaints Procedure and the Councillor code of Conduct. These are to be followed in these instances based on who is making the complaint and who it is directed at. The appropriate contact will guide you and support the initiation of the relevant procedure.

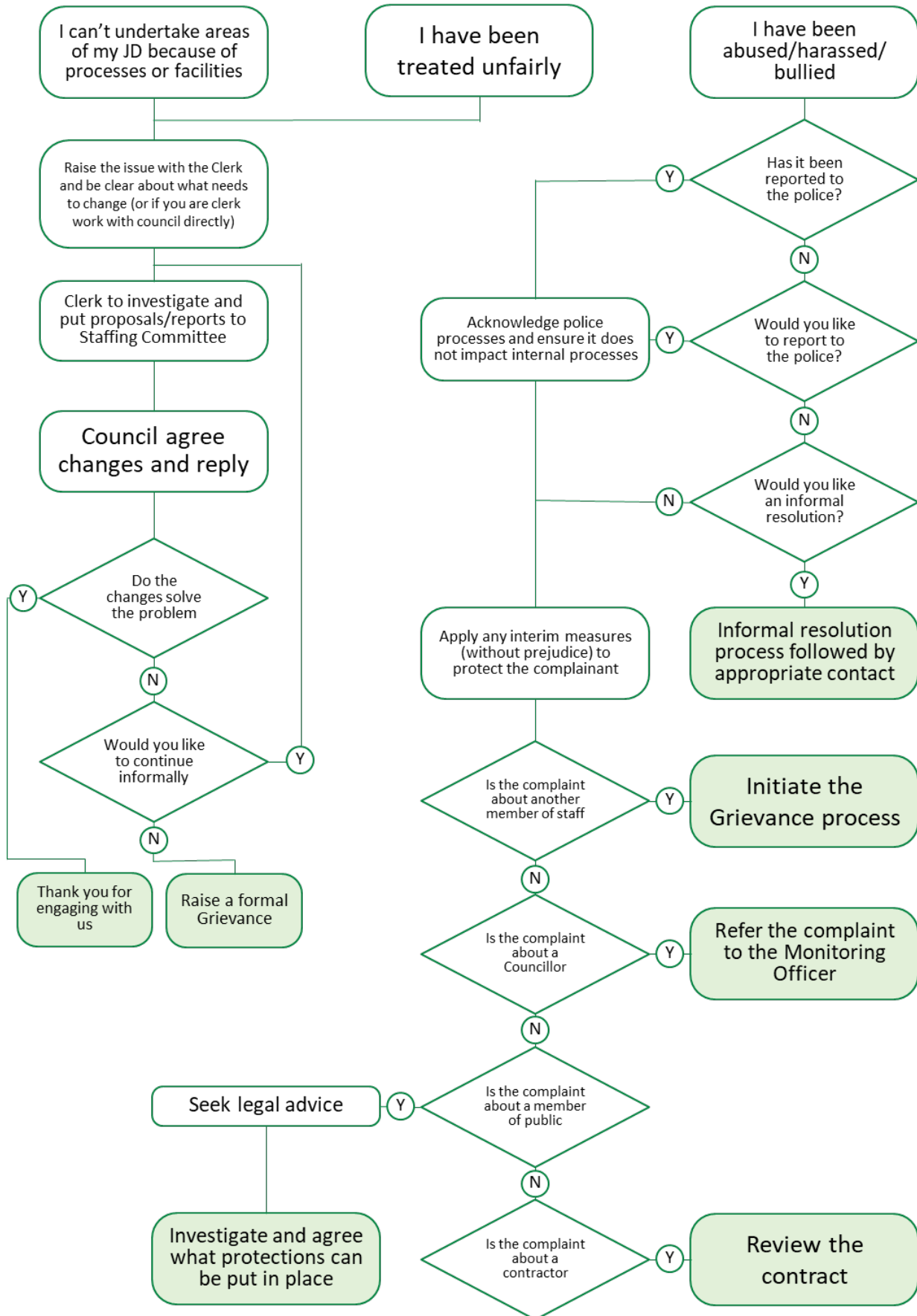


I am a resident or service user of the Parish Council



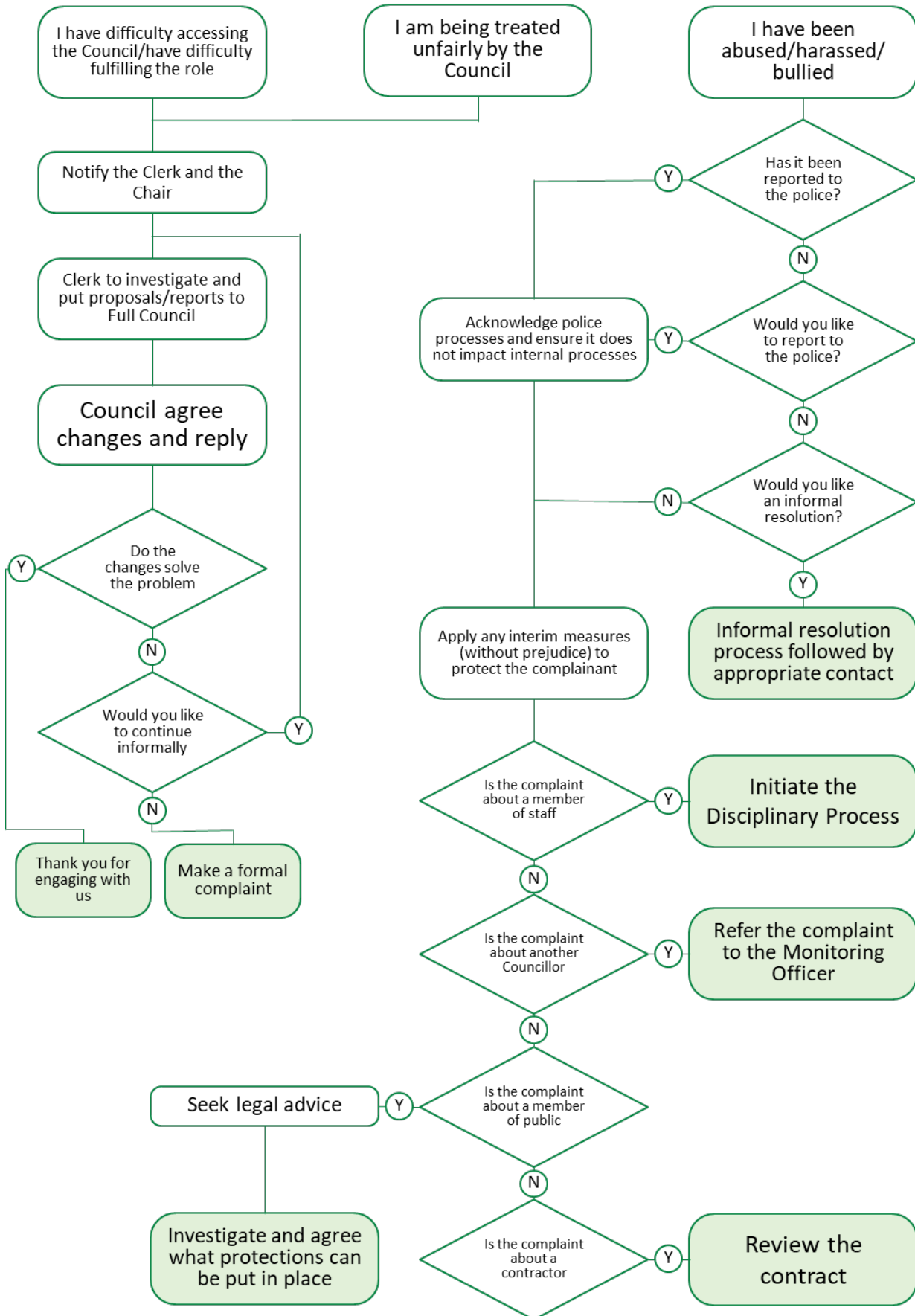


I am an employee of the Parish Council





I am a Councillor





APPENDIX - DEFINITIONS AND GUIDANCE

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Bullying is Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Dignity at Work

Dignity at Work is focussed on encompassing behaviours beyond simply bullying and harassment. It is a zero tolerance environment with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice. We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.



Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

General examples of bullying and harassment

Examples of bullying and harassment include (this is not an exhaustive list):

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Examples of harassment specific to protected characteristics

- Making assumptions about someone's ability due to their age, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a disability to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of gender reassignment.
- Pregnancy/Maternity harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on race could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- Gender harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.



- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on religion/belief.
- Excluding same sex partners from social events could be both sexual orientation and marriage/civil partnership discrimination, as could not offering the same work-related benefits.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the Council enables employees with different backgrounds and beliefs to share ideas and shape how the Council achieves its objectives for their community.

Whilst both staff and Councillors jointly determine the working culture, Councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how Councillors behave with each other in Council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the Council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – Councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

Interim protections

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved. It should be made clear that any protections are without prejudice.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a Councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.



Ensure that you communicate regularly with both parties.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small Council it is likely that it will be clear that the accused will know where the accusation has come from. The Council representative (clerk/chief officer/Councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a Council to consider an anonymous complaint, however if the concerns are significant and compromise the Council in their duty of care to employees, then consideration of how the deal with the matter may be required.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the Council should consider the matter under the disciplinary procedure. Such an allegation would be potentially gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a Councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the Council has made the complaint, that the Council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the Council as a whole due to lack of support related to Councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the Council, or require exploration of the Councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any Councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the Council and can therefore be dealt with by the Council's grievance procedure or against a Councillor and can only be dealt with by the Monitoring Officer.

	Person/Group responsible	Version	Date completed
Review of equality policies and new combined policy	Staffing Committee	1.0	



ITEM 9b – COUNCILLOR INDUCTION PACK

BROUGHT BY

Clerk

SUMMARY

To consider approving the pack and checklist to use with new Councillors

PARISH COUNCIL BACKGROUND

n/a

DETAILS

The induction period is an important time in getting people up to speed with what a Parish Council is and the powers it has. The pack is designed not to overwhelm but to act as a reference whilst an interactive discussion led induction takes place.

