

**DUSTON PARISH COUNCIL**

Duston Parish Council  
Duston Community Centre  
Pendle Road  
Duston  
Northampton  
NN5 6DT

**FULL COUNCIL**1<sup>st</sup> October 2021

Dear Councillor,

You are hereby summoned to attend the Ordinary meeting of Duston Parish Council to be held at Duston Community Centre on Thursday 7<sup>th</sup> October 2021 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens  
Acting Clerk, Duston Parish Council

**AGENDA****85/21. To receive apologies for absence****86/21. To receive and approve the minutes of the meeting held on 2<sup>nd</sup> September 2021 (APPENDIX A)****87/21. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda** (*Members should disclose any interests in the business to be discussed and are*

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*reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).*

#### **88/21. Public Participation Session**

*(Persons wishing to address Council on an agenda item may register their intention to do so at the above address by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes).*

#### **89/21. Bank Reconciliations**

- To approve bank reconciliations for July 2021 (APPENDIX B)

#### **90/21. Invoices for Approval**

- To approve invoice payments for July 2021 (APPENDIX C)

#### **91/21. Engagement and Wellbeing Committee Update**

- To receive a report in the form of the minutes of the Engagement & Wellbeing Committee meeting of 23<sup>rd</sup> September 2021 and note any recommendations made (APPENDIX D)

#### **92/21. Planning Committee Update**

- To receive a report in the form of the minutes of the Planning Committee of 16<sup>th</sup> September 2021 and note any decisions made (APPENDIX E)

#### **93/21. Environment Committee Update**

- To receive a report in the form of the minutes of Environment Committee of 16<sup>th</sup> September 2021 and note any recommendations made (APPENDIX F)

#### **94/21. Grant Application**

- To consider the grant Application from RSPCA Northamptonshire Branch Duston Charity Shop (APPENDIX G)

#### **95/21. Community Engagement Reports**

- To receive the Community Engagement report for 2020 and 2021. (APPENDIX H)

#### **96/21. Duston Parish Council Website**

- To agree to move to the responsive template by our current provider (APPENDIX I)

#### **97/21. Volunteer Policy**

- To approve the Volunteer Policy (APPENDIX J)

#### **98/21. Whistleblowing Policy**

- To approve the Whistleblowing Policy (APPENDIX K)

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**99/21. Health and Safety Policy**

- To approve the Health and Safety Policy (APPENDIX L)

**100/21. Disciplinary and Grievance Policy**

- To approve the Disciplinary and Grievance Policy (APPENDIX M)

**101/21. Sickness Absence Policy**

- To approve the Sickness Absence Policy (APPENDIX N)

**102/21. Complaints Policy**

- To approve the Complaints Policy (APPENDIX O)

**103/21. Amendments to Standing Orders**

- To approve the proposed amendments to Standing Orders (APPENDIX P)

**104/21. Partnership Working With Duston Good Neighbours Scheme**

- To support partnership working with Duston Good Neighbours Scheme (APPENDIX Q)

**105/21. Footpaths**

- To discuss what to do about ongoing issues with two paths. One that runs past Duston Bakery and the other by Melbourne Arms (known as "Squirrels Lane") (APPENDIX R)

**106/21. Duston Four Year Plan**

- Nominate a Councillor to work with the Clerk to produce the final draft of the Four Year Plan to present to Council.

**107/21. Meeting Schedule**

- To agree a meeting schedule for the remainder of 2021/22. At present Council meets 1<sup>st</sup> Thursday of the month 7pm, Planning Committee 3<sup>rd</sup> Thursday at 6pm, Environment Committee 3<sup>rd</sup> Thursday at 7pm & Engagement and Wellbeing Committee 4<sup>th</sup> Thursday at 7pm.

