

London Colney Parish Council

To: All Councillors

29 April 2021

You are hereby summoned to attend the Annual Meeting of **LONDON COLNEY PARISH COUNCIL** to be held on **WEDNESDAY 5 MAY 2021** at **CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU, 7PM**

Join Zoom Meeting

<https://zoom.us/j/95026840530?pwd=TzRDVkh6ZitkRndVZ2dXVzVTaVphUT09>

Meeting ID: 950 2684 0530

Passcode: 424014

One tap mobile

+442034815237,,95026840530#,,,,*424014# United Kingdom

+442034815240,,95026840530#,,,,*424014# United Kingdom

Dial by your location

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 208 080 6591 United Kingdom

+44 208 080 6592 United Kingdom

+44 330 088 5830 United Kingdom

+44 131 460 1196 United Kingdom

Meeting ID: 950 2684 0530

Passcode: 424014

Find your local number: <https://zoom.us/u/asJOUyOWR>



Emma Payne
Clerk to the Council

AGENDA

- 1. ELECTION OF CHAIRMAN**
To receive nominations and elect the Chairman of the Council for the year 2021/22.
- 2. ELECTION OF VICE-CHAIRMAN**
To receive nominations and elect the Vice-Chairman of the Council for the year 2021/22.
- 3. APOLOGIES**
To receive and accept apologies for absence.
- 4. MEMBERS DECLARATION OF INTERESTS**
To receive members declarations of interest in items on the agenda and to note any dispensations granted.
- 5. QUESTION TIME**
The Chairman will suspend Standing Orders for a period of 15 minutes to receive any questions or observations from members of the public on matters affecting the parish. Any motions arising from the matters raised cannot be considered at this meeting and will be referred to a future meeting or Committee of the Council.

Page No

6. MINUTES

To approve the minutes of the meeting held 7 April 2021

7. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA

8. MINUTES

8.1 Events & Community Committee – 30 March 2021

The following recommendations were made to be considered by Council:

Item 5 – Fireworks 2021

It was RESOLVED to recommend to Council that:

a) The decision on quiet fireworks is reconsidered based on new information from the firework contractor.

b) A requirement for quieter fireworks is implemented when the firework contract is renewed in 2022.

Item 8 – Communications Policy

It was RESOLVED to recommend to Council that:

The Communications Policy is adopted

Item 9 – Community Engagement Policy

It was RESOLVED to recommend to Council that:

The Community Engagement Policy is adopted.

8.2 Environment & Neighbourhood Committee – 13 April 2021

Item 5 – Climate Change and Biodiversity Action Plan

It was RESOLVED to recommend to Council that:

To recommend to Council that the Climate Change and Biodiversity Action Plan is adopted (attached)

9. APPOINTMENTS TO COMMITTEES/WORKING PARTIES & REPRESENTATIVES TO OUTSIDE BODIES

To confirm membership of committees, working parties and representatives to outside bodies

10. SCHEME OF DELEGATION

To review the scheme of delegation including delegations to committees and officers

11. CODE OF CONDUCT

To adopt the new Code of Conduct

12. GENERAL POWER OF COMPETENCE

To adopt the General Power of Competence

13. REVIEW OF POLICIES AND GOVERNANCE DOCUMENTS

To delegate to the relevant committees, the review of all policies and governance documents.

14. CALENDAR OF MEETINGS 2021/22

To adopt the schedule of meetings for Council and committees

15. FINANCE

15.1 To approve payments 1-29 April 2021. To note direct debit payments

15.2

CONFIDENTIAL ITEMS

16. To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960 in view of the confidential nature of the business about to be transacted.

- 16.1 London Colney Leisure World, Perham Way (verbal report)
- 16.2 Parish Council Assets

- 17. **DATE OF NEXT MEETING**
30 June 2021

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON WEDNESDAY 7 APRIL 2021 HELD VIRTUALLY AT 7PM

PRESENT: Councillors H Pakenham (Vice Chair), D Gordon, S Pearl, T Lillico, M Mortuza, L Winstone

IN ATTENDANCE: E Payne, Clerk
3 members of public

137/21. APOLOGIES

Apologies were received from Cllr Gardner (health), Cllr MacMillan (family) and Cllr Mahony (health).

138/21. MEMBERS DECLARATIONS OF INTEREST

Cllrs Gordon and Pakenham declared a personal, non-pecuniary interest in item 149/21.1, Staff Review, as they have a member of family who is employed by the parish council.

139/21. MINUTES

The minutes of the meeting held on 3 March 2021 were received and it was **RESOLVED** to:

Adopt the amended minutes as a true record of the meeting held on 3 March 2021.

140/21. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA

There were no matters arising.

141/21. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)

The Vice Chairman wanted to wish the Chairman a speedy recovery, following her discharge from hospital. The Vice Chairman reported that the Clerk had recently qualified in the Certificate in Local Council Administration and congratulated her on her efforts. Furthermore, the best wishes of the Parish Council had been passed onto PCSO Latoyah Henry, on the birth of a son.

142/21. COMMUNITY SAFETY REPORT

There was no community safety report. The notes from the Priority Setting Forum meeting held on 18 March 2021 had been circulated to Members by email. The comments from the last meeting about e-scooters had been passed onto the Priority Setting Forum, along with the anti-social behaviour at Morris Recreation Ground car park. These had been noted at the meeting. Sgt Williams had reported that car meets at Sainsburys were being monitored and that there is a Section 35 dispersal order ready to be enforced.

143/21. QUESTION TIME

- 143.21.1 A Member of the Public asked the parish council about Public Rights of Way across the land at Napsbury. The matter was referred to be Rights of Way Working Party to consider.

144/21. MINUTES

144/21.1 Planning Committee – 23 February 2021

Members received the minutes of this committee and there were no recommendations.

144/21.2 Neighbourhood Plan Committee – 25 February 2021

Members received the minutes of this committee and there were no recommendations.

144/21.3 Human Resources Committee – 9 March 2021

Members received the minutes of this committee and it was **RESOLVED** to:

- a) *Adopt the Training and Development Policy*
- b) *Adopt the Unreasonable Complainant Policy*

144/21.4 Finance and General Purposes Committee – 11 March 2021

Members received the minutes of this committee and there were no recommendations.

145/21. OFFICER'S REPORTS

145/21.1 Grounds Maintenance Manager's Report

Members were advised that the clock mechanism was being installed on Thursday 8 April 2021. Members asked for an update on the newly planted trees at Walsingham Way. The Grounds Maintenance Manager will update Members by email after the meeting. The Clerk reported on comments made about a pile of rubble left by Riverside which had been reported as fly tipping. It had been left by a resident on the instructions of the Grounds Maintenance Manager to build up the swims at the riverbank. Members noted that the tree at the entrance to Coopers Wood which had fallen was not on our land and had been reported to the Colney Fox. There were no other items to note.

145/21.2 Community & Events Officer's Report

Members received this report and were advised that there was no update on Larks in the Parks. They noted the compliments received on the latest edition of the newsletter.

145/21.3 Council Meetings May & June 2021

Members received a report on the current situation relating to virtual meetings for parish councils. Members considered the recommendations considering the impending elections being held on 6 May 2021. The elections are not being held for the parish council, just District and County Councils. Members considered that the cessation of the regulations had been ill thought out and should have been included in the road map in relaxing restrictions. There is a legal challenge being organised by the Association of Democratic Services and Herts County Council to challenge this decision which would not be heard by the Courts until 21 April. It was **RESOLVED** that:

- Dependent on the result of the Court hearing on 21 April 2021, that:***
- a) ***The Annual Meeting of the Council will be held on Wednesday 5 May.***
 - b) ***The Clerk will have delegated authority to undertake decisions in consultation with the Chairman and/or Vice Chairman.***
 - c) ***The next Council meeting will be held on 30 June 2021.***
 - d) ***The Annual Parish Meeting will be held on Wednesday 5 May 2021***

146/21 FINANCE

146/21. Internal Audit Report 2020-21 (Interim)

Members received the report from the Internal Auditor on the interim audit report. Members noted the recommendations, and it was **RESOLVED** to:

Receive the report and implement the recommendations contained in the report.

146/21.1 To approve Expenditure for period 1-28 February & 1-30 March 2021

Members received these reports, and it was **RESOLVED** to:

Approve the expenditure for the period 1-28 February & 1-30 March 2021.

148/21 MEMBERS POINTS

Community Protection Warning at Colney Fields

Cllr Gordon reported that she had been contacted by Members of the Public at the southern end of the village who are particularly fed up with the amount of litter at the entrance to the village, which is generated by Sainsburys and McDonalds. This has been reported to Veolia who have been on site to undertake additional clean ups. It is more difficult to enforce anti littering legislation with McDonalds as they are in Hertsmere BC, however, the blue gloves which litter the area are generated from the petrol station at Sainsburys. Cllr Gordon has asked the SADC district officer to speak to their counterpart at Hertsmere to approach McDonalds about the litter. She would like SADC to consider a Community Protection Warning against Sainsburys for their failure to control the litter from the petrol station.

Members considered that there is more than one tenant at the site, it should not necessarily be all the obligation of Sainsbury and that there should be some responsibility from the site owner and not their tenants. It was **RESOLVED** to:

Support a Community Protection Warning at Colney Fields through St Albans District Council.

148/21 REPORTS FROM COUNCILLORS ON OTHER AUTHORITIES

148/21.1 Cllr Pakenham did not have anything to report.

148/21.2 Cllr Gordon reported on attending a meeting of '20 is plenty' to implement 20mph zones in residential streets. This would replace hard engineering schemes like speed humps, which are costly and not popular with residents. She will distribute any slides from the meeting.

She updated the meeting on the land at North Cottages, Napsbury where she had been called to the site (with Cllr Pakenham), after work had been started on the site by contractors to remove vegetation. The area land is not included in the tree protection order at Napsbury Park. The workmen have now left the site and work is being undertaken with the Tree & Woodlands Officer at the District Council, along with Planning Enforcement to ensure the site is protected.

149/21. CONFIDENTIAL ITEMS

To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960 in view of the confidential nature of the business about to be transacted.

149/21.1 Staff Review

Members received a written report from the consultant engaged to undertake the staff review which had been commissioned by the Council. The consultant joined the meeting and gave a short resume of the report and answered questions.

Members were advised that some of the recommendations were already in hand and had been progressed including recommendation 18, 24 and 28. It was not considered that the self-management of allotments, as outlined in recommendation 26 would be beneficial to Officer's workload. Further discussion on this item would be referred to the Environment & Neighbourhood Committee. Recommendation 15 is an internal process to be implemented by the Clerk depending on other recommendations being implemented. Recommendations 22 and 23 are already in place. Recommendation 27, policies are updated regularly. Recommendation 28 has been implemented by the Clerk in consultation the Internal Auditor. Recommendation 32 was noted.