It is then useful to have for future reference at the next few meetings.

It is designed to sit alongside the NALC 2018 Good Councillor's Guide which is still considered essential reading for any new Councillor.

FINANCIAL CONSIDERATIONS

- n/a

LEGAL AND OTHER IMPLICATIONS

- N/A

PROPOSAL

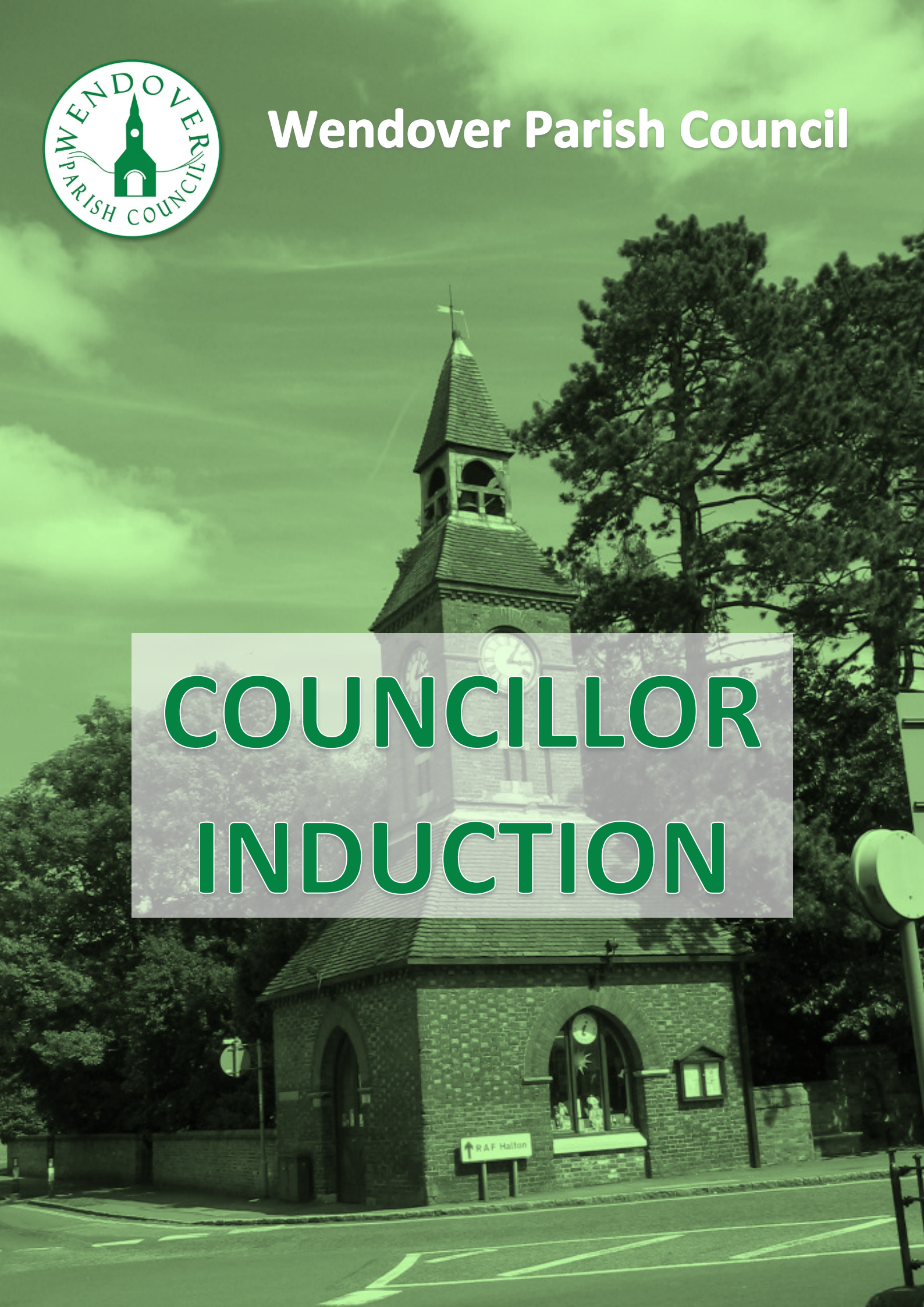
To resolve to:

- Accept the document for use in officer inductions.
- Authorise the office to keep the information up to date and inform staffing of any changes.
- To review the document at staffing every 2 years in the same way a policy would be reviewed.



Wendover Parish Council

COUNCILLOR INDUCTION





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Introduction to your role and the induction process

Welcome from Chair

[LETTER FROM JULIE AND/OR CLIVE]



Being a new Councillor

Being a Councillor is an important role working for the Community, but we do not expect you to be running from day one. There is an induction process which we follow but that is only the start of the journey, throughout your time as a Councillor there will be new issues and new experiences all the time and every meeting will probably have something new to learn.

We understand that can feel quite daunting, but you will quickly learn that even more experienced Councillors are still on that journey and don't feel they know enough!

It is a steep learning curve, but the other Councillors have all been there and are your first port of call for help and support, along with the Clerk. We also have the support of the National Association of Local Councils (NALC) who provide training and briefings and are a member of the local NALC which is known as Bucks and Milton Keynes Association of Local Councils (BMKALC). (You will also learn there are many acronyms and initialisms to learn and there is a glossary at the back to help).

Council Vision

Vision

The Parish of Wendover will continue to thrive through actively celebrating its heritage & rural setting, addressing the challenge of climate change and enhancing its unique character.

Mission

To champion Wendover's unique character

WPC aim to do this with the following actions:

Protect & enhance what makes Wendover's unique character

- preserve the heritage (buildings, way of life) and facilities (open spaces, infrastructure)
- support the people (who reside, work & visit) install a sense of pride in all that we are
- be an easy place to start and grow a business

Commit to a sustainable environment

- address challenges resulting from climate change in all that we do
- encourage & support everyone to play their part
- mitigate the impact of HS2 wherever possible

Promote an inclusive community

- be welcoming across all groups of society, visitors, new residents and new businesses
- install an ongoing sense of community for all those who reside or work in the parish
- work in partnership with neighbouring parishes and community groups



Wendover Parish Council Core Values

Respectful

We value each other & those we work with, nurturing a culture of tolerance & honouring the opinions of others.

Collaborative

We embrace ideas and work with many partners and associations to ensure we succeed.

Transparent

We are accountable and responsible for all that we do.

Welcoming

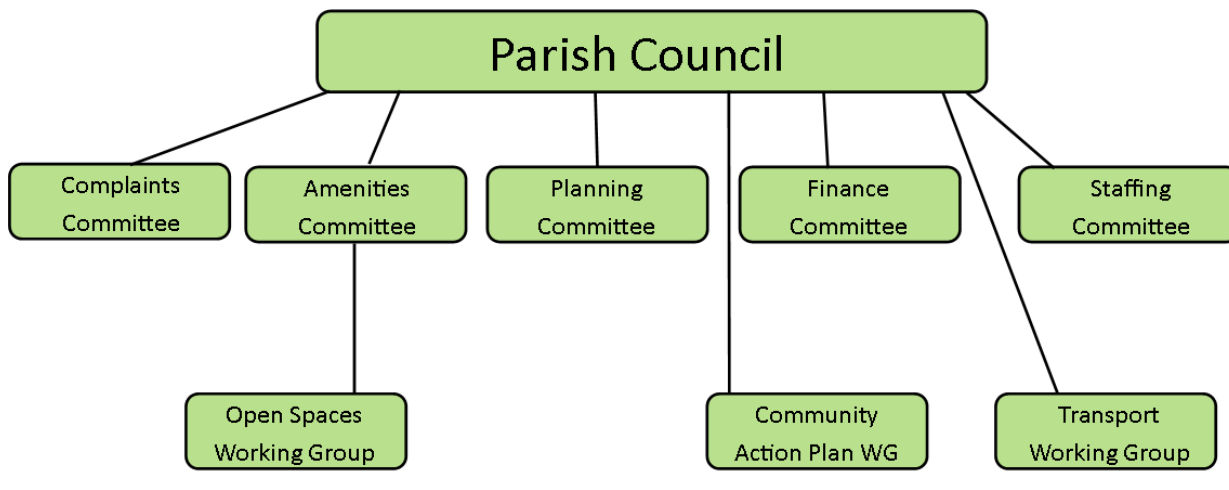
We strive to embrace diversity in all that we do, with whomever we serve and partner with.

Flexible

We recognize the world changes, and we strive to adapt accordingly.

The Parish Council have completed a Community Action Plan that will help to focus the Council activities, the document will be updated regularly to allow for economic and environmental changes.

Council Structure



The Parish Council

The Parish Council meetings involve all of the corporate Council body of 13 councillors. The meetings are held on a Tuesday evening and the Parish Council is responsible for overseeing the work of the committees, making key decisions that can't be delegated and reviewing major strategic or financial matters.

The Amenities Committee

The primary purpose of the amenities committee is to examine and recommend to the Council where necessary any maintenance, improvements and additions to the amenities of the Parish. This includes open spaces, ponds and buildings, in addition to benches, bins, bus shelters, play and



leisure equipment, war memorial, streetlights and other street furniture that is under the control of the Council or that the Council has agreed to maintain.

The Planning Committee

The Planning Committee serves to represent the views of Wendover Parish Council which is a Statutory Consultee for the Local Planning Authority (LPA), currently Buckinghamshire Council, on all planning applications falling within the boundary of the Parish of Wendover and for the wider planning strategy for the County.

The Staffing Committee

The Staffing Committee deals with, on behalf of the Council, all staffing matters relating to the staff and volunteers of the Council including staff welfare. The committee also considers all matters relating to HR and Health and Safety regulations.

The Finance Committee

The Primary Purpose of the Finance Committee is to manage the Council's financial resources and to debate and recommend strategy and action on policy and operational matters concerned with Council's finances. This includes preparing budgets and recommending precepts for submission to the Council for approval. Ensuring adequate financial controls are in place to utilise and protect the Council's finances and assets and to monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.

The Grants Sub-Committee

More information on the work of this sub-committee can be found on the dedicated Grants page.

The Complaints Committee

This Committee only sits when required.