**108/21. Duston Parish Council Christmas Trees****109/21. Covid 19 Emergency Procedures for Council Meetings and Staff****110/21. To turn Unit 2 into a free community hot desking facility**





**DUSTON PARISH COUNCIL**

APPENDIX A

Duston Parish Council  
Duston Community Centre  
Pendle Road  
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Northampton  
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**FULL COUNCIL**

**MINUTES 2<sup>nd</sup> September 2021 7pm**

**CHAIRMAN:**

Councillor Pape, in the Chair

**PRESENT:**

Cllrs Bottwood, Enright-King, Ennis-Clark, Maitland, Hinch, Golby, Barnes, Roper, Stonehouse, Ingram, Golby.

**IN ATTENDANCE:**

Gary Youens – Parish Clerk

**65/21. Apologies**

- None

**66/21. To receive and approve the minutes of the meeting held on 5<sup>th</sup> August 2021 (APPENDIX A)**

- **RESOLVED:** The minutes of the meeting held on 5<sup>th</sup> August 2021 were approved as a true record of the meeting

**67/21. Declarations of Interest**

- Cllr Stonehouse declared a non-pecuniary interest in Item 78/21.

**68/21. Public Participation Session**

- Barbara Walder addressed the Council on item 80/21.
- A member of the public spoke on various environmental issues.

- Iain Liddon addressed the Council.

**69/21. Bank Reconciliations**

- **RESOLVED:** To approve the bank reconciliations for June 2021 (APPENDIX B)

**70/21. Invoices for Approval**

- **RESOLVED:** To approve invoice payments for June 2021 (APPENDIX C)

**71/21. Engagement and Wellbeing Committee Update**

- **RESOLVED:** To note the report from the Committee and any recommendations (APPENDIX E)

**72/21. Planning Committee Update**

- **RESOLVED:** To note the report from the committee and the decisions made (APPENDIX F).

**73/21. Environment Committee**

- **RESOLVED:** To note the report from the Committee (APPENDIX G)

**74/21. Equality & Diversity Statement**

- **RESOLVED:** To adopt the Equality & Diversity Statement (APPENDIX H)

**75/21. Lone Worker Policy**

- **RESOLVED:** To adopt the Loan Worker Policy (APPENDIX I)

**76/21. Internal Councillor Control Procedure**

- **RESOLVED:**
  - a) Insert in the procedure list that all existing tenants are up to date with rent payments.
  - b) To adopt the Internal Councillor Control Procedure (APPENDIX J)

**77/21. Dignity at Work/Bullying and Harassment Policy**

- **RESOLVED:** To adopt the Dignity/Bullying and Harassment Policy (APPENDIX K)

**78/21. Duston Good Neighbours Scheme**

- **RESOLVED:** To defer until the next ordinary meeting of Council.

**79/21. Renovations to St Luke's Centre**

- **RESOLVED:** To approve the renovations of St Luke's Centre, Main Road (APPENDIX M).

**80/21. Bad Debt Write Off from Previous Tenant at St Luke's Centre**

- **RESOLVED:** To agree to write off bad debt from Natural Beauty Slimming World Ltd

**81/21. Closure St Luke's Churchyard**

- **RESOLVED:** No objection to the closure of churchyard at St Luke's Church due to lack of new burial space.

**82/21. Grant Application**

- **RESOLVED:** To purchase the equipment directly and gift it directly to Duston Netball Club.

**83/21. Planning Application N/2020/1623**

- **RESOLVED:** As a condition for planning approval a roundabout should be installed at this junction on the Harlestone Road and the speed limit should be reduced from 40 mph to 30 mph. This will make the traffic flow better and improve road safety.

**84/21. Planning Application WNS/2021/0994/MAR**

- **RESOLVED:**
  - a) To add into the response the request that the relevant Parish Council is involved in the discussions over the adoption of the Public Open Space.
  - b) To approve the response as circulated in the Agenda & Reports.