Because of the detailed nature of the recommendations, it was **RESOLVED** to:

- a) ***Delegate the recommendations to the relevant committees as outlined below:***
 - i. ***HR Committee – Recommendation 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 17, 20, 27, 31, 33***
 - ii. ***Finance & General Purposes Committee – Recommendations 1, 9, 10, 11, 14, 19 30***
 - iii. ***Events & Community Committee – Recommendation 8***
 - iv. ***Environment & Neighbourhood Committee – Recommendation 29***
 - v. ***Council Meeting in June 2021 – Recommendation 25***
- b) ***Recommendation 16 is adopted with a different name for the group.***
- c) ***Recommendation 21 is adopted.***

Cllrs Pakenham and Gordon took no place in discussion on recommendations 9 & 10 as they had declared an interest in this item.

149/21.2 London Colney Leisure World, Perham Way

There was no update on this matter.

149/21.3 Parish Council Assets

Members received a written report on this item and its contents were noted.

149.21.4 London Colney Village Club

Members received a written report on this item and item and its contents were noted.

150/21. DATE OF NEXT MEETING

A provisional date for the next meeting was set for Wednesday 5 May 2021. The meeting closed at 2100.

Signed Date

**LONDON COLNEY PARISH COUNCIL
MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE
TUESDAY 30 MARCH 2021, 6.00PM – VIRTUAL MEETING**

PRESENT: Cllr McMillan (Chair), Pakenham, Pearl and Winstone

IN ATTENDANCE: E Payne, Clerk

1. APOLOGIES

Apologies were received from Cllr Gardner (health).

2. DECLARATION OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held on 12 January 2021 were approved as a true record of the meeting.

4. MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA

4.1 Community Garden

Cllr Gardner was not present at the meeting and this item will be deferred to a future meeting.

5. FIREWORKS 2021

Members received a verbal report from the Clerk on this item. The Council's contractor had met with the Clerk and Events Officer who had discussed the Council's decision to have quieter fireworks (with lasers) for future events. The contractor had advised that lasers were not suitable due to the layout of the site. He had further advised that there is less selection for quieter fireworks, the display would not be as aerially based and would have to be reduced to 20 minutes, from its current length of 25 minutes because of the lack of variety of fireworks. Members accepted the reasoning behind this decision but if it is going to damage the event, they were not in favour of implementing it and were not in favour of reducing the length of the display. It was **RESOLVED** to recommend to Council that:

a) The decision on quiet fireworks is reconsidered based on new information from the firework contractor.

b) A requirement for quieter fireworks is implemented when the firework contract is renewed in 2022.

6. LARKS IN THE PARKS 2021

Members were advised that SADC have not confirmed with the Council whether this event would be held. Latest information from an industry body is that there is a series of pilot events being organised to ensure Covid safe events but the results of this will not be known until the end of May, possibly early June. Officers are of the opinion that they are unable to advise Members whether the event can proceed with sufficient time to organise a safe and successful

event. There are also financial considerations for any infrastructure which would have to be booked and then cancelled.

There are also problems with the surgery development overrunning (with an opening at the beginning of July). It would mean that the event could not be held at the Community Centre. Members noted this.

Members noted this and a decision will be taken at a future meeting.

7. SEATED EXERCISE CLASSES

Members received a report on the recommencement on the seated exercise classes at the community centre. Members were asked to consider restarting the event on the basis outlined in the report. Members were not in favour of charging London Colney residents, but agreed a charge of £1 would be levied to those attending who did not live in the parish. Members considered that the information contained in the report needed further consideration considering the latest government guidance regarding capacity. They queried what social distancing requirements were needed for exercise classes. The Clerk will check the details and report to a future meeting.

Members were asked to consider pre booking for the classes and agreed that this would be implemented. A booking system would also monitor the amount of people attending. They also agreed with running two sessions with a 15-minute gap between classes to allow for the area to be cleaned, and a one-way system to be operated. Until this further information is forthcoming, the activity will not resume.

8. COMMUNICATIONS STRATEGY

Members received a proposed communications strategy and social media policy for consideration. Members discussed the differences between the Council as a corporate body and individual Members who wished to communicate with the press, in relation to political parties. It was **RESOLVED** to recommend to Council that:

The Communications Strategy and Social Media Policy is adopted

9. COMMUNITY ENGAGEMENT POLICY

Members received a proposed community engagement policy. Members noted that the policy is often a requirement of grant applications. It was **RESOLVED** to recommend to Council that:

The Community Engagement Policy is adopted.

10. NEWSLETTER

Members were advised that several compliments had been received from residents about the latest edition. Members also reported that they had received compliments. Any articles for the next edition should be submitted to the Community & Events Officer, the deadline for submission of articles is 7 May 2021.

11. CONFIDENTIAL ITEMS

To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960 in view of the confidential nature of the business about to be transacted.

11.1 Outsourcing of Parish Council Services

Members received a verbal report on the initial discussions on outsourcing this service and noted that further quotations were being sought.

12. NEXT MEETING

To be confirmed.

The meeting closed at 1845.

Signed: Date:

DRAFT



LONDON COLNEY PARISH COUNCIL

COMMUNICATIONS POLICY

1. INTRODUCTION

This policy will focus the communication efforts of the Parish Council and support it to be effective and efficient in its activity to serve the people of London Colney and our wider audiences (referred collectively as 'our community').

1.1 Policy Context

This policy is advised by the Code of Recommended Practice on Local Authority Publicity ('the Code'), available at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/5670/1878324.pdf

The Code is statutory guidance and the Parish Council must have regard to it and follow its provisions. It requires that publicity must:

- Be lawful
- Be cost effective
- Be objective
- Be even-handed
- Be appropriate
- Have regard to equality and diversity
- Be issued with care during periods of heightened sensitivity

It also takes account of national guidance, for example 'The Good Councillor's Guide 2018 (National Association of Local Councils – 'The Guide').

1.2 The Need For A Communications Strategy

London Colney Parish Council has a duty to engage effectively with its residents, partners, employees and stakeholders.

Better communications lead to recognition and respect – reputation matters. Many councils fail to effectively communicate who they are and what they do – and the less people know about an organisation, the less likely they are to rate it highly.

Achieving the council's aims and objectives requires good communication with every individual, group and organisation we work with, or provide services for. Without proper co-ordination it would be difficult to make sure messages communicated by the Parish Council are consistent and accurate. But if communication is managed effectively, the Parish Council can create and seize opportunities to communicate with partners and the public and build an accurate and positive reputation.

1.3 What Should We Be Communicating?

Research by MORI, an independent research organisation, and the Local Government Association, states the most important drivers of council reputation among local residents are:

- Perceived quality of services overall
- Perceived value for money
- Media coverage
- Direct communications
- Council performance
- Clean, green and safe environment
- Positive experiences of contact with council employees and contractors.

If the council is to build a strong reputation, effectively inform residents, engage and improve customer satisfaction then these drivers must form the basis of our communications strategy.

There is also a need for proactive and reactive information:

Proactively – telling people information to influence and change attitudes

Reactively – giving residents information they want to know

2. COMMUNICATION OBJECTIVES

- To ensure the Parish Council is aware of and responds in a timely manner to what the people of London Colney want and need to know.
- To use a variety of digital and traditional communication channels to make sure the information we provide is accessible for the whole community.
- To ensure our messages are relevant, clear and factual to ensure maximum impact and interaction between the Parish Council and our community.
- To provide a user friendly and accessible website to drive interaction with our audiences.
- To celebrate success of interest to the village.

3. COMMUNICATIONS PRINCIPLES

Five principles underpin the strategy. Our communication channels need to:

- Be accessible for all
- Be convenient to access
- Help manage expectations
- Be relevant, clear and factual
- Encourage two-way positive engagement and to ‘act together’.

3.1 Identifying Newsworthy Items

It is the responsibility of everyone working within the Parish Council to identify newsworthy items; these will include a range of Parish Council activities and decisions and it is the responsibility of the Parish Clerk to make the decision as to whether or not a press release should be issued. The content of a Press Release should be approved by the Council Chair.

3.2 Handling Media Enquiries

The Parish Clerk co-ordinates all formal media enquiries to the Parish Council. Members and Parish Council staff who are directly approached by the media should not attempt to answer questions themselves without establishing the full facts. If Members are in any doubt they should consult the Parish Clerk. Parish Council staff should refer all media enquiries to the Parish Clerk in the first instance.

The Parish Council should not pass comments on leaks, anonymous allegations or allegations about individual staff and Members. The phrase “no comment” should not be used as a response to a media enquiry. The Parish Council is open and accountable and should always try to explain if there is a reason why it cannot answer a specific enquiry.

3.2.1 Managing Negative Issues

From time to time the Parish Council has to respond to negative issues. It is important that these situations are managed carefully so as to limit the potential for negative publicity.

Members and Officers must alert the Parish Clerk as soon as a potentially negative issue which may attract media interest is known. They should not wait until contact is made by the media. Members and Officers must be prepared to work together to prepare holding statements, other information and carry out research even if no media have contacted the Parish Council about an issue.

3.2.2 Correcting Inaccurate Reporting

Should the media publish or broadcast something inaccurate about the Parish Council, a quick decision needs to be taken on any action necessary to correct it. The issue should be discussed with the Parish Clerk to decide what action is appropriate. This could be a letter or news release, a conversation with the journalist concerned, a personal letter to the editor or legal advice. It will also be necessary to decide who is the most appropriate person to take the agreed action.

It should be noted that in the case of minor inaccuracies which have little or no impact on the message being conveyed, it can sometimes be counterproductive to complain; each case should be judged individually.

Occasionally the Parish Council will get something wrong. In these cases, damage limitation is the key – this can usually be achieved by admitting the mistake, apologising and stating how the Parish Council will learn from the error or put it right.

3.3 Press Releases

The use of press releases is a key technique for publicising Parish Council activities, decisions and achievements. An official Parish Council release is made on behalf of the Parish Council as a whole; it will be written and issued by the Parish Clerk.

Official Parish Council releases will follow a corporate style appropriate for the media being targeted and a central record will be maintained.

All releases will accurately reflect the corporate view of the Parish Council, contain relevant facts and may include an approved quotation from an appropriate Parish Councillor.

Parish Council press releases will not promote the views of specific political groups, publicise the activities of individual Parish Councillors, identify a Member's political party or persuade the general public to hold a particular view.

All official Parish Council releases will be placed on the Parish Council's website within one working day of issue.

3.4 Interviews

Any member of staff or elected Member who is contacted by a journalist requesting an interview in their capacity as a representative of the Parish Council should refer the matter to the Parish Clerk.

The situation and the information required by the journalist will inform the choice of person put forward for interview. Officers should never give their opinion on specific Parish Council policy but must keep to the corporate line and key messages, their role being to provide expertise and factual knowledge only in support of the Parish Council's approved and agreed policies.

3.5 Media Coverage Of Council Meetings

Provision is made for members of the media to attend Parish Council and Committee meetings. During meetings Members and Officers should be mindful that any comments and messages are put across in a manner which gives the journalist an accurate picture rather than relying on the journalist's interpretation of what may be a complex issue.