The Open Spaces Working Group

Reports to the Amenities Committee, who then reports to the Parish Council.

The purpose of this working group is to:

- Consider the current Open Spaces and Play Parks and comment on the usage and equipment.
- Consider improving the facilities and equipment. Where possible this should include contractor recommendations and associated costs.
- Consider establishing a replacement Skate Park. This should include identifying a suitable location and recommendations on the type of equipment.

Transport Working Group

Reports direct to the Parish Council.

The purpose of this working group is to:

- To work with others to determine workable solutions to mitigate the noise nuisance and speed of motor vehicles in and around Wendover.
- To work with others to mitigate the noise nuisance and speed of motor vehicles using the A413 Wendover Bypass.
- Consider the Wendover Climate Actions Groups proposal for 20mph speed limits within the village and provide tangible proposals for WPC to consider with the Unitary Council.



The Community Action Plan Working Group
Reports direct to the Parish Council.

The purpose of this working group is to:

- Set the Parish Vision & Long-term Strategic Objectives
- Update the Community Action Plan
- Update and evaluate the Emergency Plan
- Explore Community Cohesion Schemes
- Set the Parish Climate Action Plan
- Enhance current Community Engagement
- Develop Economic & Social Regeneration

The full terms of reference for each of the committees is available at: <https://www.wendover-pc.gov.uk/policies>



New councillor checklist

NAME:

General Agenda for Induction

Welcomes from the Clerk and Chair of Council	
Purpose and importance of induction, learning and development, and continual improvement	
Understanding that being a new councillor can be a steep learning curve and reassurance that a wide range of support is available	
Values and vision of the council and the integral role councillors play in achieving these	
Council structure and organisational chart	
The roles and responsibilities of Council and the staff team	
Context and landscape of the local area and wider local government	
Conduct in office	
The Council Meetings	
Council Standing Orders, Financial Regs and policies	
Key addresses and contact details	
The Good Councillors Guide	

Checks and paperwork

Electoral register and proof of identity	
Acceptance of office	
Register of interests	

Outline areas for support

Learning and development offer	
Signposting to the full learning and development programme	
Signposting to other resources available	



Signposting to other important information

Constitution and code of conduct	
External information and support by local partners, regional organisations, or the LGA	
Glossary of terms	



Overview of roles and responsibilities

The Council

Parish Councils are incorporated bodies, established by legislation. The Parish Council is the first tier of government closest to the people. In England four tiers of local government can be identified, each serving a greater geographical area and larger population. Each Parish Council is made up of individual Councillors who contribute to the work of the whole Council. Parish Councils have a wide range of powers including looking after community buildings, open spaces and playgrounds, planning, street lighting and allotments. Parish Councils are employers. The Parish Clerk works for and with the Council to action its decisions. Councils must protect the health, safety and welfare of their employees and other people who might be affected by their business. Parish Councils have the power to raise money through Council tax, this is called the Precept. They are responsible for spending public money lawfully and achieving the best value for money. Written rules of the Council are known as Standing Orders, they confirm internal administration procedures, procurement, and procedural matters for meetings.

The Clerk

The Clerk is the proper officer of the Council in law and ensures that the Council conducts its business lawfully. They are employed by the Council. The Clerk prepares informative agendas for meetings of the Council, this may be done in consultation with the Chair, the minutes of such meetings are completed by the Clerk. The Clerk will advise and give clear guidance to the Parish Councillors on local policy matters, ethical and procedural matters before decisions are reached. The Clerk is not answerable to any individual Councillor, not even the Chair, and cannot be managed by individual Councillors. At Wendover a Staffing Committee has the devolved responsibility to manage the performance and management of the Clerk. At Wendover the Clerk supervises and manages the staff team comprising of Estates and Events Manager, Senior Estates and Groundsperson, Estate and Groundsperson.

The Clerk cannot be a Councillor at the same Council. The day-to-day work of a Clerk could include handling face to face or telephone queries about the Council, managing the Councils website, handling complaints, actions arising from meetings and purchasing basic office supplies.

The Chair

The Chair is in a position of authority, responsible for ensuring that effective and lawful decisions are taken at meetings of the Council, this includes formally presiding at the meeting and maintaining order at meetings. In law, the Council must appoint a Chair, this is done as the first business of the May meeting each year, the Annual General Meeting. The Chair serves the role for a twelve-month period. The Chair has no power to make decisions without the resolution of the Council. The Chair will often be the public face of the Council and will represent the Council at official events. They may be asked to speak on behalf of the Council and, in such circumstances, should only express the agreed views of the Council and not their personal views. Some Councils appoint a Vice-Chair but this is optional.

Councillors

All Councillors are elected by the electors of the Parish every four years. For a vacancy there may be an election or a Councillor may be co-opted onto the Parish Council by a majority vote. Any persons over eighteen who is a citizen of the UK, the EU or the Commonwealth can be a Councillor if they are an elector in, work in, live in or live within a three miles area of the Parish. The primary purpose of a Councillor is to represent the views of all residents within the Parish, and they must adhere to the Seven Principles of Public Life which ensures transparency and accountability, these principles would be outlined in the Councils Code of Conduct. Councillors will often take personal responsibility for a



specific project or advise in a specialist area in order to improve the effectiveness of the Council. The day-to-day work of a Councillor may include going to meetings of local organisations, going to meetings of bodies that affect the wider community, such as the police, the Highways Authority and schools and bringing parishioners concerns to the attention of the Council. Councillors must always remember that they represent the Council as a corporate body.

The Responsible Financial Officer (RFO)

The RFO advises the Council and makes sure that the Council complies with the Account and Audit Regulations. The RFO carries out all the statutory functions, ensuring the implementation of, and compliance with the Council's Financial Regulations. At Wendover the RFO is the Clerk. The Financial Regulations are the 'Standing Orders' of the Council that control its financial affairs. The RFO ensures that there are procedures in place to record all financial transactions, income, and expenditure together with assets and liabilities. They are responsible for the production of the Council's year end accounts and the relevant Annual Return as required by law and provide a proper opportunity during the year for the exercise of electors' rights in accordance with the law.

Context of Wendover Parish Council

Wendover is a small market town at the foot of the Chiltern Hills in Buckinghamshire. It is also a civil parish within Aylesbury Vale District. It lies approximately 35 miles to the North West of Central London and 5 miles South East of Aylesbury. The mainly arable parish is 5,832 acres (2,360 ha) in size and contains many hamlets that nestle amongst the lush woods on the surrounding hills which are visible from most of the settlement.

Wendover is an historically important settlement which occupies a prime position at a natural crossing point between two large chalk hills on the Chiltern Ridge, Wendover Gap. The hills to the south and east of Wendover are easily visible from within the town, making a significant contribution to the Conservation Area, and forming a crucial element of the character of the settlement. There are many trees and green spaces which enhance the rural feel of Wendover. Whilst Wendover is on the route of the HS2 project and it is having an impact on the nature of the area, Wendover continues to be an attractive place to live.

The Parish occupies a valley bottom position close to fresh water sources. The watercourses running through the town form part of a network of feeder streams for the Wendover Arm of the Grand Union Canal. These watercourses are both visually and historically important to Wendover, and add to the rural character and appearance of the town.

The historic road layout in Wendover has survived more or less intact. The linear form of the old core of the town is still clearly identifiable today. The commercial centre of the town follows South Street, High Street and Aylesbury Road, three streets which collectively form a loose z-shaped layout and one of the principal routes from London to Aylesbury. There is some evidence that this road layout was part of the deliberate mediaeval planning of the town, and probably dates from the 13th century when the Borough was established. Within the central core of the settlement a large number of historic buildings survive, especially along Aylesbury Road, Pound Street, South Street, Tring Road and around the market square - known as the Manor Waste.

Historic Development

Wendover was first referred to in a Will dating from 965, around the St Mary's Church area. Prior to 1066 the area was owned by Edward the Confessor but was noted in the Domesday Book as being



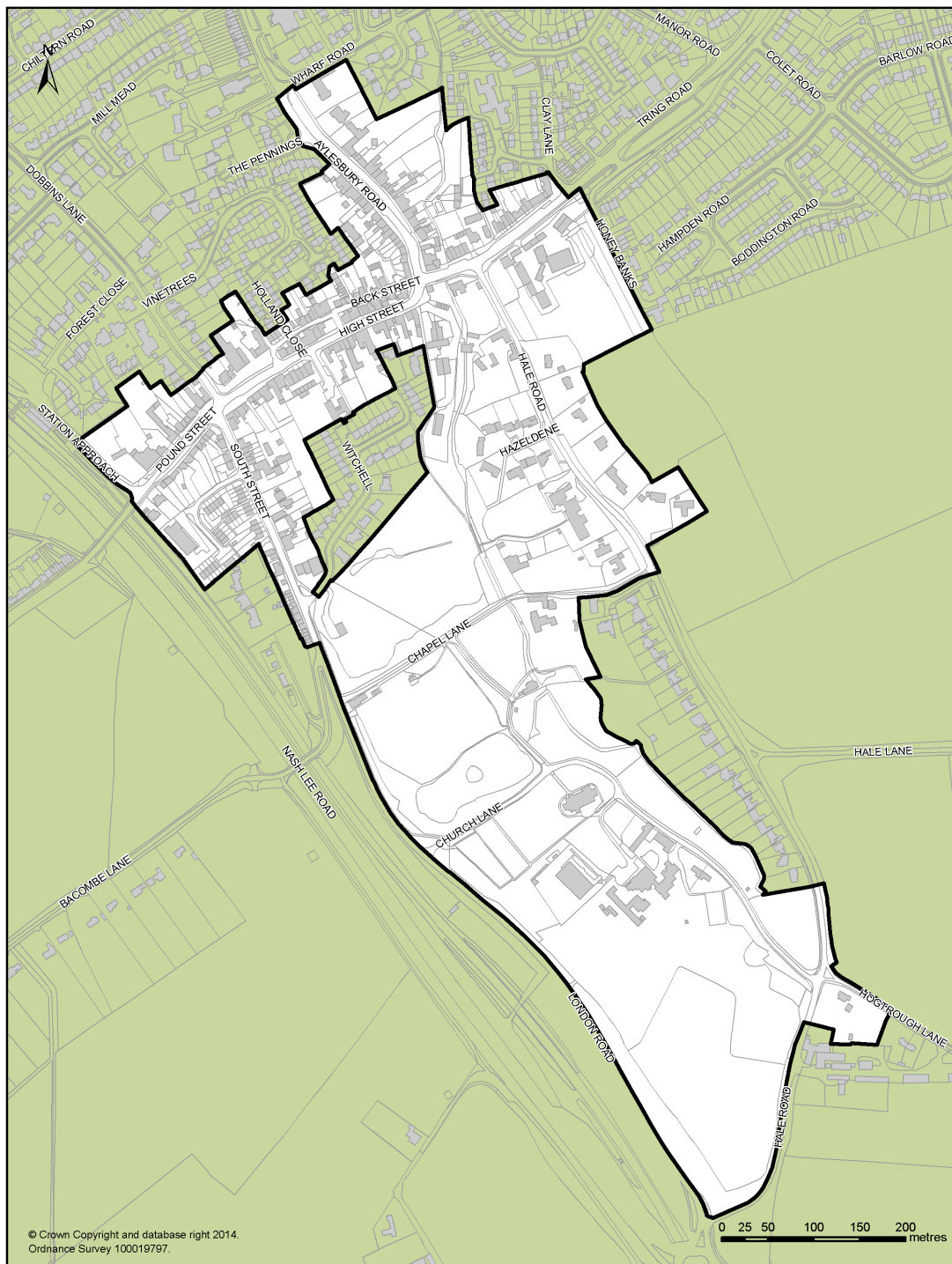
held by King William in 1086. The royal ownership ended in 1154 and has passed between royal and private ownership many times. Wendover was granted a market charter in 1214. Much of the present High Street was built in the 1600s around the time of the Civil War. By 1801 the population was 1397 and remained around 1500-2000 until 1921.