The meeting concluded 8:59pm

DRAFT



Bank Reconciliation Statement as at 30/06/2021  
for Cashbook 1 - Current A/c 03573680

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	30/06/2021	6	45,316.55
			<u>45,316.55</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			45,316.55
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			45,316.55
		<b>Balance per Cash Book is :-</b>	<b>45,316.55</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 30/06/2021  
for Cashbook 2 - Business Saver A/c 63253058**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver A/c 3058	30/06/2021	6	624,099.15
			<u>624,099.15</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			624,099.15
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			624,099.15
		<b>Balance per Cash Book is :-</b>	<b>624,099.15</b>
		<b>Difference is :-</b>	<b>0.00</b>



Bank Reconciliation Statement as at 30/06/2021  
for Cashbook 5 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/06/2021	6	7.08
			<hr/> 7.08
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			7.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			7.08
		Balance per Cash Book is :-	7.08
		Difference is :-	0.00



		Float	
30.6.21		Per count	
		20	
		10	
		5	
		2	
		1	5.00
		0.5	
		0.2	1.40
		0.1	0.10
		0.05	0.45
		0.02	
		0.01	0.13
			<u>7.08</u> IN TIN
	In safe		0.00
			<u>7.08</u>
			0.00

Reconciliation to RBS

In tin b'wd 1.6.21		7.08	
Cash received (trf from bankings sheets)			
Trf in from cash takings			
Trf to Facilities float			
		<u>7.08</u>	
Cash paid out in month		<u>0.00</u>	
= Cash in tin 30.6.21		7.08	0.00
Balance per RBS 30.6.21		<u>7.08</u>	

Petty cash expenses paid

Ref	Description	£
		<u>          </u>
		<u>          </u>





**Bank Reconciliation Statement as at 30/06/2021  
for Cashbook 8 - Facilities float**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	30/06/2021	6	4.36
			<hr/> 4.36
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			4.36
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			4.36
		<b>Balance per Cash Book is :-</b>	<b>4.36</b>
		<b>Difference is :-</b>	<b>0.00</b>







## Purchase Ledger for Month No 3

## Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/c	Centre	Amount	
01/06/2021	210600068462		DBFB	DBFB	325.10	65.02	390.12	6000	211	440.00	CS2 reinstatement cost Timken
01/06/2021	210600069035		DBFB	DBFB	52.50	10.50	63.00	4120	211	325.10	DBFB - tel and broadband
04/06/2021	DUPCCGRANT		DUSTON AND UPTON PCC	DUSTPCC001	1,000.00	0.00	1,000.00	4231	102	52.50	DBFB CCTV line
19/05/2021	IN235330911		EDENRED	EDENRED	309.12	3.22	312.34	4080	203	1,000.00	Duston & Upton PCC Grant
09/06/2021	IN236122375		EDENRED	EDENRED	309.12	3.22	312.34	4000	201	293.00	IN235330911/EDENRED
05/06/2021	127796-5176		ESA COURIERS	ESA001	250.00	50.00	300.00	4136	201	16.12	IN235330911/EDENRED
15/06/2021	6075563		ESPO	ESPO01	198.15	39.63	237.78	4000	101	293.00	Edenred - childcare vouchers
18/06/2021	AGJUN21		ALISON GRANTHAM	GRANTHAM01	36.75	0.00	36.75	4136	201	16.12	Edenred - childcare vouchers
30/06/2021	6157		NATALIE GREEN & CO.	GREE001	1,245.00	249.00	1,494.00	4225	101	250.00	ESA courier from joinery
30/06/2021	HMRC JUN21		HMRC	HMRC01	4,993.38	0.00	4,993.38	4151	101	60.90	ESPO - toilet rolls
								4115	201	137.25	ESPO - stationery
								4128	215	36.75	A Grantham Plants
								4050	201	1,245.00	N Green - accountancy
								4000	201	922.76	HMRC JUN21/HMRC PAYE & NI
								4000	101	1,471.49	HMRC JUN21/HMRC PAYE & NI
								4000	102	987.44	HMRC JUN21/HMRC PAYE & NI
								4005	201	312.16	HMRC JUN21/HMRC PAYE & NI
								4005	101	781.65	HMRC JUN21/HMRC PAYE & NI
								4005	102	517.88	HMRC JUN21/HMRC PAYE & NI
								4150	101	374.24	Intercounty Cleaning
01/06/2021	136668		INTERCOUNTY	ICCS01	374.24	74.85	449.09	4150	101	374.24	Intercounty Cleaning
29/06/2021	2805		J & S POTTER	JSP01	1,265.00	253.00	1,518.00	4225	211	1,265.00	Potter replace bollards Mendip
07/06/2021	SI-602		LD ROOFING	LDROOF01	7,630.00	1,526.00	9,156.00	4225	102	7,630.00	LD Roof repairs St L
30/06/2021	LGSS JUN21		NCC - PENSION	LPGS	4,494.58	0.00	4,494.58	4000	201	220.91	LGSS JUN21/Employers & School
								4000	101	371.11	LGSS JUN21/Employers & School
								4000	102	313.89	LGSS JUN21/Employers & School
								4006	201	808.24	LGSS JUN21/Employers & School
								4006	101	1,649.21	LGSS JUN21/Employers & School
								4006	102	1,131.22	LGSS JUN21/Employers & School
14/06/2021	INV1127030		MOULTON COLLEGE	MCOLLEGE	120.00	0.00	120.00	4019	101	120.00	Moulton Coll First Aid Course



PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 3

Order by Supplier A/c

										Nominal Ledger Analysis		
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/c	Centre	Amount	Analysis Description	
11/06/2021	INV-1292		NALC	NALC	44.00	0.00	44.00	4019	202	44.00	NCalc - Councilor course	
03/06/2021	4125		P B ELECTRICAL SER.	PBE001	85.00	17.00	102.00	4225	101	85.00	PB Elec flood light/heater rep	
11/06/2021	6414/21		P B ELECTRICAL SER.	PBE001	1,862.50	372.50	2,235.00	4225	101	1,862.50	P B Elec, emergency light rep	
11/06/2021	6414/21A		P B ELECTRICAL SER.	PBE001	0.50	0.10	0.60	4225	101	0.50	6414/21A/P B Electrical ADJ	
15/06/2021	SIN1715613		PRS FOR MUSIC	PRS01	356.82	71.36	428.18	4062	101	356.82	PPS Licence	
30/06/2021	SALARIESJUN21		SALARIES	SALARIES01	13,621.52	0.00	13,621.52	4000	201	3,180.41	SALARIESJUN21/STAFF SALARIES	
								4000	101	6,372.27	SALARIESJUN21/STAFF SALARIES	
30/06/2021	0001610583		SRCL LTD	SRCL	68.72	13.74	82.46	4155	101	68.72	SRCL - waste removal	
14/06/2021	231641116/0041		SOUTHERN ELECTRIC	SSE01	1,140.66	228.13	1,368.79	4206	102	1,140.66	SSE Elec ST L 18.3.21-11.6.21	
14/06/2021	281641215/0035		SOUTHERN ELECTRIC	SSE01	2,060.63	412.12	2,472.75	4205	102	2,060.63	SSE Gas St L 18.3.21-11.6.21	
21/06/2021	IN10010		SSF DESIGN BUILD	SSF001	1,004.00	200.80	1,204.80	4225	101	1,004.00	SSF - replace 5 doors	
14/06/2021	8051		SSSLTD	SSS01	530.00	106.00	636.00	4225	101	530.00	Smart Security 2 cameras	
30/06/2021	8100		SSSLTD	SSS01	160.00	32.00	192.00	4226	101	160.00	SSS - CCTV maintenance	
30/06/2021	94152		TRANTRER	TRAN01	384.77	76.95	461.72	4226	101	384.77	Tranter 8.21-31.7.22 Fire Alar	
01/06/2021	TVJUN21		TV LICENSING	TV001	13.37	0.00	13.37	4062	101	13.37	TVJUN21/TV Licensing	
30/06/2021	RCO1163988		VEOLIA	V0002	377.30	75.46	452.76	4155	101	287.56	RCO1163988/Veolia ES (UK) Ltd	
								4155	102	89.74	RCO1163988/Veolia ES (UK) Ltd	
22/06/2021	B4-500935043		VODAFONE	VODA01	51.29	8.26	59.55	4121	101	25.65	Vodafone - June 21	
								4121	102	25.64	Vodafone - June 21	
29/06/2021	5452/PW/21		P A WESTON	WESTON001	30.00	0.00	30.00	4128	215	30.00	Weston hanging basket brackets	
18/06/2021	207		DALE WILLIAMS	WILL001	1,500.00	0.00	1,500.00	4225	101	1,500.00	D Williams decorate corridor e	
21/06/2021	RATEDCC		WEST NORTHANTS COUNCWNC001	WESTN001	1,345.23	0.00	1,345.23	4200	101	1,345.23	Rates 21/22 DCC	
21/06/2021	RATES STL		WEST NORTHANTS COUNCWNC001	WESTN001	845.57	0.00	845.57	4200	102	845.57	Rates 21/22 St Lukes	
										<b>56,002.65</b>		
<b>TOTAL INVOICES</b>										<b>56,002.65</b>	<b>5,166.51</b>	<b>61,169.16</b>