Where a meeting of the Parish Council and its committees includes an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Parish Council's Standing Orders.

Both the media and the public are entitled to film and record council meetings held in public.

4. AUDIENCES AND INFORMATION REQUIREMENTS

The Parish Council is clear on the range of audiences it needs to communicate with, the reasons for doing so and their information requirements. Our audiences include:

- London Colney residents (individuals and target groups, e.g. young people)
- Local Community groups
- Businesses and Employers in London Colney
- Other interested bodies
- Local Government (County and District)

- Local sports clubs
- Existing and potential suppliers
- Local schools
- Parish Council members
- Parish Council employees
- Local charities
- Media

4.1 Freedom of Information and Data Protection

Should the Parish Council receive a request for information under the Freedom of Information Act 2000 on a topic on which there is correspondence (written or email), that correspondence will normally have to be disclosed unless it is exempt. The fact that the disclosure may prove embarrassing would not prevent disclosure. In addition, care should be taken when processing personal data.

General Data Protection Regulations 2018 prevents the use of personal information other than for the purposes for which it was supplied. Members should bear this in mind when using any personal data which may be supplied to them by their constituents.

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

5. INDIVIDUAL COUNCILLORS' POLICY

The purpose of this policy is to clarify the roles and responsibilities of all Officers and Members involved in dealing with the media and to provide guidance on how to handle media interest. It is also to ensure that the Parish Council is seen to communicate in a professional and objective manner.

This policy does not seek to regulate Parish Councillors in their private capacity but does provide advice and guidance on their sensible use of conventional and social media. The Parish Council's communications with the media seek to represent the corporate position and views of the Parish Council. If the views of Parish Councillors are different to the Parish Council's corporate position and views, it is the responsibility of every councillor to make this distinction clear.

Subject to the obligations on Parish Councillors not to disclose information referred to in section 4.1 and not to misrepresent the Parish Council's position, Parish Councillors are free to communicate their position and views.

In all cases, the Parish Council's approach, in accordance with the Code and the Guide, is that all individual councillor communications should:

- be lawful
- be cost effective

- be objective
- be even-handed
- be appropriate
- have regard to the Parish Council's policies, particularly Equality and Diversity
- be issued with care during periods of heightened sensitivity (e.g., elections).

If in doubt, never say anything you will be uncomfortable repeating in court.

6. COMMUNICATION CHANNELS

The type of communication channels used will depend on the target audience and the message to be communicated. These will include:

- Parish Council website
- Social media
- Consultations and feedback forms
- Correspondence (general)
- Direct responses (email, phone, in person representations)
- Parish Council meetings
- Parish Council working groups
- Nominated Parish Council spokesperson (e.g. for social media responses)
- Village working groups/forums/events/surgeries
- Annual Parish meeting
- London Colney Parish Councillors
- Features submitted to local newsletters (e.g. regular presence in London Colney News)
- Parish Council publications
- Posters, flyers, newsletters
- Village notice boards
- Networking links with partners/stakeholders.

6.1 Website

The Parish Council website is an important vehicle for the promotion of Parish Council and wider Parish activities. The website will not:

- contain content that may result in actions for libel, defamation or other claims for damages
- be used to process personal data other than for the purpose stated at the time of capture
- promote any political party or be used for campaigning
- promote personal financial interests or commercial ventures,
- be used for personal campaigns
- be used in an abusive, hateful or disrespectful manner.

6.2 Social Media

Social media can be used by the Parish Council as an effective and measurable way to achieve resident engagement and attract publicity.

The aim of this part of the policy is to make sure:

- Engagement with individuals and communities and successful promotion of Parish Council-based services through the use of social media
- A consistent approach is adopted and maintained in the use of social media
- That Parish Council information remains secure and is not compromised through the use of social media
- That users operate within existing policies, guidelines and relevant legislation
- That the Parish Council is not brought into disrepute.
- Social media activity isn't something that stands alone. To be effective it needs to integrate as part of the general communications mix. Any planned campaigns, promotions and activities can be included in social media platforms to increase reach and exposure.

Please see the Council's Social Media Policy for more information.

7. PUBLICITY DURING ELECTIONS

The rules governing publicity change when an election has been announced. In the period between the notice of an election and the election itself ('purdah') all proactive publicity about candidates and other politicians is halted. This applies to scheduled local, national or European elections, plus referendums.

During this period Parish Council publicity should not deal with controversial issues or report views, proposals or recommendations in a way that identifies them with individual Members or groups of Members. This is to make sure that no individual Parish Councillor or political party gains an unfair advantage by appearing in corporate publicity. In these circumstances, where a quote is required the relevant Officer may be quoted, in accordance with the guidelines in this policy.

The Electoral Commission requires that candidates provide a return of expenditure on any form of advertising or campaign literature – this includes web advertising. There are additional requirements, such as imprint standards, for materials which can be downloaded from a website. Full guidance for candidates can be found at: www.electoralcommission.org.uk .

Accounts may need to be closed for a defined period before local and national elections in order to comply with legislation which affects local authorities.

Political blogs cannot be linked from the Parish Council's website and the Parish Council will not promote any Parish Councillors' Twitter accounts during the election purdah period.

Parish Council Members are reminded that they must not misuse Parish Council resources for political or other inappropriate purposes.

Any queries regarding publicity during a purdah period should always be referred to the Parish Clerk for further advice.



LONDON COLNEY PARISH COUNCIL

COMMUNITY ENGAGEMENT POLICY

1. Introduction

- 1.1 London Colney Parish Council is committed to providing a voice for the people of London Colney and central to this ethos is engagement with the community in a proactive and meaningful way.
- 1.2 This document sets a standard for engagement with residents, community groups, businesses, and other partners.
- 1.3 It recognises that the services it provides should reflect the needs of residents and the locality.
- 1.4 It strongly believes that its residents should be involved in decisions affecting them and their neighbourhood and in shaping the future of London Colney. It sets out:
- The role of community engagement and its importance
 - How the parish council engages with the wider community and identifies the needs and aspirations of the community
 - How the Council can improve its engagement with the community
- 1.5 The objectives of this strategy are to:
- Encourage effective community engagement.
 - Ensure that embedded throughout the Council there is a clear understanding of the need to engage with communities about decisions which affect them.
 - Enable the aspirations/comments/suggestions etc obtained from engagement processes to have an impact on decision making and the way that services are delivered.
 - Identify how the Council can enhance its profile by improving engagement with the wider community (with specific mentions of hard-to-reach groups).

2. The Council's Commitment to Engagement

- 2.1 The Parish Council is committed in its Strategic Plan to provide a democratic representational voice for the residents of London Colney. Engagement with residents will be undertaken in a proactive and meaningful manner.

3. Community Engagement

- 3.1 Community engagement enables local people to have a voice and involves them in decisions which affect them and their community. This may include individuals, voluntary and community bodies as well as other public sector bodies.

- 3.2 It enables residents to talk to the Council about their aspirations and/or needs in their community. It allows the Council to consult with, and inform people about what services it provides, how its priorities and policies are determined and how well it is performing.
- 3.3 Consultation is an integral part of community engagement. Without consultation, addressing a particular need can be random and there is no way of ensuring what is required to address an issue.
- 3.4 There are a wide range of consultation methods such as surveys, questionnaires, neighbourhood planning consultations and social media polls.
- 3.5 The term 'stakeholder' refers to a wide range of people and groups (these might include residents, visitors, businesses, government, voluntary organisations, public service organisations etc.), all of which have an interest in delivery the Council's services and projects.
- 3.6 The key aspects of community engagement include:
- Development of a network of relationships between Councillors, officers, individuals, voluntary and community groups.
 - Clear and open communications to ensure that information is accessible to all groups.
 - Understanding and listening to a range of people to identify aspirations, needs and problems.
- 3.7 Effective and meaningful community engagement can provide a number of benefits:
- The problems and needs to residents are clearly identified in order that appropriate new or improved facilities can be provided.
 - Those participating feel empowered by being involved in decision making in their community and a sense of ownership and pride in the new facilities/initiatives.
 - It may result in renewed respect for the Council, enhanced leadership and greater interest in elections or standing for Council.

4. Aims

- 4.1 To work more closely with residents, community groups and businesses.
- 4.2 to be inclusive with an many people as possible.
- 4.3 To actively encourage residents' involvement.
- 4.4 To listen to residents' views and have regard to them with delivering services.

5. Objectives

- 5.1 To encourage effective local engagement.
- 5.2 Ensures that engagement is embedded throughout the Council to ensure that the community is consulted on decisions that affect them.

- 5.3 Enable the comments/aspirations/suggestions etc which are obtained as part of community engagement have an impact on decision making and the way in which services are delivered.
- 5.4 Adopt methods of communication which enable as many people as possible to engage with the Council.
- 5.5 To inform residents of the Parish Council and the role of Councillors.
- 5.6 To improve, plan and shape the future of London Colney for all its residents.
- 5.7 To be a stronger, more cohesive community.

6. London Colney Parish Council and Community Engagement

6.1 The Council current undertakes the following engagement methods:

- Public question time at the start of each Council meeting.
- Publishing contact details for Councillors and officers on the website
- Regular new stories on the website and social media channels.
- All agendas, minutes and associated reports are available on the website or copies available on request.
- The Annual Report and Statement of Accounts are available on the website.
- Working in partnership with other agencies to support local initiatives.
- Consultation exercises with residents on neighbourhood planning
- Press releases to local newspapers.
- Newsletter published quarterly.
- Regular updates on parish council events on our website and social media
- Consultation with users of community facilities
- The Council office is open every day (except Wednesday) to residents between 0900-1400.

6.2 All parish councillors live or work within London Colney and have close ties to their constituents and local voluntary groups on a day-to-day basis.

7. Communication

7.1 London Colney Parish Council is committed to improvement community engagement by:

- Continuing all the above activities and services into the future and improvement relationships with community groups, including developing measures to harness the views and opinions of people and groups who are often missed out in community engagement activities e.g., BAME, young people
- Consulting on the use of S106 funds for specific projects i.e., refurbishment of facilities or new play equipment
- Identifying opportunities to work with other local groups as and when the need arises.
- Publicising the positive results that have been achieved through projects to encourage residents to engage in the future.
- Ensuring that appropriate evaluation is carried out following consultation exercises to ensure that lessons learned are carried forwarded and assessment of how successful the consultation was.

- Ensure that community engagement is available in appropriate format for all sectors of the community.

8. Conclusion

- 8.1 The purpose of this policy is to continue the engagement which already happens between the Council and the wider community and improve it. This will enable the Council to better understand the needs and aspirations of residents, and in turn, facilitate appropriate projects to meet those needs and create an enhanced community spirit.

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE MEETING HELD VIRTUALLY ON TUESDAY 14 APRIL 2021, 7.00PM

PRESENT: Councillors H Pakenham (Chair), L Winstone, Mrs Barker (arrived at 7.10).