The Wendover Arm of the Grand Union Canal arrived in 1797 and Wendover Railway Station, in 1892. The A413 Wendover Bypass was first proposed in 1937 but only completed in 1998. It has 5 new bridges 3.8kms of roads and occupies 22.1 acres of agricultural land. Currently HS2 is planned to pass very close to the centre, partly in a tunnel and on viaducts, with work expecting to commence in 2019.

The Wendover Conservation Area was designated by Aylesbury Vale District Council on the 1st January 1969 and has been reviewed since when a new document was produced in 2011. There are a total of 113 Grade II listed buildings within the Parish, mainly clustered in the Conservation Area around the High Street.



Wendover Conservation Area





The many hamlets in Wendover Parish include:

Dunsmore, Hazeldean, Little London, Lower Bacombe, Scrubwood, Smalldean, The Hale, Upper Bacombe, Wendover Dean, Wendover Marsh, Worlds End.

Of these, Dunsmore is split between the Wendover and Ellesborough Parishes, Little London is between Dunsmore and the A413 and Wendover Dean is a ribbon development along the A413 towards Amersham, with a petrol station and some business units.

<https://www.aylesburyvaldc.gov.uk/section/protected-trees-and-hedgerows>

RAF Halton camp is situated to the east of Wendover. The most recent large housing development in Wendover was Princess Mary Gate on the site of the former RAF hospital but actually within the parish boundary of Wendover. Wendover and Halton have been considered together and politically they were a District Council Ward and a County Council Division. As a result, the future development of the RAF Halton site will greatly impact on Wendover, its transport network and community facilities. This has all changed since Buckinghamshire disbanded its County Councils and became what is known as a Unitary Council.

Appendix A shows a summary of the results of the 2021 Census

The Parish of Wendover currently consists of 3520 properties of which 201 are Ministry of Defence housing, and 352 are in the Vale of Aylesbury Housing Trust. There are 1013 three bedroom properties, 1372 larger and 920 smaller ones. (2018 Parish precept data) 66.2% of residents own or are buying their home.

Wendover, is similar in terms of house prices to nearby Aston Clinton, but was more expensive than Stoke Mandeville and cheaper than Weston Turville. However the housing market is a rapidly changing beast!

The population of Wendover is around 7,400 residents, 17.8% being under 15, 24% being 15-35, 27.9% being 35-55, 12.4% being 55-75 and 9.7% being over 75. Compared to the national average Wendover has a slightly higher 35-65 age range with the 45-55 group being in the top quintile nationally.

66.2% own their own home or are on their way to owning the house 12.9% are in social rented accommodation and 21% in private rented. The area has a very low rate of overcrowding in the houses based on bedrooms. There is a higher than average number of cars per household with 77.2% of households having 1 or 2 cars – higher than the national average.

The majority of residents are white, British (92.3%) which is way above the average for the country. With 96.4% having English as first language for all adults in the household – again significantly above average.

The 2011 Census showed 64.6% are Christian, and 25.9% have no religion the 2021 results showed 48.2% Christian and 42.4% with no religion – a marked change.

66.6% of residents are economically active. The population is skewed towards the higher skilled, better paid occupations making the Wendover ward one of England's least deprived areas.

Wendover is well served as a Strategic Settlement in Aylesbury Vale. A regular rail connection to Marylebone and Aylesbury is operated by Chiltern Railways. Various buses operate to Amersham and Aylesbury. The A413 connects to Amersham and Aylesbury, and the B4009 to Tring and Princes Risborough. The Wendover Arm of the Grand Union Canal begins at Wharf Road and is a frequently



used path for walkers. The Ridgeway Path also passes through Wendover High Street, down the Heron Path and near to St Mary's Church. There are many other footpaths taking people to Coombe Hill, the Chilterns Area of Outstanding Natural Beauty and Wendover Woods. The Canal and playgrounds at Ashbrook and Hampden Field offer recreation for children and there is a skate park adjacent to the London Rd.

There are three schools on the main Wharf Road Campus, John Hampden First School, Wendover CE Junior School and John Colet Secondary School. These are all well respected in the area and are oversubscribed as a result. The Chiltern Way Academy is off Church Lane and supports pupils with learning difficulties. Nursery provision is provided by 3 pre-schools and 1 nursery. There is a community swimming pool on the School Campus, run by a local swimming association. St Mary's Church and St Anne's Church serve the area and are also used as meeting venues for some of the many groups. Wendover has a GP surgery, Community Library, Post Office, Building Society, various shops and businesses, care homes, dentists, optician, pharmacy, chiropodist, podiatrist, garages, petrol stations, restaurants and public houses. There is a weekly market and a monthly local produce market.

Many of the residents work in London and commute via train or car as there are relatively few employment opportunities within the town. With hybrid working and the new normal we are yet to see the impact on the local area and commuter numbers. Wendover provides 2,700 jobs in 400 businesses. Of these businesses, 58 (15.3 %) are Buckinghamshire Business First members. RAF Halton is the largest local employer, situated adjacent to the northern boundary of the Parish, but is set to close in 2028. The largest companies in Wendover include: Mowlem Building Maintenance; Caswell Maintenance Services Ltd; Avatu; Chilterns MS Centre; Rumsey's Handmade Chocolates Ltd; many salons, pubs and restaurants.

In the 2021 census for Wendover it shows residents are more likely to be employed in managerial and professional occupations:

Job Role	%	quintile
Managers, directors and senior officials	19.4	4
Professional occupations	20.4	3
Associate professional and technical	18.9	5
Admin and secretarial	13.4	5
Skilled trades	8.4	2
Caring, leisure and other service	6.1	1
Sales and customer services	4.8	1
Process plant and machine operatives	3.2	1
Elementary occupations	5.4	1

Wendover has a thriving community with many well supported groups catering for all ages: Brownies, Guides and Scouts, Sporting clubs, Arts and Writing clubs, U3A, WI, Dance School and Allotment Association etc. These activities help to make Wendover a pleasant and social place, increasing cohesion and enhancing the sense of community. Local news, events and activities are detailed and advertised in the free Wendover News monthly publication which is delivered by volunteers to most households and is available in shops and businesses in the town.



Changes to the local authority

Buckinghamshire used to have a series of district councils (Aylesbury Vale District Council) that worked with a County Council (Buckinghamshire County Council). In 2020 Buckinghamshire started to make the move to what is known as a Unitary Authority which disbanded the district councils and merged all of the operations and democratic representation to a single county wide body. The Parish Council works closely with the authority and even now we are still understanding the impact of the changes and the restructuring that is happening.



Which Council does what?

There are a lot of grey areas, but in principle this is what each organisation is responsible for:

Wendover Parish Council

- Allotments - Hogtrough Lane and London Road
- Devolved services on behalf of Buckinghamshire Council (see below) - grass verge cutting in 30mph, footpath clearance, hedge enforcements etc.
- Dog waste bins and litter bins in open spaces
- Hampden Pond
- HS2 - mitigation on behalf of the community
- Markets - weekly Thursday market and Local Produce Market on the third Saturday of every month
- Open spaces - Ashbrook Park, Witchell Meadow, Hampden Meadow and Manor Waste
- Play parks - Ashbrook Park, Haddington (Helicopter) Park and Hampden Meadow
- Streetlights - excluding those on the main highways
- Trees on parish council land
- Wendover Neighbourhood Plan - 20 year plan for infrastructure and housing

Devolved Services

Buckinghamshire Council has an arrangement by which the local area can be contracted out to the Parish Council to look after. Parish Councils are theoretically better placed to undertake the work as they will have a sense of pride in the area and the relevant local knowledge to be able to undertake the work efficiently. Currently Wendover Parish Council undertakes Grass Cutting, some hedge cutting and weed spraying and some footpaths on behalf of Bucks Council. The maps below show where we are currently responsible for.

The maintenance of certain areas within the Parish is a complex patchwork of responsibilities based on land ownership, historical agreements and the local geography. This is something the office can help you navigate.

WPC are not responsible for hedges except in our open spaces, by the gates on Aylesbury Road and up by the Beeches on Tring Rd. Hedges are normally the responsibility of the landowner. WPC have the authority to issue Hedge Enforcement Letters.

Planning

The Parish Council has a Planning Committee, but all planning applications and enforcements are the responsibility of Buckinghamshire Council. The Parish Council is a consultee on applications where we can express our opinion based on a limited number of planning factors.