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**Engagement and Wellbeing Committee**

**MINUTES 23<sup>rd</sup> September 2021 7pm**

**CHAIR:** Councillor S Maitland

**PRESENT:** Cllrs Roper, Stonehouse

**IN ATTENDANCE:**

Gary Youens – Acting Parish Clerk

**EWC011/21. To receive apologies for absence**

- Cllrs Ennis-Clark, Golby

**EWC012/21. To receive and approve the minutes of the meeting held on Thursday 26th August 2021 (APPENDIX A)**

- **RESOLVED:** The minutes of the meeting held on Thursday 26<sup>th</sup> August 2021 were approved as a true record and signed by the Chair.

**EWC013/21. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.**

- There were no declarations of interest.

**EW014/21. Public Participation Session**

- There were no speakers from the public.

#### **EWC015/21. Discussion on the Duston Parish Council Four Year Plan**

- Cllr Maitland reported on the Four Year Plan Session that had taken place prior to this meeting.

#### **EWC016/21. Discussion on Limehurst Square**

- Christmas Carols.  
**RESOLVED:** Councillors to organise some Carol Singing at Limehurst Square.
- Christmas Trees.  
**RESOLVED:** To put the item on the next Council Agenda.
- Improving the Public Realm.  
A discussion took place on how Duston Parish Council could improve the public realm of Limehurst Square.

#### **EWC017/21. Discuss ways to improve Duston Parish Council Engagement**

- **RESOLVED:** To recommend to Council that Duston Parish Council continues to use the In and Around Duston Publication and Community Connect.

#### **EWC018/21. Date of Next Meeting**

- The next Engagement & Wellbeing Committee will take place Thursday 28<sup>th</sup> October 2021 at 7pm.

The meeting closed at 7:34pm



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**Planning Committee**  
**MINUTES 16<sup>th</sup> September 6pm**

**CHAIR:** Councillor M Ingram

**PRESENT:** Cllrs Pape Hinch, Barnes

**IN ATTENDANCE:**

Gary Youens – Acting Parish Clerk

**PC008/21. To receive apologies for absence**

- Cllr Bottwood

**PC009/21. To receive and approve the minutes of the meeting held on Thursday 19<sup>th</sup> August 2021 (APPENDIX A)**

- **RESOLVED:** The minutes of the meeting held on Thursday 19<sup>th</sup> August 2021 were approved as a true record and signed by the Chair.

**PC010/21. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.**

- There were no declarations of interest.

### PC011/21. Public Participation Session

- There were no speakers from the public.