IN ATTENDANCE: E Payne, Clerk

The meeting was not quorate with only two Members present, therefore the meeting proceeded as a working party, with all decisions to be ratified by Council.

1. APOLOGIES

No apologies were received.

2. DECLARATION OF INTEREST

No declaration of interests were received.

3. MINUTES

The minutes of the meeting held on 9 February 2021 were approved as a true record of the meeting.

4. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA

4.1 Dog Fouling on Parish Council Controlled Land

Members were advised that the Clerk had submitted an evidence base for anti-social behaviour at Napsbury to SADC. She was waiting to hear from SADC about whether they felt there was sufficient evidence to progress the PSPO. The Clerk will report to a future meeting.

4.2 Eco Audits

Members were asked to consider this under item 4.

4.3 Tree Survey

Members were advised that the Clerk had spoken with the insurance company who had advised that provided there was a robust risk assessment in place, along with a regular tree maintenance schedule, they would be satisfied with this approach.

4.4 Flowerbed Sponsorship

Members were advised that the Clerk had not progressed this matter.

5. CLIMATE CHANGE AND BIODIVERSITY ACTION PLAN

Members received a proposed plan to implement actions to reduce the Council's carbon footprint. The report was divided into two areas: 1) what the council could change within their own operations and 2) how the council could work with residents and stakeholders/partners to affect change. What the Council can achieve is sub divided into current working practices; quick wins; planned activities and longer-term projects. Members were advised that the Clerk had attended a meeting with the District Council and that there would be e-learning modules available from SADC on sustainability which would be made available to parish/town councils. Members asked that the plan was incorporated into the Council's strategic plan. Members need to consider that some of these actions might be more expensive in economic terms, to implement. A discussion about air quality was had and the Clerk will enquire who is responsible for this. There are air monitoring

sites which are administered by the District Council. It was **RESOLVED** to recommend to Council that the:

Climate Change and Biodiversity Action Plan is adopted.

1910 Mrs Barker joined the meeting.

6. ALLOTMENTS

Members received a verbal report from the Clerk. The allotment tenancy agreements and rent requests had been sent out. There was currently one-half plot available at Shenley Lane which will be inspected and split into quarter plots. Members would be asked outside of the meeting to arrange a site meeting.

7. DATE OF NEXT MEETING

To be confirmed

The meeting closed at 1930.

Signed Date

DRAFT

LONDON COLNEY PARISH COUNCIL

CLIMATE CHANGE AND BIODIVERSITY ACTION PLAN

INTRODUCTION

London Colney Parish Council has an Environmental Policy Statement which represents a high level, but comprehensive commitment to minimising the environmental impacts of the Council's operations within its own estate. Whilst it cannot explicitly address the impact of environmental changes that originate externally, it makes a clear commitment to identify and management environmental risks and hazards. This document sets out how the Council will identify those risks and undertake relevant mitigation.

The Council should consider the evolving natural environment we are experiencing and prepare for the future by identifying the hazards and considering mitigation for the risk.

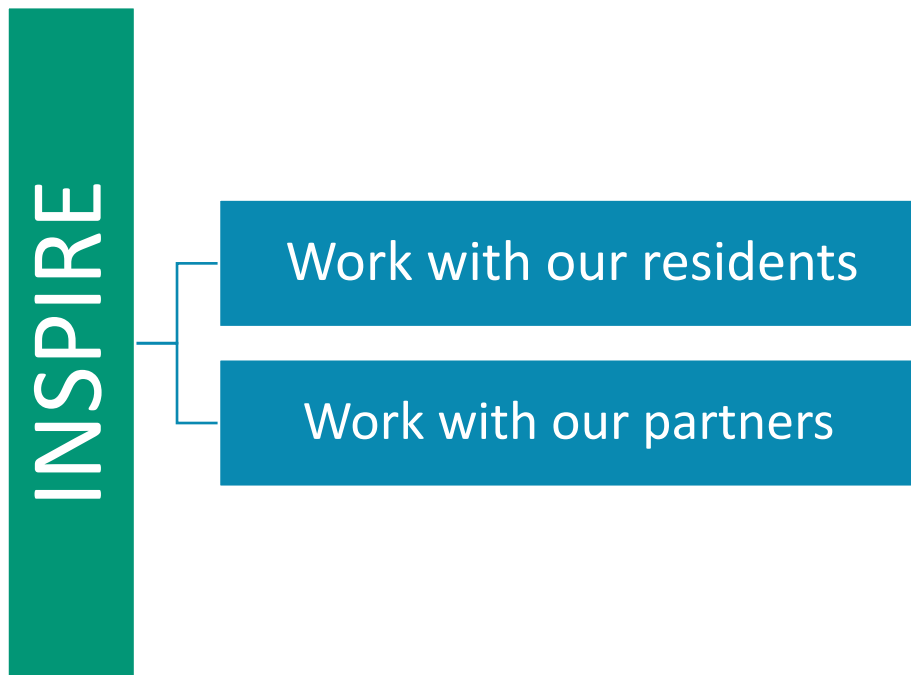
What are the plans objectives?

Our climate change and biodiversity plan will address two areas: how we operate and how we inspire our residents. It needs to distinguish between planned activities that relate to:

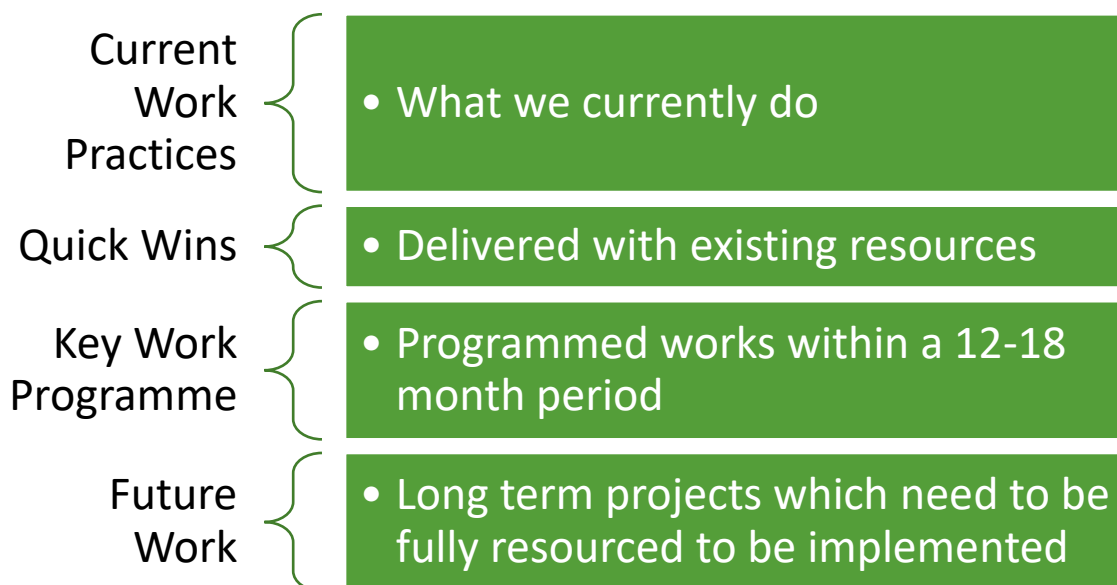
- The Parish Council estate i.e., where the council has full control over the outcomes and
- Community engagement: stakeholder support and lobbying i.e., where the Council can exercise some influence over the outcome but does not have full control.

Making this distinction enables us to manage the expectations of residents with regards to what the Council is empowered to deliver with regards to Climate Action and Environmental sustainability. It also helps provide clarity around how the Council can allocate resources and the extent to which activities are to be community, Member or officer led.





How will we implement this policy?



It is proposed that wherever possible the Council should:

- a) Seek in the first instance to fund activities through existing income streams, i.e., through continuing to make environmentally conscious decisions when updating, maintaining, and renovating property.
- b) Explore grant funding options where there is no existing income stream.
- c) Consider Salix¹ Loans where available and only in proportion to the environmental risk that the planned activity seeks to mitigate.
- d) Consider raising funds from an increase to the precept only where necessary, and only in proportion to the environmental risk that the planned activity seeks to mitigate.

¹ See <https://www.salixfinance.co.uk/loans/parish-councils>

We will consider the following categories to work within:

- Carbon footprint reduction – consider all our actions in line with reducing the Council’s carbon footprint.
- Plastic reduction – ban the use of single use plastics at council events and activities.
- Waste reduction – consider the use of resources considering their end life as waste.
- Biodiversity and trees – this has an important role to play in carbon reduction as well as contributing to health, diverse ecosystems.
- Climate change readiness – how we prepare for a world in which extreme weather events are much more commonplace.

CLIMATE CHANGE AND BIODIVERSITY ACTIVITY PLAN

Current Work practices
Investment – all parish council investments should be invested in low risk, sustainable banks or investment funds
Soap dispensers in toilets are refillable
Refreshments at meetings use reusable crockery etc
Straws are not used at bar unless assistance required with drinking (paper straws)
Staff try, where possible to bring their own lunch to work, reducing single use plastics
Paper used for printing and copying is recyclable
Wastepaper (non-confidential) is reused for note taking
All copies are double sided
Mixed recycling operated in kitchen and offices
Councillors encouraged to receive agendas and reports by email
Wood chippings produced in house are used on parish council sites
All invitations to parish council events are sent by email
Quick Wins
Use glasses instead of plastic cups after using current stocks up
No usage of single use condiments
Actively support small and large planning applications for new renewable energy in the area
Continue to replace all felled trees with native trees that are of the highest possible benefit to wildlife and use the felled wood for habitat piles
Use the Neighbourhood Plan to require new homes to be energy efficient, nature friendly, and located close to public transport and amenities. Neighbourhood Plans identify sites for future housing and should push for these to be zero-carbon and nature friendly.
Instigate Neighbourhood Plan policy to plant two trees for every tree removed due to development
Designate and protect sites within the Neighbourhood Plan as local green spaces, new play spaces (formal and informal) and green infrastructure networks, encouraging local residents into the fresh air, walking or cycling rather than using their cars for local journeys
Goods and services are purchased locally and in bulk, where possible, to reduce mileage and packaging.
All water meters are regularly read and monitored, with action taken immediately to identify reasons when they are high, minimising water loss if there is a leak
All woodchip produced by Ground Staff is used locally for mulch or on allotment
Develop Walsingham Way as a specific habit site including installing additional bird nesting boxes.
Support local litter picking groups with equipment and rubbish disposal
Regular article in newsletter to encourage residents on green activities.