Buckinghamshire Council

- Arts and culture
- Benefits
- Buses
- Care for children and families
- Community centres
- Community safety
- Council tax collection
- Education
- Environmental Health
- Granting planning approval and building regulations
- Housing advice
- Libraries
- Licensing - taxis, alcohol, animals and takeaway
- Public car parks/ parking permits
- Recycling centres
- Refuse collection - including those on highways
- Registrar for births, deaths, marriages and civil partnerships
- Transport and roads - main route streetlights, highways and most rights of way, trees, potholes, on street parking, gritting, road works, footpaths
- School transport
- Senior citizen bus passes
- Social housing
- Some public green spaces
- Trading standards
- Waste disposal



Conduct in office

As a Councillor you are volunteering your time, but it is a formal role with rights and also responsibilities.

Code of Conduct

As an elected member you are required to consider all matters with an open mind, in an open and transparent process free from an interest. The Council has adopted a Code of Conduct for its Members, which reflects its statutory requirement to promote and maintain these high standards of conduct as required by the Localism Act 2011.

The Code applies to you whenever you are acting as a councillor or the public perceive you to be acting as a councillor and it is essential that you become familiar with its contents as soon as possible. When signing your Declaration of Acceptance of Office, you undertake to observe the Code and uphold the principles of public life. The importance of this cannot be over-emphasised; breaches of the Code may be reported to the Monitoring Officer of Buckinghamshire Council who has the duty to consider and investigate potential breaches of the Code. If a case is serious enough, it may be referred to an independent panel to make a judgement, which could result in public censure or in certain circumstances a criminal action. Appendix B shows the Code of Conduct.

Expenses and Allowances

Elected Councillors can claim an allowance if a resolution is passed by the full Council. Where allowances are paid it is expected that the allowance will cover expenses and further expenses claims may not be honoured. Currently the Council have agreed that Councillors will not claim their allowances.

Confidential information

The role is privy to a lot of confidential information and personal data and Councillors are expected to follow any guidance on the use and storage of that information. The Council is obliged by law to make information on its activities available to the public on request. It maintains a Publication Scheme, which is available to the public and identifies classes of information, which are routinely in the public domain. All information held by the Council is available to the public, although in certain cases an exemption may apply which may permit the Council to refuse to supply information. Information held by Members of the Council is also covered by Freedom of Information (FOI) and therefore Members may be approached to produce their records if a specific enquiry warrants it. This includes notes, answering machine messages, recorded telephone conversations etc. and you should seek advice from the Clerk if you have any concerns or are approached by a member of the public for this information.

Commitment to Equal Opportunities

Wendover Parish Council is committed to the principle of equal opportunities, respect for others, inclusivity and to avoid unlawful discrimination.

Wendover Parish Council declares its opposition to any form of direct or indirect discrimination on the grounds of

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)



- religion or belief
- sex
- sexual orientation

Wendover Parish Council:

5. Expects that all employees, councillors, contractors and volunteers have a personal responsibility to ensure equal opportunity, diversity and inclusion for all.
6. Believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council. Everyone should expect to be treated with dignity, respect and courtesy.
7. Is committed to equality of opportunity, access and treatment in the services it provides.
8. Will actively promote equal opportunity, diversity and inclusion in its communications and consultations and ensure no group is discriminated or disadvantaged in the consultation or communication process.



The Council Meetings

Your first meeting

An agenda and papers will be sent to you by email at least 3 working days before the meeting, this is set out in law and does not include the day you post the agenda and the day of the meeting (Saturdays are included as working days). Therefore as our meetings are on Tuesday and you should check your emails on Thursday for the agenda and papers. You should familiarise yourself with the items for discussion and are always encouraged to talk to the Clerk and/or Chair before the first meeting and especially if you have any questions about the issues being discussed.

Calendar of Meetings

The Full Council meets monthly, generally on the first Tuesday of every month. The committees normally meet on the third Tuesday of every month. Appendix C shows the current calendar. In addition the Chair may call additional meetings of Full Council as required. These are known as Extra Ordinary meetings and may also be called giving 3 clear days notice.

The Annual Parish Meeting

The Annual Parish Meeting is held as a separate meeting where the Council presents its work and finances over the year. It is open to all the electors in the parish and is chaired by the Chair of the Council. This meeting has to be held in April

The Annual Meeting of the Council

The Annual Meeting of the Council is held in May. The agenda for this meeting includes:

- The election of Chairman and Vice Chairman for the year
- Confirmation of the Council's Committees
- Appointment of Members to the various Council committees
- Appointment of representatives to outside bodies

More about Meetings

Organisation of Meetings

Meetings usually take place at St Annes Hall and as per Appendix C there is normally a 30 minute meeting (usually Planning) which starts at 7pm and a further meeting at 7:30pm. Full Parish Council usually starts at 7:30pm

An agenda is produced by the Clerk for each meeting, and copies of the agenda and supporting material are emailed to Members generally before the date of the meeting, giving you the statutory 3 clear days notice.

Agenda, Reports and Minutes

The statute requires that you are 'summoned' to attend a Council meeting. This formal notice will give you the date, time and place of the meeting and will include an agenda to give you details of the items to be discussed and the level of discussion to take place i.e. whether you are considering what action to take, receiving a report, resolving to take action. It is important that you take the time to read these papers before attending the meeting to familiarise yourself with the issues to be discussed.

When you receive agenda and pack for meetings, you will sometimes find a pack marked "CONFIDENTIAL". Any information in this report is to be treated as confidential and should not be divulged to anyone who is not a Member of the Council; where the paper relates to a committee meeting this may also include other councillors who are not on the committee. If you have any doubts, please contact the Clerk who will be able to advise.



After each meeting, Minutes are prepared by the Clerk. It is important to note that these minutes are a record of decisions and not a record of the discussion.

The Council also has a system of public participation time at its meetings, where members of the public can raise issues, speak to items on the agenda and question Council decisions.

If you wish to have an item put on the Agenda for discussion, please contact the Clerk. The Clerk will be able to guide you as to how best to present that item and where and how it will be best for Council to discuss the issue.

The Committee Structure

The Council determines its committee structure at its Annual Meeting in May. You will receive copies of all papers relating to any of the Council's committees and are able to attend and observe those meetings. However, you will not be able to participate or vote on committees unless you have been appointed to the Committee by the Council.

The Powers of Parish Councils

The Parish Council cannot make a decision, unless it has been given the power to do so. Most of the powers come from Local Government Act 1972 but there are a whole range of acts which give the Parish Council the authority to act. The Clerk has the responsibility for guiding the Council to ensure it acts legally at all times. Appendix D outlines all of the powers that the Council can use.

Authority to make decisions

There is a scheme of delegation available as part of the policies, however, in brief:

- Full Council – has to approve expenditure over £5000 and ensure expenditure over £25k goes through a full tender process.
- Committees – can approve expenditure up to £5000
- Clerk – can approve operational expenditure up to £1000 and urgent H&S expenditure up to £1500



Standing Orders, Financial Regulations and Policies

As with all organisations Wendover Parish Council has some “rules of the game”. As you get more familiar with your role it is important that you look at these documents as some of the requirements are statutory and hence not following them is illegal. All of these documents are available on the website at: <https://www.wendover-pc.gov.uk/policies>

Standing Orders

Our standing orders outline how Council runs and how decisions are made. Because it is such an important document we adopt a national template produced by the National Association of Local Councils. In those standing orders there are some in bold and those are statutory requirements. The standing orders cover:

- Managing the meetings
- Agendas, motions and minutes
- Code of conduct
- The proper officer (the Clerk) and Responsible Finance Officer (also the Clerk)
- Accounts
- Information and Data Protection
- Relations with external bodies

Financial Regulations

The standing orders highlight the key responsibilities around our accounts but the financial regulations set out the day to day procedures that are followed to ensure all expenditure is authorised and properly accounted for.

Policies

Where the Council has a view on a particular issue or a set of guidelines for how a service or amenity is managed it creates policies. In general, there are three types of policy:

- HR policies - governing how the staff are managed and the processes involved during their employment.
- Operational policies – setting out how services and amenities are to be delivered and used.
- Governance policies – setting out how Council runs and maintains its transparency.



The current policies we have are:

- Allotment Policy
- Ashbrook Open Space Protocol
- Child and Vulnerable Adults Protection Policy
- Clock Tower Protocol
- Code-of-Conduct
- Communications and Engagement Policy
- Complaints Procedure
- Co-Option Policy
- Data Protection Policy
- Document Retention Policy
- Environmental Policy
- Financial Regulations
- Equality, Diversity and Inclusion Policy
- Footpaths Protocol
- Freedom of Information Policy
- Gift and Hospitality (Anti-Bribery Policy)
- Governance and Risk Management Register
- Grants Policy
- Hampden Meadow Protocol
- Hampden Pond Protocol
- Information Security Policy
- Investment and Deposit Policy
- London Road Open Space (Formally Skate Park)
- Manor Waste Policy
- Memorial Benches and Tree Policy
- Non Councillors Attendance at Meetings
- Policy on Council Representatives to external Bodies
- Protocol for Site Visits Planning
- Public Participation at Meetings
- Publication Scheme
- Role of Working Group
- Ropewalk Meadow & Orchard Protocol
- Scheme of Delegation
- Standing Orders
- Ten Year Fixed Index
- Tree Policy
- Volunteering Policy
- Winter Policy
- Witchell Car Park Policy
- Working Group and Volunteers Expenses Policy
- WPC Community Action Plan
- WPC Community Emergency Plan





Key addresses and contact details

Please see Appendix E for the Councillor contact details and composition of the committees and working groups.