### PC012/21. Planning Applications

- a) WNN/2021/0709, 63 Chiltern Avenue Northamptonshire NN5 6AU  
FRONT PORCH EXTENSION, SINGLE/TWO STOREY REAR EXTENSION AND NEW  
RECREATION ROOM TO REAR GARDEN

**RESOLVED:** No Comment or Observation

- b) WNN/2021/0706, 156 Main Road Duston Northamptonshire NN5 6AF  
NEW DWELLING

**RESOLVED:** Objection. Duston Parish Council believes this is an overdevelopment. Whilst parking provision is made in the application there is still a concern that this will cause additional on street parking close to a busy junction. Eastfield Road is a major road in Duston and it is felt more on street parking in this particular location could be hazardous. Duston Neighbourhood Plan Policy H4 also makes reference to back fill.

- c) WNN/2021/0497, 8 The Lawns Northamptonshire NN5 6AF

**RESOLVED:** No Comment or Observation

- d) WNN/2021/0630, 31 Cotswold Avenue Northamptonshire NN5 6XF

**RESOLVED:** No Comment or Observation

- e) WNN/2021/0644, 212 Ryeland Road Northamptonshire NN5 6XF

**RESOLVED:** No Comment or Observation

### PC013/21. Date of Next Meeting

- **RESOLVED:** The next Planning Committee will take place on 21<sup>st</sup> October 2021 at 6.00pm.

The meeting closed at 6:31pm



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**Environment Committee**  
**MINUTES 23<sup>rd</sup> September 2021 7pm**

**CHAIR:** Councillor P Enright-King

**PRESENT:** Cllrs Maitland, Ennis-Clark, Ingram, Pape

**IN ATTENDANCE:**

Gary Youens – Acting Parish Clerk

**EC010/21. To receive apologies for absence**

- None

**EC011/21. To receive and approve for signature the minutes of the meeting held on 19<sup>th</sup> August 2021 (APPENDIX A)**

- **RESOLVED:** The minutes of the meeting held on 19<sup>th</sup> August 2021 were approved as a true record of the meeting

**EC012/21. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.**

- None

**EC013/21. Public Participation Session**

- Cllr Enright-King declared a non-pecuniary interest in Item EC018/21.

**EC014/21. To discuss the draft Duston Parish Council Four Year Plan (APPENDIX B)**

- A discussion took place about the draft Four Year Plan. There will be an informal Councillor session to discuss it further.

**RESOLVED:** To take the ideas discussed at the Environment Committee to the informal Councillor session on 23<sup>rd</sup> September 2021.

**EC015/21. To discuss the idea of a Hedgehog Strategy**

- Cllr Ennis-Clark spoke about local environmental issues and hedgehogs.  
**RESOLVED:** To recommend to Council that non-toxic spray is used by Duston Parish Council when doing environmental work.

**EC016/21. To discuss ideas on improving Limehurst Square**

- Cllr Maitland will be speaking to the shop owners of Limehurst Square about what they would like to see and would also arrange some carol singing at Christmas.

**EC017/21. To discuss various reporting mechanisms to West Northamptonshire Council**

- There are various reporting mechanisms to report environmental issues to West Northamptonshire Council. Street Doctor belongs to WNC whereas others such as Fix My Street are third party sites. Cllr Enright-King gave an example of how he has reported overhanging trees next to Hopping Hill School.

**EC018/21. To discuss progress in helping Duston Wombles Litter Pickers**

- The Clerk and Cllr Enright-King are currently discussing what specific equipment Duston Wombles need. The idea is that we purchase the equipment and then let Duston Wombles hire it out for free.

**EC019/21. Date of Next Meeting**

- **RESOLVED:** The next Environment Committee will take place on Thursday 21<sup>st</sup> October 2021 at 7.00pm

The meeting closed at 8:23pm



**DUSTON PARISH COUNCIL**

## Grant Application Form

### 1. ABOUT YOU:

Name of applicant/organisation:

RSPCA Northamptonshire Branch Duston Charity Shop

Address of applicant/organisation:

Contact Name:	Stefanie Anderson
Position:	Finance Manager / Fundraiser
Address:	62a Main Road, Duston
Postcode:	LU5 6JF
Email:	stefanie.roe@rspca-northamptonshire.org.uk
Daytime Phone:	07903462893
Website (if applicable):	<a href="https://www.facebook.com/RSPCANorthamptonshireCharityShops">https://www.facebook.com/RSPCANorthamptonshireCharityShops</a>