Key Work Programme 12 – 18 months	
Switch to green energy when the council's utilities are due to renewal in 2022 and commit to 3-year minimum contract	October 2022
Undertake a carbon footprint benchmark	June 2021
Grounds staff use electric motor trimmers and leaf blowers which are battery operated	April 2022
Work with HCC to identify verges to be replaced with wildflowers	October 2021
Identify sites within parish council control for wildflower sites	June 2021
Encourage the installation of electric vehicle charging points at District Council sites in the village.	Ongoing
Tenancy agreements sent out and allotment payments made electronically	April 2022
Stop using peat-based compost	April 2021
Future Work	
New heating systems installed in council buildings are chosen to be environmentally friendly	
Replacement of council vehicles with hybrid or electric vehicles. An earmarked reserve will need to be built up for this purpose.	
Energy audit for all parish council buildings to identify reduction in energy waste	
Explore funding opportunities for energy waste reduction measures on all parish council owned buildings	
Installation of public water drinking fountains adjacent to parish council operated buildings	
Reduce pesticide use	

This plan has been drafted using the resources listed below:

<https://local.gov.uk/un-sustainable-development-goals-guide-councils>
<https://policy.friendsoftheearth.uk/reports/20-actions-parish-and-town-councils-can-take-climate-and-nature-emergency>
<https://www.buglife.org.uk/our-work/b-lines/>
<https://www.nalc.gov.uk/our-work/climate-change>
<https://www.nalc.gov.uk/library/our-work/climate-change/3297-climate-change-case-studies/file>
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/218799/tackling-climate-change.pdf
[RTPI | Place-Based Approaches to Climate Change](#)
[Ways to tackle Climate Change \(publishing.service.gov.uk\)](#)
[Adapting to climate change: A guide to local councils \(publishing.service.gov.uk\)](#)
[Why neighbourhood plans should tackle climate change | Centre for Sustainable Energy \(cse.org.uk\)](#)
[Parish, Town and Community Councils | Salix Finance](#)

LONDON COLNEY PARISH COUNCIL

COMMITTEE: COUNCIL

DATE: 5 MAY 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: APPOINTMENTS OF COMMITTEES, WORKING PARTIES AND REPRESENTATIVES TO OUTSIDE BODIES

1. SUMMARY

1.1 Membership of committees, working parties and appointments to outside bodies are decided at the Annual Meeting of the Parish Council.

2. RECOMMENDATION

Members are asked to ratify the membership of committees, working parties and appointments to external bodies, as outlined in the attached appendix.

3. BACKGROUND

3.1 A local authority may arrange for any of its functions to be discharged by a committee, subcommittee or by one of its officers, Local Government Act 1972, S 101(1), (5) and (6).

3.2 The advantages of a committee:

- Can meet more frequently than Council.
- Allows Members to develop specialisms.
- Encourages Members to concentrate on specific issues.
- Spread the potential workload.

3.3 Disadvantages of a committee:

- Gaps or overlaps between Committees.
- Multiple committees can strain officer support resources.
- Temptation to search for business to fill agenda for scheduled meetings.
- Additional pressure of Member's workload

3.4 Some committees are permanent or standing committees, with others being set up for short term projects. Some committees are advisory, they make recommendations to the full council which then makes decision. There are also executive committees where the full council delegates responsibility for certain decision to the committee. The committee then reports its decisions to the full council.

3.5 A working party consists of a small group of Members and invited members of the public, with the remit to consider policies and specific matters. They have a particular role in relation to projects which need to be completed within a time specific period. A working party conducts its business in a less formal format than that of a Committee. It does not have any decision-making powers and can only make recommendations to the body from which it was formed or to such other body at the

parent body decides or to an officer. Non-elected members do not have voting rights. They do not need to be open to the public.

- 3.6 The Council can delegate power and duties to the Clerk to ensure the smooth running of the council. The Clerk is delegated to undertake anything pursuant to the delegated power or duty, which would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty. The level of delegation in relation to financial expenditure are approved by the Council on an annual basis. Emergency expenditure above these levels must be reported to the Council at the first opportunity and the level for this is set out in the Council's Financial Regulations.
- 3.7 A scheme of delegation is being considered at this meeting as a recommendation from the staff review.
- 3.8 Provided that the authorisation is not prohibited by statute, the Clerk can authorise an officer to exercise that power or duty.

4. FINANCE

- 4.1 There are no financial implications.

5. IMPACT ASSESSMENT

Strategic Plan	Ensure good governance
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Committee meetings are clerked by the Clerk, working parties are not.
Risk Management	N/A

LONDON COLNEY PARISH COUNCIL

COMMITTEE & WORKING PARTY MEMBERSHIP 2021-22

Chairman of the Council

Vice Chairman of the Council

Committee & Working Party Membership

Finance & General Purposes Committee

Cllr Dreda Gordon
Cllr Helen Pakenham
Cllr Malcolm MacMillan
Cllr Tony Lillico

Human Resources Committee

Cllr Helen Pakenham
Cllr Norman Mahony
Cllr Malcom MacMillan
Cllr Liz Winstone

Environment & Neighbourhood Committee

Cllr Helen Pakenham
Cllr Mohammed Mortuza
Cllr Norman Mahony
Cllr Liz Winstone
Two co-opted members

Events & Community Committee

Cllr Malcolm MacMillan
Cllr Helen Pakenham
Cllr Katherine Gardner
Cllr Liz Winstone
Cllr Stephen Pearl

Planning Committee

All Councillors

Neighbourhood Plan Committee

Cllr Helen Pakenham
Cllr Dreda Gordon
Cllr Tony Lillico

Complaints Committee

Chairman of All Committees

Lowbell Lake Working Party

Cllr Helen Pakenham
Cllr Liz Winstone
Barnet & District Angling Club

Rights of Way Working Party

Cllr Tony Lillico
Cllr Liz Winstone
Members of Public

Representatives on Outside Bodies

The Base

Cllr Dreda Gordon

St Albans District Association
of Local Councils

Cllr Helen Pakenham

La Farge/Tarmac Liaison Group

Cllr Norman Mahony
Cllr Dreda Gordon

LONDON COLNEY PARISH COUNCIL

COMMITTEE: COUNCIL
DATE: 5 MAY 2021
REPORT BY: EMMA PAYNE, CLERK
SUBJECT: SCHEME OF DELEGATION

1. SUMMARY

- 1.1 A local authority may arrange for its functions to be discharged by a Committee, sub committee or one of its officers (Local Government Act 1972, S101(1), (5) and (6)).
- 1.2 A scheme of delegation was a recommendation from the Staff Review.

2. RECOMMENDATION

Members are asked to resolve to adopt the scheme of delegation attached.

3. BACKGROUND

- 3.1 The staff review stated:

A fundamental weakness of the Council is the lack of adherence to correct roles within the organisation, resulting in decisions not being taken at the most efficient and effective level. Decisions that are operational and should be made immediately to improve the effectiveness of the Council are instead often delayed being dealt with by various committees...

Recommendation 19: A robust scheme of delegation specifying the executive powers of the various committees as well as the officers should be developed and adopted.

- 3.2 The Scheme of Delegation would sit alongside the Council's standing orders and financial regulations and will be reviewed on a regular basis to ensure that they are working effectively.

4. FINANCE

There are no financial implications.

5. IMPACT ASSESSMENT

Strategic Plan	Supports the good governance of the Council
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Enables the efficient running of the Council
Risk Management	Part of the internal control of the Council



LONDON COLNEY PARISH COUNCIL

SCHEME OF DELEGATION TO COMMITTEES AND OFFICERS

The Council's scheme of delegation is an essential policy to enable the Council to function efficiently and effectively. Without this every decision would have to be taken by the Full Council. Decision making powers are given to both Committees and officers to enable the Council to react to circumstances and operate effectively. Section 101 of the Local Government Act 1972 provides:

- That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
- A Committee may delegate its powers to an officer.
- The delegating body may exercise powers that have been delegated.

Powers cannot be legally delegated to individual Councillors or Working Parties (unless agreed in advance). Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Council with its findings which may include recommendations.

1. COUNCIL FUNCTIONS

The following matters are to be dealt with by the Full Council:

- Approval of Budget and setting the Precept.
- Approval of the Annual Return and Audit of Accounts.
- Authorisation of borrowing.
- Adopting all policies including Standing Orders, Financial Regulations, and the Scheme of Delegation (which will be devised by relevant committees).
- Making of Orders under any statutory powers.
- Making, amending, or revoking By-laws.
- Appointment of Standing Committees.
- Appointing Council representatives to outside bodies.

All other matters which must, by law, be reserved to the Full Council.

2. COMMITTEE MEETINGS

2.1 Chairing meetings

- a) Every Committee shall at its first meeting following the Annual Council Meeting, before conducting any business, elect a Chairman for the year. A Committee may elect a Deputy Chairman.
- b) The Chairman of the Committee, or in her/his absence the Deputy Chairman, will chair meetings of the Committee. In their absence, the Committee shall select a Councillor to chair the meeting.

2.2 Quorum

- a) No business shall be dealt with unless at least 3 Councillors are present.
- b) If there is no quorum the meeting can continue as a working party with all decisions to be ratified by Council.

2.3 Holding meetings

- a) The ordinary meetings of a Committee shall be held at a place, date and time fixed by the Annual Council meeting.
- b) Special meetings of a Committee may be called by the Clerk in consultation with the Committee Chairman.

2.4 Attendance by Other Councillors

- a) Any Councillor who is not a member of a Committee may attend any meeting of that Committee.
- b) The Chairman may permit any such Councillor to speak, but shall note vote (standing order 32).

3. COMMITTEES AND DELEGATIONS

3.1 Appointment of Committees

- a) The Council will, at the Annual Council meeting appoint such Committees, sub-Committees, working parties and forums as are deemed necessary to effectively discharge the Council's business.
- b) The Council may, at any other time, appoint Committees, Sub Committees, Working Parties and Forums as are deemed necessary.
- c) The Committees and Sub Committees currently appointed shall consist of the number of Councillors set out below or as determined by the Council and they shall have the roles and functions set out below or as determined at the time of appointment.
- d) Where the Chairman is not a Councillor of a Committee in his or her own right, they shall be an ex-officio Councillor and shall be entitled to speak and put forward motions and vote.
- e) The Local Government and Housing Act 1989 requires that District/Borough Councils allocate seats on Committees to Political Groups in accordance with the size of each group on the Council as a whole and in accordance with the following principles. London Colney Parish Council recognises these principles as best practice and therefore to be observed as far as is reasonably practicable.
 - (i) That not all seats on the same committee are allocated to the same political group.