Land Details	Description	Building	Title Number	OS Grid Reference
The Clock Tower High Street, Wendover HP22 6DU	Council Office	2 Story Grade II Listed building with Staff welfare facilities	BM327501	SP8607NE
Manor Waste High Street, Wendover HP22 6DU	Paved area hosting markets and events	War Memorial	BM336588	SP8607NE
Witchell Meadow East side of South Street HP22 6EG	Recreation Ground with small Car Park	Wendover Cricket Club Pavilion	BM327497	SP8607NE
Rope Walk South side of Chapel Lane HP22 6NN	Community Orchard	None	BM353792	SP8707NW
Hampden Meadow East Side of South Street HP22 6DY	Recreation Ground with Play Equipment	Brick Shelter	BM233505	SP8607SE
Hampden Pond East Side of South Street HP22 6DY	Pond	None	BM233505	SP8607SE
Ashbrook Open Space Aylesbury Road, Wendover HP22 6LX	Recreation Ground with Play Equipment	Equipment Storage hut	BM353793	SP8608NE
Hogtrough Allotments Hogtrough Lane, Wendover HP22 6NJ	Allotments	None	BM353794	SP8706NE
London Road Allotments London Road HP22 6NL	Allotments	None	BM301134	SP8607SE
London Road Site London Road HP22 6NL	Former Skate Park now known as Wendover Wildbelt and managed by CLAW	None	BM301134	SP8607SE

The Parish Council also leases a playground known as the “helicopter play park” and maintains the space and all facilities within the perimeter fence.



The Good Councillors Guide

The National Association of Local Councils (NALC) produced a guide for Councillors in 2018 which is still the go to guide on being a Councillor. The document is no longer in print but is available as a PDF and will be sent to you as part of the induction.



Appendix A – 2021 Census Results

2021 Census - Wendover

The percentages for Wendover are compared to the national averages by quintile – so quintile 1 means significantly below average, 3 is about in line with national average and 5 is significantly above average.

Age	%	Quintile
14 and under	17.80%	3
15-24	13.2	2
25-34	10.8	2
35-44	13.1	3
45-54	14.8	5
55-64	11.5	3
65-74	9	2
75+	9.7	2

Median Age **40**

Deprivation factors - 60% of households are not deprived in any way. There is a low level of deprivation

Household size	%	Quintile
1 person	29	2
2 people	32.6	3
3 people	16.9	3
4 or more	21.5	3

Migration Status	Quintile
88% were living at the same address 1 year ago	4
0.2% had a student term time address 1 year ago	1
10.8% address one year ago was in UK	2
1% address one year ago was outside UK	2

Migration status	Quintile
89% Born in the UK	4
7.6% lived in the UK 10 years or more	2
1.2% lived in UK 5-10 years	1
0.8% lived in UK 2-5 years	1
0.9% lived in UK <2 years	1



Highest level of qualification	Quintile
10.2 % no qualification	1
41.2% Highest Levels 1-3	3
3.9% Highest Level Apprenticeship	2
42.5% Level 4 and above	3
2.2% Other	2
18.4% in full time education	2

Housing	Quintile
88.3% whole houses or bungalows	4
11.6% flat, maisonette or apartment	2
0.1% caravan or temporary structure	1

Overcrowding based on bedrooms	%	Quintile
Occupancy +2 or more	43.8	3
Occupancy +1	33.7	3
Occupancy 0	20.7	2
Occupancy -1	1.7	1
Occupancy -2 or more	0.2	1

-1 is overcrowded, +1 is underoccupied

Vehicles per household	%	Quintile
No cars or vans	10.3	1
1 car or van	39.7	3
2 cars or vans	37.5	4
3+ cars or vans	12.4	3

House ownership	%	Quintile
House owned outright	33.8	3
Owned with mortgage/loan/shared	32.4	3
Social Rented	12.9	2
Private rented	21	2

Ethnicity	%	Quintile
Asian, Asian British, Asian Welsh	2.5	1
Black, Black British, Black Welsh, Caribbean or African	1	1
Mixed or multiple ethnic groups	2.9	2
White	92.3	5
Other	1.3	1



Main Language	%	Quintile
English as first language - all adults in house	96.4	5
English as first language - at least one adult but not all	2.3	1
No adults but at least one child	0.4	1
No people	1	1

Religion	%	Quintile
No religion	42.4	4
Christian	48.2	3
Buddhist	1.2	2
Hindu	0.6	1
Jewish	0.3	1
Muslim	1.2	1
Sikh	0.1	1
Other	0.4	1
Not answered	5.6	2

Sexuality	%	Quintile
Straight or heterosexual	92.15	5
Lesbian, Gay, Bisexual or other	2.45	1
Not answered	5.39	1

Travel to work and employment	%	Quintile
Less than 10km	19.6	1
10km or over	25.4	4
Mainly from home	43.5	4
Not in emp/work offshore	11.5	2

Economically Active	66.6	4
Economically inactive	33.4	2

Part time	25.3	2
Full time	74.7	4

Employment Level	%	Quintile
Higher managerial, admin and professional	20.6	4
Lower managerial, admin and professional	27.6	5
Intermediate occupations	13.6	4
Small employers and own account workers	10.4	2
Lower supervisory and technical	4.9	2
Semi routine	7.4	2
Routine occupations	6.5	1
Never worked - long term unemployed	4.3	1
Full time student	4.8	1



Job Role	%	quintile
Managers, directors and senior officials	19.4	4
Professional occupations	20.4	3
Associate professional and technical	18.9	5
Admin and secretarial	13.4	5
Skilled trades	8.4	2
Caring, leisure and other service	6.1	1
Sales and customer services	4.8	1
Process plant and machine operatives	3.2	1
Elementary occupations	5.4	1



Appendix B – Code of Conduct

Introduction

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

The Council will undertake an annual review of this Code to ensure it continues to be fit- for purpose, incorporating advances in technology, social media and changes in legislation.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member of Wendover Parish Council or co-opted member of a committee or sub-committee. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

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

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

For the purposes of this Code of Conduct the definition is extended to include those persons who come within a) and b) whether or not they are entitled to vote.

Purpose of the Code of Conduct

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

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

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

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

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

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and



- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

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

Subject to (a) and (b) below this Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

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

(a) If you act as a representative on any other body, you must, when acting for that other body, comply with this Code of Conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

(b) When you act as a representative of the Council on another authority, you must when acting for that authority, comply with that other authority's code of conduct.

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

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

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

The Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct.

Standards of councillor conduct

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

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



General Conduct

1. Respect

As a councillor:

- 1.1 I treat other councillors and members of the public with respect.
- 1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

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

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

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and seek guidance from the Council, with a view to reporting the matter to the relevant social media provider or the police where appropriate.

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

2. Bullying, harassment and discrimination

As a councillor:

- 2.1 I do not bully any person.
- 2.2 I do not harass any person.
- 2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

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

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.



3. Impartiality of officers of the council

As a councillor:

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

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

4. Confidentiality and access to information

As a councillor:

- 4.1 I do not disclose information:**

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

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

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

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



5. Disrepute

As a councillor:

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

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute. You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

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

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

7. Exercising Independent Judgement

As a councillor:

7.1 I exercise my own independent judgement, taking decisions for good and substantial reasons.

When making decisions you are expected to act in the public interest and as part of this to attach appropriate weight to all relevant considerations including, where appropriate, public opinion and the views of political groups.

Good and substantial reasons will include paying due regard to the advice of officers, and in particular to the advice of the statutory officers, namely the Head of Paid Service, the Section 151 Officer and the Monitoring Officer.

As part of your decision making and for full transparency where the reasons for your decision are not otherwise apparent or required to be detailed you will also be expected to state the reasons for your decisions.

8. Use of local authority resources and facilities

As a councillor:

8.1 I do not misuse council resources.

8.2 I will, when using the resources of the local or authorising their use by others:

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

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

Examples include:

- office support
- stationery



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

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

9. Complying with the Code of Conduct

As a Councillor:

- 9.1 I undertake Code of Conduct training provided by my local authority.**
- 9.2 I cooperate with any Code of Conduct investigation and/or determination.**
- 9.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 9.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

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

Protecting your reputation and the reputation of the local authority

10. Interests

As a councillor:

- 10.1 I register and disclose my interests.**

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

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

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

10. Gifts and hospitality

As a councillor:



- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least **£50** within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

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



Code of Conduct Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

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

Integrity

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

Objectivity

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

Accountability

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

Openness

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

Honesty

Holders of public office should be truthful.

Leadership

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



Appendix B - Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Personal Interests)**. The Clerk will collect and forward this information.

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

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

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of Disclosable Pecuniary Interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest.

Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a Disclosable Pecuniary Interest.

5. Where you have a Disclosable Pecuniary Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Personal Interests

7. Where a matter arises at a meeting which is a Personal Interest as set out in Table 2, you must disclose the interest.
8. Unless your Personal Interest is also a Prejudicial Interest within Table 3, you may still speak on the matter and take part in any discussion or vote on the matter. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Where a matter is a Personal Interest within **Table 2 and also** a Prejudicial Interest under **Table 3** You may speak on the matter only if members of the public are also allowed to speak at the meeting.



Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

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

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



Table 1: Disclosable Pecuniary Interests

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

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



Corporate tenancies	Any tenancy where (to the councillor’s knowledge)— <ul style="list-style-type: none">) the landlord is the council; and) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— <ul style="list-style-type: none">) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and) either— <ul style="list-style-type: none">) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

- * ‘director’ includes a member of the committee of management of an industrial and provident society.
- * ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Personal Interests

<p>You have a personal interest in any business of your authority where:</p> <ol style="list-style-type: none"> 1. it relates to or is likely to affect any body of which you are a member or in a position of general control or management and: <ol style="list-style-type: none"> a) to which you are nominated or appointed by your authority or b) the body <ol style="list-style-type: none"> (i) exercises functions of a public nature (ii) is directed to charitable purposes or (iii) one of its principal purposes includes the influence of public opinion or policy (including any political party or trade union) 2. A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected by the decision. 3. A relevant person is –



- i** A member of your family or any person with whom you have a close personal association; or
- ii** Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- iii** Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- iv** Any person or body of a type described in paragraph 1 above



Table 3: Prejudicial Interests

Prejudicial Interest Generally

- 1.1. Subject to Paragraph 1.2, where you have a **personal interest** in any business of the Council you also have a **prejudicial interest** in that business where the interest is one which a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

- 1.2. You do **not** have a **prejudicial interest** in any business of the Council where that business—
 - a. does not affect your financial position or the financial position of a person or body described in Paragraph 3 of **Table 2** above;
 - b. does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in Paragraph 3 of **Table 2** above; or
 - c. relates to the functions of the Council in respect of—
 - i an allowance, payment or indemnity given to councillors;
 - ii any ceremonial honour given to councillors; and
 - iii setting council tax or a precept under the Local Government Finance Act 1992.

Prejudicial Interests Arising in Relation to Select Committees

- 1.3. You **will** have a **prejudicial interest** in any business before a Select Committee of the Council (or of a sub-committee of such a committee) where—
 - a. that business relates to a decision made (whether implemented or not) or action taken by the Cabinet or another of the Council’s committees, sub-committees, joint committees or joint sub-committees; and
 - b. at the time the decision was made or action was taken, you were a member of the Cabinet, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

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Appendix C – Calendar of Meetings

NOTICE OF MEETINGS

Meeting	Time	Venue (TBC)	Date
Planning Meeting	7.00pm	St Anne's Hall	17 th Jan 2023
Amenities Meeting	7.30pm	St Anne's Hall	17 th Jan 2023
Staffing Meeting	7.00pm	St Anne's Hall	7 th Feb 2023
PARISH COUNCIL MEETING	7.30pm	St Anne's Hall	7 th Feb 2023
Planning Meeting	7.00pm	St Anne's Hall	21 st Feb 2023
Finance Meeting	7.30pm	St Anne's Hall	21 st Feb 2023
Planning Meeting	7.00pm	St Anne's Hall	7 th Mar 2023
PARISH COUNCIL MEETING	7.30pm	St Anne's Hall	7 th Mar 2023
Planning Meeting	7.00pm	St Anne's Hall	21 st Mar 2023
Amenities Meeting	7.30pm	St Anne's Hall	21 st Mar 2023
Planning Meeting	7.00pm	St Anne's Hall	4 th Apr 2023
PARISH COUNCIL MEETING	7.30pm	St Anne's Hall	4 th Apr 2023
Planning Meeting	7.00pm	St Anne's Hall	18 th Apr 2023
Amenities Meeting	7.30pm	St Anne's Hall	18 th Apr 2023
ANNUAL PARISH MEETING	7.00pm	Wendover Youth Ctr	20 th Apr 2023
ANNUAL COUNCIL MEETING (AGM)	7.00pm	St Anne's	2 nd May 2023
Staffing Committee	8.30pm	St Anne's	2 nd May 2023
Planning Committee	7.00pm	St Anne's	16 th May 2023
Finance Meeting	7.30pm	St Anne's	16 th May 2023
Planning Committee	7.00pm	St Anne's	6 th Jun 2023
PARISH COUNCIL MEETING	7.30pm	St Anne's	6 th Jun 2023
Planning Committee	7.00pm	St Anne's	20 th Jun 2023
Amenities Committee	7.30pm	St Anne's	20 th Jun 2023
Planning Committee	7.00pm	St Anne's	4 th Jul 2023
PARISH COUNCIL MEETING	7.30pm	St Anne's	4 th Jul 2023
Planning Committee	7.00pm	St Anne's	18 th Jul 2023
Amenities Committee	7.30pm	St Anne's	18 th Jul 2023
PARISH COUNCIL MEETING	7.30pm	St Anne's	1 st Aug 2023
Planning Committee	7.00pm	St Anne's	8 th Aug 2023
Finance Committee	7.30pm	St Anne's	8 th Aug 2023
Staffing Committee	8.15pm	St Anne's	8 th Aug 2023
Planning Committee	7.00pm	St Anne's	5 th Sep 2023
PARISH COUNCIL MEETING	7.30pm	St Anne's	5 th Sep 2023
Planning Committee	7.00pm	St Anne's	19 th Sep 2023
Amenities Committee	7.30pm	St Anne's	19 th Sep 2023
Planning Committee	7.00pm	St Anne's	3 rd Oct 2023
PARISH COUNCIL MEETING	7.30pm	St Anne's	3 rd Oct 2023
Planning Committee	7.00pm	St Anne's	17 th Oct 2023



Amenities Committee	7.30pm	St Anne's	17 th Oct 2023
Staffing Committee	7.00pm	St Anne's	7 th Nov 2023
PARISH COUNCIL MEETING	7.30pm	St Anne's	7 th Nov 2023
Planning Committee	7.00pm	St Anne's	21 st Nov 2023
Finance Committee	7.30pm	St Anne's	21 st Nov 2023
Planning Committee	7.00pm	St Anne's	5 th Dec 2023
PARISH COUNCIL MEETING	7.30pm	St Anne's	5 th Dec 2023
Planning Committee	7.00pm	St Anne's	19 th Dec 2023
Amenities Committee	7.30pm	St Anne's	19 th Dec 2023
Planning Committee	7.00pm	PMG – MS Centre	9 th Jan 2024
PARISH COUNCIL MEETING	7.30pm	PMG – MS Centre	9 th Jan 2024
Planning Committee	7.00pm	St Anne's	23 rd Jan 2024
Amenities Committee	7.30pm	St Anne's	23 rd Jan 2024
Staffing Committee	7.00pm	St Anne's	6 th Feb 2024
PARISH COUNCIL MEETING	7.30pm	St Anne's	6 th Feb 2024
Planning Committee	7.00pm	St Anne's	20 th Feb 2024
Finance Committee	7.30pm	St Anne's	20 th Feb 2024
Planning Committee	7.00pm	St Anne's	5 th Mar 2024
PARISH COUNCIL MEETING	7.30pm	St Anne's	5 th Mar 2024
Planning Committee	7.00pm	St Anne's	19 th Mar 2024
Amenities Committee	7.30pm	St Anne's	19 th Mar 2024
Planning Committee	7.00pm	St Anne's	2 nd Apr 2024
PARISH COUNCIL MEETING	7.30pm	St Anne's	2 nd Apr 2024
Planning Committee	7.00pm	St Anne's	16 th Apr 2024
Amenities Committee	7.30pm	St Anne's	16 th Apr 2024

Appendix D – Powers of Parish Councils

Subject	Summary of Discretionary Powers	Legislation
Allotments	Power to provide land for allotments and to enter into allotment tenancies in or outside the council's area	Small Holding and Allotments Act 1908,ss.23, 25
Allowances for councillors	Power to pay councillors allowances	Local Authorities (Members' Allowances) (England) Regulations 2003 - England
Ancillary power	Power to do anything that will facilitate, be conducive to or incidental to the discharge of its powers and functions	Local Government Act 1972, s.111
Bands and orchestras - charging	Power to charge for admission to performances	Local Government Act 1972,s.145(2)
Bands and orchestras - maintainance	Powers to maintain a band or orchestra or contribute to the maintenance of a band or orchestra in or outside the council's area	Local Government Act 1972, s.145(1)©
Bicycles and motor cycles – parking places	Power to provide and maintain parking places for bicycles and motor cycles in the council's area.	Road Traffic Regulations Act 1984, s.57(1)(a)
Bicycles and motor cycles – parking places	Power to provide stands and racks for bicycles and motor cycles in the council's area.	Road Traffic Regulations Act 1984, s.63
Bicycles and motor cycles – parking places	Power to make byelaws for the use of and charging for parking places	Road Traffic Regulation Act 1984, s.57(7) - England
Boating Pools	Power to provide a boating pool in a park provided or managed by the council.	Public Health Act 1961, s.54(1)
Boating Pools - charging	Power to charge a reasonable amount for its use	Public Health Act 1961, s.54(3)
Borrowing money	Power to borrow money with approval where necessary	Local Government Act 2003,Schedule 1, paragraph 2
Burial grounds and cemeteries	Power to provide and maintain open space or burial ground in or outside the council's area.	Open Spaces Act 1906, ss.9-10
Burial grounds and cemeteries - contribute	Power to contribute towards the maintenance of cemeteries where the inhabitants of the council's area may be buried.	Local Government Act 1972, s.214(6)



Burial grounds and cemeteries - grant rights of burial	Power to grant rights of burial, to place and maintain tombstones or memorials on graves and to charge fees.	Local Authorities' Cemeteries Order 1977
Burial grounds and cemeteries - maintain	Power to provide and maintain cemeteries in or outside the council's area.	Local Government Act 1972, s.214(2)
Burial grounds and cemeteries - pay for monument	Power to maintain for payment a monument or memorial on a private grave (for no more than 99 years) in the council's area.	Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s.1
Bus Shelters	Power to provide and maintain bus shelters on roads or land adjoining roads in the council's area	Local Government (Miscellaneous Provisions) Act 1953, s.4
Byelaws - baths	Baths and washhouses	Public Health Act 1936, s.223
Byelaws - cycle parks	Cycle parks	Road Traffic Regulation Act 1984, s.57(7)
Byelaws - mortuaries	Mortuaries and post-mortem rooms	Public Health Act 1936, s.198
Byelaws - open spaces	Open spaces and burial grounds	Open Spaces Act 1906, s.15
Byelaws - pleasure grounds	Power to make bye-laws in regard to pleasure grounds	Public Health Act 1875, s. 164
Car parks (off-road)	Power to provide and maintain suitable off-road car parking places in the council's area to relieve or prevent traffic congestion or to preserve local amenities.	Road Traffic Regulations Act 1984, s.57(1)(b)
Car parks -use and charge	Power to regulate use of car parks and charge for their use.	Road Traffic Regulation Act 1984, ss.59(3), 35(1)
Car Sharing Schemes	Power to establish and maintain a car sharing scheme that benefits the council's area or to assist other in doing so	Local Government and Rating Act 1997, s.26
Charging for discretionary services	Power to charge on a cost recovery basis (i.e. not to make any profit) if the council has discretion to provide a service. Power does not apply if the council has a separate power to charge for provision of a service or it is prohibited from charging for it.	Local Government Act 2003. s.93
Charities	Power to act as trustee of non-ecclesiastical charity	Charities Act 2011, ss.298-303/Local Government Act 1972, s.139(1)