- (ii) That the majority of seats on a committee are allocated to a particular political group if the number of persons belonging to that group is a majority of the Council's membership.
 - (iii) That, subject to (i) and (ii) above, the number of seats of committees allocated to each political group bears the same proportion of the total of all the seats on committees, i.e., the sum total of all seats on all committees and sub committees.
 - (iv) That, subject to (i), (ii), and (iii) above, the number of seats on a committee allocated to each political group bears the same proportion to the number of all seats on that committee.
- f) For the purposes of political balance, a group is required to have at least two members and to have been formally constituted as a Political Group by notifying the Clerk of that fact and of its name and the identity of its Leader. A person joins a particular political group by sending a notice signed by him/her and the leader of the group and to the Clerk.
 - g) Whenever the Council is required to review the allocation of seats on committees between political groups, or the Council resolves to carry out such a review, the Clerk shall submit a report to the Council showing what allocation of seats would, in his/her opinion, best meet the requirements of Section 15(4) of the Local Government and Housing Act 1989 and in the light of such a report, the Council shall determine the allocation of seats to political groups.
 - h) Once the allocation of seats has been decided upon, there is a duty on the Council to give effect to the allocation by making appointments thereto in accordance with the wishes of the political groups. The wishes of a properly constituted political group are taken to be those expressed to the Clerk in writing by the Leader of the Group.

4. DELEGATION TO COMMITTEES

- a) The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. Committees are delegated plenary decision-making powers in respect of matters delegated. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.
- b) The Council may at any time, following resolution, revoke any delegated authority.
- c) Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision, it makes a recommendation to Council.

4.1 All Committees

All committees have the power to:

- Create and appoint to Working Groups.
- Appoint of non-Councillor members to Working Groups where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of Councillors.

4.2 Finance & General Purposes Committee

- a) Four Parish Council Members of the Finance & General Purposes Committee are established at the Annual Meeting of the Parish Council (as per Standing Orders)
- b) The Chairman and Vice Chairman of the Council are ex-officio members of all committees and have voting rights as per Standing Orders.
- c) Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members then the meeting will continue as a working party, with all recommendations to be ratified by Council.
- d) A minimum of five meetings in each full municipal year.

The Committee shall undertake the following roles and functions:

- To recommend to the Council an annual budget and precept.
- To regularly monitor income and expenditure and to make any recommendations to the Council.
- Consideration of annual budget request of all standing Committees for recommendation to Council.
- To vire expenditure and carry overs within its own budget.
- Review fees and charges for use of Parish facilities such as the hire of buildings and sport fees and recommend any amendments for ratification by Council.
- The periodic biennial review of Internal Audit arrangements and monitoring reports.
- Approval and award of grants and donations.
- Considering and agreeing action to all Internal Audit reports.
- Approval of Risk management strategy.
- Electoral matters.
- Checking annual review of salaries is in order.
- Write off debts up to £1,000 (subject to requirements of Bad Debt Policy).
- To keep under annual review the Council's standing orders, financial regulations, strategic plan, business continuity plan, policies, protocols, and other governing documents.
- To determine all the resource requirements of the Council and make recommendations to the Council. Resources include financial, land, property, employees, and contractors.
- To manage matters relating to premises, leases, and licences.
- To incur and authorise expenditure not otherwise delegated to another Committee or employee and to oversee expenditure under S106 where relevant.
- To make recommendations to the Council on the formulation of any policy or strategy in relation to the discharge of its role and function.
- To carry out any function not otherwise delegated to another Committee or employee.
- The setting up and monitoring of control systems for the oversight of Council expenditure.
- To receive recommendations regarding the devolution of land or services to agree financial implications prior to referring to Council for approval.
- To consider the acquisition of property, maintenance of property assets, management and disposal
- To review all legal agreements entered into by the Council
- To maintain a financial register of assets and property belonging to the Council and monitor disposal in accordance with the Council's Asset Management Policy
- The acquisition of office equipment and assets as required enabling the staff to carry out their duties.
- To exercise control over the insurance of its property and liabilities.

- To review any consultation documents as appropriate to the committee.
- The formulation of new Council policies relating to the governance of the Council and the review of any existing policies to be ratified by Council

4.3 Events & Community Committee

- a) Five Parish Council Members of the Events and Community Committee are established at the Annual Meeting of the Parish Council (as per Standing Orders).
- b) Up to two Co-opted members of the public may join during year if authorised by Parish Council. These persons do not have a right to vote or to move or second a motion.
- c) The Chairman and Vice Chairman of the Council are ex-officio members of all committees and have voting rights as per Standing Orders.
- d) Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members then the meeting will continue as a working party, with all recommendations to be ratified by Council.
- e) A minimum of five meetings in each full municipal year.

The Committee shall undertake the following roles and functions:

- The implementation and management events that are promoted by the Parish Council and its partners within the Parish of London Colney
- Consider applications from other organisations for events held on parish council property.
- To formulate a budget request for revenue expenditure/capital for the next financial year, including the charges for events
- The Committee has delegated powers to spend within budget, other requests will be forwarded to the Finance & General Purposes Committee.
- The Committee will oversee the implementation of the Christmas Lights contract
- To provide oversight of the Council's online presence (website and social media)
- To oversee the editing and publication of the parish newsletter.
- To oversee the implementation of the Communications Strategy and Community Engagement Policy for the council's engagement with residents and outside organisations
- To consider consultation documents as appropriate to the committee.
- To vire expenditure within its own budget and to recommend to the Finance, Policy & Administration Committee such other virements and carry overs as the Committee considers appropriate.

4.4 Environment & Neighbourhood Committee

- a) Four Parish Council Members of the Environment and Neighbourhood Committee are established at the Annual Meeting of the Parish Council (as per Standing Orders).
- b) Up to two Co-opted members of the public may join during year if authorised by Parish Council. These persons do not have the right to vote or to move or second a motion on matters relating to the management of land.
- c) The Chairman and Vice Chairman of the Council are ex-officio members of all committees and have voting rights as per Standing Orders.
- d) Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members then the meeting will continue as a working party, with all recommendations to be ratified by Council.
- e) A minimum of five meetings in each full municipal year.

The Committee shall undertake the following roles and functions:

- Management of the parish council's land assets including sports and leisure facilities.
- To maintain the War Memorial.
- To oversee the maintenance of the Millennium Clock.
- To consider matters relating to footpaths and consult with partners and stakeholders.
- A transfer of relevant environmental projects from Council or other committees
- Management of the Council's allotment sites including the review of allotment rents
- Consideration of local impact on any environmental issues proposed by the statutory agencies or commercial organisations.
- The bi-annual review of the village flood strategy
- The management and refurbishment of all play areas including the use of S106 funding for improvements (to be approved by F&GP)
- The formulation of new Council policies relating to the environment and the review of any existing policies to be ratified by Council.
- The Committee is authorised to establish time expired sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
- Consultation documents as appropriate to the committee.
- To vire expenditure within its own budget and to recommend to the Finance, Policy & Administration Committee such other virements and carry overs as the Committee considers appropriate.

4.5 Human Resources Committee

- a) Four Parish Council Members of the Human Resources Committee are established at the Annual Meeting of the Parish Council including the Chair (as per Standing Orders)
- b) Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members then the meeting will continue as a working party, with all recommendations to be ratified by Council.
- c) A minimum of five meetings in each full municipal year

The Committee shall undertake the following role and functions:

- To consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service
- To be responsible for the preparation and submission of budget proposals in respect of salaries and employees' training to Finance & General Purposes Committee no later than 30 November each year.
- To determine the training and development policy of the Council.
- To consider and determine matters relating to salaries and conditions of service, and health and safety and employment policies relating to all employees of the Council, with reference to the Service of the National Joint Council for Local Authorities NJC policies and to determine Council policy as to those discretionary provisions contained in the scheme.
- To regularly review employment policies/procedures including the staff handbook.
- To monitor the internal operation of the Equal and Diversity Policy.
- To monitor the operation of the Health and Safety Policy and receive an annual report on its operation within the organisation.
- To oversee an employee's formal grievance(s) in line with the council's grievance procedures
- To review and the performance management framework for employees.

- To monitor absence management including long term sick leave
- To ensure that confidentiality is maintained over all staffing matters under the Data Protection Act 1998 and the Code of Conduct by all members of the council.
- To provide two Members to constitute, along with the appropriate senior Officer, the Interview Board for all applicants for Council employment unless delegated to the Clerk and a Senior Officer.
- To grant the Interview Board the authority to make offers of employment except for the role of Proper Officer whose appointment shall be referred to Full Council. On making an offer of employment the Interview Board shall offer no more than the base salary agreed for the job plus 10% without reference to Full Council.
- Consultation Documents as appropriate to the committee.
- In line with the Council's strategic plan, to recommend to the Finance & General Purposes Committee, any changes in the Council's establishment resulting from a management review of the structure.
- To consider and make recommendations to Council on the appointment of the Clerk and on any matter relating to the conditions of employment and role of the Clerk.
- To determine the Council's policy in relation to discretionary items of the Local Government Pension Scheme.

4.6 Planning Committee

- a) All members of the parish council are Members of the Planning Committee
- b) Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members, then the meeting will be re-arranged.
- c) Meetings are called as and when required to consider planning applications that are received by the parish council that meet the Council's criteria.

The Committee shall undertake the following roles and functions:

- Make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council.
- Make representations in respect of appeals against the refusal of planning permission.
- Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- Monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- Consider the local impact of strategic planning matters proposed by District or County Councils
- Deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee.
- Review the Council's criteria for considering Planning Applications at a Committee meeting.

4.7 Neighbourhood Plan Committee

- a) Four Parish Council Members of the Neighbourhood Plan Committee are established at the Annual Meeting of the Parish Council (as per Standing Orders);
- b) Up to two co-opted members of the public may join during year if authorised by Parish Council. These persons do not have a right to vote or to move or second a motion.
- c) The Chairman and Vice Chairman of the Council are ex-officio members of all committees and have voting rights as per Standing Orders;
- d) Three members shall constitute a quorum for meetings. If there are insufficient numbers

of elected Members then the meeting will continue as a working party, with all recommendations to be ratified by Council.

- e) Meetings are held bi-monthly (except August).

The Committee shall undertake the following roles and functions:

- Consider all matters that relate to the development of the Neighbourhood Plan for London Colney.
- Receive all minutes from the Neighbourhood Plan Steering Group
- Appoint two members of the Neighbourhood Plan Committee to sit on the Steering Group and one of these members to act as the Chair of the Steering Group
- Have delegated powers to administer the budget in relation to the Neighbourhood Plan.
- Authorise grant applications for funding to support the development of the Neighbourhood Plan.

4.8 Complaints Committee

- a) Four Parish Council Members of the Complaints Committee are established at the Annual Meeting of the Parish Council including the Chair (as per Standing Orders)
- b) Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members, then the meeting will be re-arranged.
- c) Meetings are called as and when required to consider formal complaints made against the Council which have not been resolved by the Council's complaints procedure.

The Committee shall undertake the following roles and functions:

- To consider formal complaints against the Council that have not been resolved to the satisfaction of the complainant through the Council's complaint policy and to report any decision to Council.

5. DELEGATION TO OFFICERS

- a) The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.
- b) The Council may at any time, following resolution, revoke any delegated authority.
- c) Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to make a decision, they report the matter to Committee or the Council for a decision.

5.1 Clerk & Responsible Financial Officer

The Parish Clerk shall be the Proper Officer of the Council as defined in law.