Cinemas - charging	Power to charge for admission to a cinema provided by the council	Local Government Act 1972, s.145(2)
Cinemas - provision	Power to provide a cinema, or contribute towards the expenses of a cinema in or outside the council's area.	Local Government Act 1972, s.145(1)(b)
Clocks	Power to provide and maintain public clocks within the council's area	Parish Councils Act 1957, s.2
Closed Churchyards	Power to maintain a closed churchyard in the council's area if requested to do so by a parochial church council	Local Government Act 1972, s.215
Commons and common pastures	Power to provide land in the council's area for common pasture if the council's expenditure can be recovered from any charges it makes for use of the land	Small Holdings and Allotments Act 1908, s.34
Community centres	Power to provide and equip buildings for use of clubs having athletic, social or recreational objectives	Local Government (Miscellaneous Provisions) Act 1976 s.19
Community gardens	Power to provide and maintain open space as gardens in or outside the council's area	Open Spaces Act 1906, ss.9-10
Conference facilities	Power to provide and encourage the use of facilities in the council's area	Local Government Act 1972, s.144
Contracts	Power to enter into contracts	Local Government Act 1972, s.111
Crime prevention	Power to spend money on crime detection and prevention measures in the council's area	Local Government and Rating Act 1997, s.31
Dance halls	Power to provide premises for dances or to contribute to the expenses of dances in or outside the council's area.	Local Government Act 1972, s.145(1)(a)
Dance halls - charging	Power to charge for admission to dances provided by the council	Local Government Act 1972, s.145(2)
Ditches and ponds - maintenance	Power to carry out works for their maintenance or improvements or to pay other to do this	Public Health Act 1936, s.260
Ditches and ponds - prevention of harm	Power to deal with ditches, ponds, pools and gutters by draining them or preventing them from being harmful to public health.	Public Health Act 1936, s260
Dog control orders	Power to make orders for dog control offences for land in the council's area.	Clean Neighbourhoods and Environment Act 2005, s.55
Dog control orders - issue penalties	Power to issue fixed penalty notices for offences committed under dog control orders.	Clean Neighbourhoods and Environment Act 2005, s.59



Employment of staff	Power to appoint staff	Local Government Act 1972, s.112
Fetes and other events	Power to provide entertainments and facilities for dancing in or outside the council's area.	Local Government Act 1972, s.145(1)(a)
Fetes and other events - charging	Power to charge for admission	Local Government Act 1972, s.145(2)
General power of competence – England	Power for an eligible council to do anything subject to statutory prohibitions, restrictions and limitations which include those in place before or after the introduction of the general power of competence.	Localism Act 2011, ss.1-8
Gifts	Power to accept gifts	Local Government Act 1972, s. 139
Graffiti	Power to issue fixed penalty notices for graffiti offences in the council's area	Anti-social Behaviour Act 2003, s.43
Highways - disputes	Consent of parish council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway Power to complain to highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside wastes Power to provide traffic signs and other objects or devices warning of danger Power to plant trees and lay out grass verges etc. and to maintain them	Highways Act 1980, ss.43,50 Parish Councils Act 1957, s.3; Highways Act 1980, s.301 Litter Act 1983, ss.5,6 Road Traffic Regulation Act 1984, ss.57,63 Highways Act 1980, ss.30,72 Parish Councils Act 1957, s.1 Highways Act 1980, ss.47,116 Highways Act 1980, s.130 Road Traffic Regulation Act 1984, s.72 Highways Act 1980, s.96
Highways - paths and improvement	Power to maintain footpaths and bridle-ways Power to light roads and public places Provision of litter bins Powers to provide parking places for bicycles and motor-cycles, and other vehicles Power to enter into agreement as to dedication and widening Power to provide roadside seats and shelters	Highways Act 1980, ss.43,50 Parish Councils Act 1957, s.3; Highways Act 1980, s.301 Litter Act 1983, ss.5,6 Road Traffic Regulation Act 1984, ss.57,63 Highways Act 1980, ss.30,72 Parish Councils Act 1957, s.1 Highways Act 1980, ss.47,116 Highways Act 1980, s.130 Road Traffic Regulation Act 1984, s.72 Highways Act 1980, s.96



Honorary titles	Power to confer titles of honorary freeman or freewoman	Local Government Act 1972, s.249
Indemnities	Power to indemnify councillors and staff with insurance cover	Local Government Act 2000, s.101 Local Authorities (Indemnities for Members and Officers) Order 2004 - England
Investments	Power to invest property in approved schemes	Trustee Investments Act 1961, s.11
Land/premises - gifts	Power to accept and maintain gifts of land	Local Government Act 1972, s.139
Land/premises - purchase	Power to appropriate land for an authorised purpose	Local Government Act 1972, s.126
Land/premises - sale	Power to purchase or sell land in or outside the council's area	Local Government Act 1972, ss.124, 127
Life-saving appliances	Power to provide life-saving appliances (e.g. life belts, defibrillators)	Public health Act 1936, s.234
Lighting	Power to light roads and public places in the council's area	Parish Councils Act 1957, s.3; Highways Act 1980, s.301
Litter	Power to issue fixed penalty notices for litter offences in the council's area	Environmental Protection Act 1990, s.88
Litter bins	Power to provide and maintain litter bins in streets or other public spaces and contribute to their provision and maintenance	Litter Act 1983, ss.5-6
Lotteries	Power to promote lotteries	Gambling Act 2005, ss.98, 252
Market	Power to establish markets in the council's area and provide a market place and market buildings	Food Act 1984, s.50
Market - byelaws	Power for a council that maintains a market to make byelaws	Food Act 1984, s.60 - England
Mortuaries and post-mortem rooms	Power to provide mortuaries and post-mortem rooms	Public Health Act 1936, s.198
Neighbourhood planning – England	Power to act as the lead body for the establishment of a neighbourhood development order or a neighbourhood development plan	Town and County Planning Act 1990, s.61F(1),(2) Planning and Compulsory Purchase Act 2004, s.38C(2)



Newsletters etc.	Power to publish information about the council, its services and the services provided in the council's area by other local authorities, government departments, charities and other voluntary organisations	Local Government Act 1972, s.142
Non-councillors	Power to appoint non-councillors to council committees and sub-committees	Local Government Act 1972, s.102(3)
Open spaces	Power to provide and maintain land for public recreation	Public Health Act 1875, s.164 – England
Open Spaces - provide and maintain	Power to provide and maintain land for open spaces in or outside the council's area	Open Spaces Act 1906, s.15 – England
Parish meetings – England Only	Power to convene	Local Government Act 1972, Schedule 12, paragraph 15
Planning applications	Power to be notified of planning applications affecting the council's area and to comment	Town and Country Planning Act 1990, Schedule 1, paragraph 8
Precept	Power to raise a precept	Local Government Finance Act 1992, s.41
Public buildings and village halls	Power to provide buildings for public meetings and assemblies or contribute towards the expenses of providing such buildings	Local Government Act 1972, s.133
Public rights of way	Power to repair and maintain public footpaths and bridleways in the council's area	Highways Act 1980, ss. 43,50
Public rights of way - create a highway	Power to enter into agreement to dedicate a road as highway in the council's area or an adjoining parish or community area	Highways Act 1980, s.30
Public rights of way - notices	Power to provide warning notices on footpaths and bridleways	Road Traffic Regulation Act 1984, s.72(2)
Public rights of way - widen a highway	Power to enter into agreement to widen existing highway in the council's area or an adjoining parish or community area	Highways Act 1980, s.72
Public toilets	Power to provide public toilets	Public Health Act 1936, s.87 – England
Recreation	Power to provide and manage recreation grounds, public walks, pleasure grounds and open spaces	Public Health Act 1875, s.164 – England
Recreation - to contribute	Power to provide and contribute to a wide range of recreational facilities in or outside the council's area	



Right to buy an asset	Power to bid to buy a listed asset when it come up for sale	Localism Act 2011, ss.87-110
Right to challenge services that are provided by a principal authority – England	Power to submit an interest in running a service provided by a district, county or unitary authority	Localism Act 2011, ss.81-86
Right to nominate and bid for assets of community value – England	Power to nominate assets to be added to a list of assets of community value	Localism Act 2011, ss.87-108
Roads - plant trees in verges	Power to plant and maintain trees and shrubs, and lay out grass verges in the council's area	Highways Act 1980, s.96
Roads - seats and shelters	Power to provide and maintain seats and shelters on roads and land bordering any road in the council's area	Parish Councils Act 1957, s.1
Roads - stopping up	Power to consent or not consent to the local highway authority stopping maintenance of a road in the council's area or stopping up/diverting a road in the council's area	Highways Act 1980, ss.47,116
Roads -complaint and obstruction	Power to complain to the local highway authority about the obstruction of rights of way and "roadside waste" in the council's area	Highways Act 1980, s.130
Sports and recreational facilities	Power to provide sports facilities in or outside the council's area or contribute towards the expenses of any voluntary organisation or local authority that provides sports facilities in or outside the council's area	Local Government (Miscellaneous Provisions) Act 1976, s.19
Swimming pools	Power to provide public baths	Public Health Act 1936, s.221
Swimming pools - charging	Power to charge for use of public baths	Public Health Act 1936, s.222
Theatres	Power to provide a theatre or contribute towards their expenses in or outside the council's area	Local Government Act 1972, s.145(1)(b)
Theatres - admission	Power to charge for admission to a theatre provided by the council	Local Government Act 1972, s.145(2)
Tourism	Power to encourage tourism to the council's area or contribute to organisations encouraging tourism	Local Government Act 1972, s.144



Traffic calming	Power to make payments to a highway authority for traffic calming schemes for the benefit of the council's area	Highways Act 1980, s.274A
Traffic signs	Power to provide traffic signs on roads	Road Traffic Regulations Act 1984, s.72(1)
War memorials	Power to maintain, repair and protect war memorials in the council's area	War Memorials (Local Authorities' Powers) Act 1923, s.1
Water	Power to make use of wells, springs or streams in the council's area and provide facilities for obtaining water from them	Public Health Act 1936, s.125
Websites	Power to provide a website to give information about the council, its services and the services provided in the area by other local authorities, government departments, charities or other voluntary organisations	Local Government Act 1972, s.142
Well being	Power to well-being of the area (for eligible councils)	s2 and 4 of the Local Government Act 2000 (as amended by Part 4 of the Local Government and Public Involvement in Health Act 2007)



Appendix E – Jargon Buster