In addition:

- Issue all statutory notifications.
- Receive Declarations of Acceptance of Office.
- Receive and record notices disclosing pecuniary interests.
- Receive and retain documents and plans.
- Hold the Council's Seal and apply it to documents as approved.
- Sign notices or other documents on behalf of the Council.

- Receive copies of By-laws made by principal authority.
- Certify copies of By-laws made by the Council.
- Sign summons to attend meetings.
- Ensure compliance with Standing Orders.
- Manage all staff, either directly or indirectly.
- Manage the provision of Council services, buildings, land, and resources.
- Incur expenditure in an emergency up to £2,000 whether budgeted or not.
- Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.
- Deal with dispensation requests from Members under the Code of Conduct.
- Deal with matters specifically delegated by Council or Committee.
- Take all decisions relating to the training of staff and Councillors (the latter in conjunction with the Chairman of the Council).
- Appoint all employees in accordance with the Council's staff structure.
- Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.
- Appoint casual / temporary members of staff as needed to meet the business needs of the Council and within existing budgets.
- Authorise additional hours of work for existing staff on a temporary basis to support the business needs of The Council.
- Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy.
- Responsible for the overall management of all budgets in accordance with Council policies.
- Authorised to issue press releases on any Council activity exercised in accordance with Council policy.
- Overall responsibility for Health & Safety across all Council owned sites.
- Ensure Compliance with Financial Regulations and procedures.
- Determine accounting policies, records and control systems. Report to External Auditor matters under Local Government Finance Act 1988 s114.
- Manage risk management of the Council.

5.2 Grounds Maintenance Manager

- Day to day management of land, buildings, and other resources.
- Project development for consideration by relevant Committee.
- Management of maintenance contracts.
- Day to day management of all employees within grounds maintenance and facilities management.
- Matters specifically delegated by Council or Committee.
- Developing income generating activities.
- Responsible for the management of the Grounds Maintenance budget in accordance with Council Policy.

5.3 Community & Events Officer

- Day to day management of community events and activities organised by the Council.
- Project development for consideration by relevant committee
- Day to day management of Admin Officer *and Apprentice*
- Matters specifically delegated by Council or committee.
- Developing income generating activities.

- Responsible for the Events Budget in accordance with Council policy

5.4 Finance Officer

- Proper administration of the Council's financial affairs.
- Arrange and manage the Council's insurance arrangements.
- Management of Council salaries in accordance with contracts of employment.
- Matters specifically delegated by Council or Committee.
- Ensure compliance with Financial Regulations.
- Ensure compliance with all financial procedures.

DRAFT

LONDON COLNEY PARISH COUNCIL

COMMITTEE: COUNCIL

DATE: 5 MAY 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: CODE OF CONDUCT

1. SUMMARY

- 1.1 The purpose of a Code of Conduct is to assist Councillors in modelling behaviour appropriate to public life, to provide a personal check and balance and to set out the type of conduct against which appropriate action may be taken.

2. RECOMMENDATION

Members are asked to resolve to adopt the Code of Conduct.

3. BACKGROUND

- 3.1 The first Code of Conduct was introduced by the Standards Board for England which was abandoned after the Board was formally abolished in 2012.

- 3.2 The current Code was adopted following the Localism Act 2011 and included the Nolan Principles of behaviour in public office.

- Selfishness
- Integrity
- Objectivity
- Openness
- Honesty
- Leadership

- 3.3 A review of by the Committee of Standards in Public Life (January 2019) determined that a model code should be established to enable Councillors to be held accountable for the most serious or repeated breaches and support officers to address behaviour, including parish councils.

- 3.4 A model Code has now been devised by the Local Government Association, in associations with key partners and after consultation. It includes dealing with social media and bullying and harassment, which were not included in the original code.

- 3.5 Councils are required to adopt a Code of Conductⁱ, setting out the rules governing the conduct of Members. All elected and co-opted members are required to abide by this adopted code. Each Councillor must undertake in writing to abide by the council's adopted code. The Code seeks to ensure that all Members observe the highest standards of conduct in their civil role. Complaints received in relation to breaches of the Code of Conduct are dealt with by the Principal authority.

- 3.6 Within 28 days after becoming elected, a Councillor must notify the monitoring officer of any disclosable pecuniary interest which he has at the time of the notification

which includes any spouse or civil partnerⁱⁱ At a meeting of the council, committee or subcommittee, Members must disclose any disclosable interest of which he is awareⁱⁱⁱ A council may grant a dispensation to the Member if the business of the meeting would be impeded, which must be for a specified period not exceeding 4 years^{iv}. It is an offence for a councillor to participate, without a dispensation, on a matter in which he holds a disclosable pecuniary interest.^v

- 3.7 A mechanism to grant dispensations will be investigated and considered by the Finance & General Purposes Committee.
- 3.8 Failure to attend training organised to support this Code of Conduct will be viewed as a breach of the code and may be liable to sanctions. SADC, as the principal authority responsible for the monitoring of the Code, will be arranging training for all District and Parish/Town Councils.

4. FINANCE

There are no financial implications.

5. IMPACT ASSESSMENT

Strategic Plan	Supports good governance
Equalities	Ensures adherence to Equality Act.
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	Part of the Council's internal control documentation

ⁱ Localism Act 2011, s27

ⁱⁱ Localism Act 2011, s30(1)

ⁱⁱⁱ Localism Act 2011, s31

^{iv} Localism Act 2011, s33

^v Localism Act 2011, s34



LONDON COLNEY PARISH COUNCIL

Councillor Code of Conduct

Joint statement

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

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

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

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

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. 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 sub-committee 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, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

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 LGA 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.

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

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

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

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

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

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

Standards of councillor conduct

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

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

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

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 because 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/its 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. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 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.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

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

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

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

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

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

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

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

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

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

10.0 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 your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

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

Integrity

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

Objectivity

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

Accountability

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

Openness

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

Honesty

Holders of public office should be truthful.

Leadership

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

Appendix B - Registering interests

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

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

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

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a

person connected with the councillor, being subject to violence or intimidation.

3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

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

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in **Table 1**) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which affects –
 - a) your own financial interest or well-being;
 - b) a financial interest or well-being of a relative, close associate; or
 - c) a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

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

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

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

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

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

Table 1: Disclosable Pecuniary Interests

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

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

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

Table 2: Other Registrable Interests

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

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

Appendix C – the Committee on Standards in Public Life

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

The recommendations cover:

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

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

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

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

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

Best practice 4: An authority's code should be readily accessible to both councillors and

the public, in a prominent position on a council's website and available in council premises.

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

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

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

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority decides on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

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

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

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

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

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

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

LONDON COLNEY PARISH COUNCIL

COMMITTEE: COUNCIL

DATE: 5 MAY 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: GENERAL POWER OF COMPETENCE

1. SUMMARY

Following the Clerk's achieving the Certificate in Local Council Administration, London Colney Parish Council can now adopt to use the General Power of Competence, as outlined in this report.

2. RECOMMENDATION

Members are asked to resolve to adopt the following:

The Parish Council hereby confirms we meet the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. We further resolve to adopt a General Power of Competence.

3. BACKGROUND

3.1 The General Power of Competence (GPC) is provided by the Localism Act 2011, s1 which says that an eligible authority has power to do anything that individuals may do, but not act illegally.

- The Council must resolve at a full council meeting, and thereafter at every 'relevant' annual meetingⁱ
- The number of members declared to be elected is equal or greater than 2/3rd of the total number of membersⁱⁱ
- The Clerk must be qualifiedⁱⁱⁱ
- GPC cannot be used to circumvent an existing restriction in an existing power.
- Councils must comply with relevant legislation.
- If another authority has a statutory duty to provide a service, it remains their duty to provide it.
- Existing controls remain in place for regulating governance.

4. FINANCE

There are no financial implications.

5. IMPACT ASSESSMENT

Strategic Plan	Supports strategic plan application for Local Council Award Scheme.
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A

Financial	N/A
Resources (including workforce)	N/A
Risk Management	Indicates good governance and internal controls

ⁱ Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 Article 2, S1 The annual meeting that takes place in the year of ordinary elections

ⁱⁱ Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 Article 2, S2(a) Elected at by-election (contested or otherwise) and not co-opted.

ⁱⁱⁱ Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 Article 2 S2(b) Must hold one of the following: Certification in Local Council Administration, Certificate of Higher Education in Local Policy, the Certificate in Higher Education in Local Council Administration, the first level of the foundation degree in Community Engagement and Governance

LONDON COLNEY PARISH COUNCIL

COMMITTEE: COUNCIL

DATE: 5 MAY 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: REVIEW OF POLICIES AND GOVERNANCE DOCUMENTS

1. SUMMARY

- 1.1 Standing orders item 14 (i) requires that the policies and governance documents of the Council be reviewed at the Annual Meeting of the Parish Council. This includes standing orders, financial regulations, and all policies.
- 1.2 This is a time consuming and complex project, and it is recommended that this task is delegated to the relevant committee, with any reviewed documents being recommended for adoption at a future meeting.

2. RECOMMENDATION

Members are asked to resolve to delegate the review of the policies and governance documents to the relevant committees.

3. BACKGROUND

- 3.1 A list of all policies formulated and adopted by the Parish Council is attached with the committee responsible for review; the date the policy was adopted; date the committee reviewed the policy (if applicable) and the next date for review.

4. FINANCE

There are no financial implications.

5. IMPACT ASSESSMENT

Strategic Plan	Supports good governance of council
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Review of policies over a year spreads the workload for officers.
Risk Management	Ensures up to date policies are held.

LONDON COLNEY PARISH COUNCIL	POLICY & PROCEDURE INDEX
---	-------------------------------------

Name of Policy	Committee Responsible for Review	Date Adopted	Date Committee Reviewed Policy	Next Date for Review
Asset Management Policy	F&GP	Jul-21	Jul-21	Jul-23
CCTV Code of Practice March 2018	F&GP	09/03/2018	01/10/2020	Oct-22
Communications & Marketing Strategy	E&C	05/05/2021	30/03/2021	Mar-23
Community Engagement	E&C	05/05/2021	30/03/2021	Mar-23
Complaints Procedure	F&GP	Jun-18	01/10/2020	Oct-22
Dignity at work/bullying and harassment policy	HR	Mar-19	N/A	Mar-21
Document Retention & Disposal Policy	F&GP	Jul-18	01/10/2020	Oct-22
Environment Policy	E&N	Feb-21	N/A	Feb-23
Equality & Diversity Policy	HR	May-19	01/10/2020	Oct-22
Financial Delegation of Authority	F&GP	Jun-18	01/10/2020	Oct-22
Health and Safety Policy	HR	Sep-20	N/A	Sep-22
Information & Data Protection Policy	F&GP	Jun-18	01/10/2020	Oct-22

Investment Policy	F&GP	Jun-20	N/A	Jun-21
Marking the Death of a Senior National Figure - CONFIDENTIAL	Council	Jan-20	08/01/2020	Jan-21
Memorial Policy	E&N	Jan-18	01/09/2020	Sep-22
Removable Media Data Policy	F&GP	Jun-18	01/10/2020	Oct-22
Reserves Policy	F&GP	Mar-19	01/10/2020	Jun-21
Safeguarding Policy	F&GP	Jun-18	01/10/2020	Oct-22
Social Media & Electronic Community Policy	F&GP	Jun-18	01/10/2020	Oct-22
Training & Development	HR	Mar-19	09/03/2021	Mar-23
Tree Policy	E&N	Nov-17	10/11/2020	Nov-23
Unreasonable Complainant Behaviour Policy	HR	Mar-19	09/03/2021	Mar-23
Virtual Meetings Policy	F&GP	Jun-20	N/A	Jun-21
Volunteers Policy	E&C	May-19	N/A	May-21

OTHER GOVERNANCE DOCUMENTS

Name of Governance Document	Committee Responsible for Review	Date Adopted	Date Committee Reviewed Policy	Next Date for Review
Business Continuity Plan	F&GP	Apr-21	N/A	Apr-23
Climate Change & Biodiversity Plan	E&N	May-21	N/A	May-22
Financial Regulations	F&GP	Jun-05	Oct-19	Oct-21
Flood Plan	E&N	Jan-14	N/A	Sep-21
Risk Management Strategy	F&GP	Mar-21	N/A	Mar-22
Scheme of Delegation	F&GP	May-21	N/A	May-22
Scheme of Publication	F&GP	Jan-18	01/03/2021	Mar-23
Standing Orders	F&GP	Jan-05	Nov-19	Nov-21

STAFF HANDBOOK

Reviewed September 2020

Disciplinary Policy	
Grievance Policy	
Equality & Diversity Policy	See above
Dignity At Work/Bullying & Harrassment Policy	See above
Equal Pay Policy	
Stress Policy	
Relationships at Work	
Maternity Policy	
Paternity Leave Policy	
Adoption Leave Policy	
Time off for Dependents Policy	
Flexible Working Policy	
Health & Safety at Work Policy Statement	
Alcohol and Drug Abuse Policy	
Bereavement Policy	
Parental Bereavement Leave Policy	
Vehicle Poicy & Use of Mobile Phones Policy	
Whistleblowing Policy	
HIV/AIDS Policy	
Employment of Close Relatives & Partners Policy	
Code of Conduct - Staff	
Anti Bribery Policy	
Cash Handling Policy	
Poilce of Exercise of Employer Discretions (LGPS)	
Fuel Car Policy	
Lone Working Policy	
Working from Home Policy	

LONDON COLNEY PARISH COUNCIL

COMMITTEE: COUNCIL

DATE: 5 MAY 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: CALENDAR OF MEETINGS 2021/22

1. SUMMARY

- 1.1 It is a requirement of standing orders that the Council determines the time and place of ordinary meetings of the Council up to and including the next annual council meeting. (Item 14, i) xx))
- 1.2 Publishing a calendar of meetings enables residents to engage with the parish council; allows Members and officers to organise their diaries; and is a requirement of the Local Council Award Scheme (which the parish council will be applying for in 2022).
- 1.3 The decision of the High Court regarding virtual meetings has been factored into the calendar of meetings, following the decision at the Council meeting to not hold face to face meetings from 7 May to 30 June, with the Clerk having delegated powers, in consultation with the Chair/Vice Chair.

2. RECOMMENDATION

Members are asked to resolve to adopt the calendar of meetings as attached.

3. BACKGROUND

- 3.1 The staff review recommended that the Council met too frequently. Part of this was due to a lack of a scheme of delegation, which will be addressed at this meeting.
- 3.2 The calendar of meetings has been compiled to avoid Mondays (SADC Plans South) and SADC Full Council meetings on Wednesdays. The dates of SADC Council meetings have been verified by SADC.
- 3.3 Council meetings have been scheduled for Wednesday evenings (every two months). Environment & Neighbourhood Committee and Events & Community Committees meet on Tuesday evenings, with Neighbourhood Plan meetings and Finance & General Purposes on Thursdays.
- 3.4 There was a recommendation from the Staff Review to merge the Events and Environment Committees, but the Clerk would not recommend this proposal. The two committees have very distinct areas of responsibility and it would make a very long committee meeting if these were merged.
- 3.5 Key milestones e.g., precept setting, annual return, and statutory meetings (annual parish meeting) have been factored into the calendar.
- 3.6 The annual parish meeting, should be a separate meeting (in best practice) and held on a different night from other Council meetings. This meeting must be scheduled

between 1 March and 1 June (inclusive) ⁱ. A separate annual parish meeting has been scheduled for Wednesday 9 March 2022. It is proposed that this is a standalone meeting, with a guest speaker on a topic of interest to the parish, refreshments will be provided for residents attending, and there will be information boards showing displays of pictures for activities and projects undertaken during the year.

4. IMPACT ASSESSMENT

Strategic Plan	Supports application for Local Council Award Scheme
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Enables staff to monitor their workload.
Risk Management	Strategic milestones and statutory deadlines are considered when setting the calendar of meetings.

ⁱ LGA 1972, Sch 12, para 14(1) and (3).



London Colney Parish Council Meetings Schedule 2021-22 V1

	2021								2022				
	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Parish Council	5	30			1		3		19		2		11
Finance Committee			1	31			18	9	13*		10		
Events & Community Committee		22			21		9		11		8		
Environment & Neighbourhood Committee		29			28		2		18		15		
Human Resources		22			28		2		18		15		
Neighbourhood Plan			8		23		11		13		10		

Please check the website www.londoncolney-pc.gov.uk for full details on locations and timings for Committee meetings. Members of the press and public are welcome to attend.

Notes

- Annual Parish Meeting – Wednesday 9 March 2022
- Council meetings start at 7pm and are held at the Caledon Community Centre.
- Other committee meetings venues and timings vary. Please check our website for location and timings.
- Local Elections – Thursday 5 May 2022

Co-op Bank Account Payments April 2020

Date	Payee	Transaction Description	Amount £	Reference
01/04/2021	FACEBOOK	D/Card	5.00	5 DAY ADVERT
01/04/2021	TV LICENCE	DD	13.37	TV LICENCE
06/04/2021	SE GAS LIMITED	DD	268.30	NAPSBURY PAV GAS 170220-150321
06/04/2021	HOLLIE FINDELL	BP	17.74	GNS M Swan
06/04/2021	HOLLIE FINDELL	BP	20.65	GNS J Murphy
07/04/2021	SLCC ENTERPRISES	D/Card	90.00	CODE OF CONDUCT TRAINING 07/06/21 x 2
07/04/2021	AUDITING SOLUTIONS	BP	534.00	INTERIM INTERNAL AUDIT 2020-2021
08/04/2021	EVENTBRITE TRAINING	D/Card	38.93	PLANNING & POWER
08/04/2021	MISS MN SHARMA	BP	25.00	ARTWORK RE LCN FOR M WALSH
08/04/2021	MISS MN SHARMA	BP	25.00	ARTWORK RE LCN FOR APP SECURITY
08/04/2021	MISS MN SHARMA	BP	25.00	ARTWORK RE LCN FOR ST ALBANS BUILDERS
13/04/2021	ARIEN DESIGNS LTD	BP	330.00	PARK SIGN/CLIPS/DELIVERY
14/04/2021	ALLSTAR	DD	15.56	VEHICLE FUEL
14/04/2021	HERTS COUNTY COUNCIL	BP	51.38	LAMINATING POUCHES/COPIER PAPER
14/04/2021	SPALDINGS LTD	BP	177.48	HAYTER T424 REPAIRS
14/04/2021	TROY HAYES PLANNING	BP	1,200.00	ONGOING LIAISON RE HOUSING NEED ASSESSMENT
14/04/2021	MALCOLM MACMILLAN	BP	6.50	REFUND RE 2020 ST PATRICKS
15/04/2021	HERTS COM	DD	618.00	MONTHLY IT COSTS
16/04/2021	BLITZ MOTOR FACTOR	BP	225.35	WHEEL BEARING KIT & EGR VALVE
16/04/2021	EVENTBRITE TRAINING	D/Card	38.93	REOPENING & REIMAGING COMMUNITY BUILDINGS
19/04/2021	THREE STORE	D/Card	60.00	WORKSHOP LANDLINE
19/04/2021	CORONA ENERGY RETA	DD	1,228.70	ELECTRICITY
21/04/2021	WORLDPAY	DD	165.08	TRANSACTION CHARGES
21/04/2021	CAMPAIGN TO PROTEC	DD	36.00	SUB/MEMBERSHIP 300321-310322
22/04/2021	EJ PAYNE	BP	2.00	PREVIOUS U/PMT RE LAPTOP STAND U-PD
23/04/2021	Buyer Direct Ltd	BP	551.99	GAZEBO FOR EVENTS
26/04/2021	CORONA ENERGY RETA	DD	2.95	ELECTRICITY - 5 SITES
26/04/2021	SSE	DD	57.96	ELECTRICITY
26/04/2021	SSE	DD	512.58	LCC GAS
20/04/2021	WORLDPAY	BP	52.18	TRANSACTION CHARGES
20/04/2021	GEORGE BROWNS LTD	BP	771.24	HAYTER 7424 REPAIR PARTS
27/04/2021	DULUX DECORATOR CE	BP	323.99	PAINT/SUPPLIES - WALL REPAIR
27/04/2021	POST OFFICE COUNTERS	D/Card	66.00	2ND CLASS STAMPS
28/04/2021	SALARIES	BP	10,959.42	APRIL 2021
28/04/2021	CASTLE WATER	DD	49.92	WATER
28/04/2021	VEOLIA	DD	397.72	TRADE WASTE
29/04/2021	COUNCIL HR & GOVERNANCE SUPPORT	BP	2,350.00	STAFFING REVIEW OF STRUCTURE & FUNCTIONS
29/04/2021	KENDALLS FLORIST	D/CARD	40.95	GET WEL SOON PRESENT
30/04/2021	ONECOM	DD	28.98	WORKSHOP LANDLINE
			21,383.85	

London Colney Parish Council - Direct Debits

Payee Name	Frequency	Description
ALLSTAR BUSINESS	Weekly	Vehicle/Plant Fuel
Affinity Water	Monthly	Water - Various Sites
Castle Water Ltd	Monthly	Water - Varous Sites
Corona Energy - Electricity	Monthly	Electricity - Various Sites
Hertscom IT Ltd	Monthly	Monthly IT Costs
Hertscom IT Ltd	Monthly	Rental/Calls
Onecom Services Ltd	Monthly	Workshop Phone
RBS Rialtas Business Solutions	Monthly	Omega Software Support
Southern Electric	Monthly	Electricity - Various Sites
Southern Electric	Monthly	Gas - Various Sites
TV LICENCE	Monthly	TV Licence
Veolia	Monthly	Trade Waste
WORLDPAY	Monthly	Card Transaction Charges
THE COUNTRYSIDE CHARITY	Annually	Membership