*These contact details will be used for all correspondence relating to any grant.*

### 2. ABOUT YOUR ORGANISATION:

*This section need only be completed when organisations are applying*

What is the nature of organisation (e.g. Registered Charity, CIC, Voluntary)?	Registered Charity
Please provide the Charity Number (if applicable)	205377
How long has the organisation been established?	1964

Objectives of the organisation and activities in Duston:

This small charity shop in Duston is run by the local RSPCA Northamptonshire Branch - we are an independent Northants charity and receive no umbrella funding from the National RSPCA. Our aim is to provide welfare support for animals within Northamptonshire and also to help those in the local community with their welfare needs, microchipping and neutering their pets.

The charity shop based in Duston provides a hub for volunteers to come along and help in their community, meet new people whilst they make a difference to animals.

**3. GRANT DETAILS:**

Project for which grant is required: CCTV at the Duston charity shop
How do you know there is a need for the work for which a grant is being requested? After speaking with Cncllr Sandie Maitland and Cncllr Paul Enright-King, we established that there was a need for CCTV at this location to help with the continuous fly-tipping on the Main Road and 3 separate break-ins to the shop itself.
How will this project benefit the parishioners/residents of Duston? The CCTV in and around the charity shop itself will act as a crime (especially fly-tipping) deterrent, therefore, benefitting local residents, but also will hopefully be of use if there should be any further fly-tipping that is caught on camera and can therefore be sent to local law enforcement.
Please explain how you will monitor and evaluate your project/activities and know you are achieving these benefits? We would aim to reduce these unwanted thefts by deterring it from the area completely. We can monitor our statistics and ensure that we compare to previous years where we have suffered several break-ins and numerous waste being dumped onto the main road and outside the property.

**4. FINANCIAL DETAILS:**

How much money are you requesting from Duston Parish Council: £900
If your project will cost more than the total requested, how will the remainder be funded? We have an Autumn fundraiser auction planned within the charity shop to raise an additional pot of money to be spent towards the security and CCTV at the shop.
Please give the organisation name, number and sort code of the account into which the grant should be paid by the council if your application is successful:  Barclays Bank RSPCA Northamptonshire Branch Sort code 20-61-51 Account number 50713775

Please provide a breakdown of estimated costs for your project below and attach copies of any quotes you may have obtained	
Description of estimated costs	Amount (£)
<b>Complete 6 camera CCTV system to cover Duston charity shop including the fitting onsite and 1 year warranty</b>	<b>958.33</b>
<b>VAT (Quote attached)</b>	<b>191.67</b>



	Total (£)	<b>1150.00</b>
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**5. SUPPORTING INFORMATION**

A range of supporting information helps the Council to assess your application in detail. Please therefore enclose a copy of each of the following:

Latest available Annual report	Yes	No
Latest available Statement of Accounts (If the organisation does not prepare annual accounts, copies of the bank statements covering the previous 6 months)	Yes	No
Copy of their written constitution / or Rules / or Details aims and purpose	Yes	No

Where one or more of the above is omitted, please explain why:

*Please feel free to enclose additional information which could be of benefit when your application is assessed.*

**6. DECLARATION:**

“To the best of my knowledge, I believe that the information given both within this form and in the supporting material provided is correct. I understand that, if successful, I will be required to adhere to the policies and procedures as outlined in Duston Parish Council’s Grant Awarding Policy document, and to any monitoring arrangements that may be specified by the Parish Council at the time the grant is awarded.

In making this application I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.”

Signed	Stefanie Anderson
Name (please print)	Stefanie Anderson
Position	Finance & Fundraising Manager
Date	20/09/2021

Please return your completed form to the address below:

The Parish Clerk  
Duston Parish Council  
Duston Community Centre  
Pendle Road  
Duston  
Northampton  
NN5 6DT

[clerk@duston-pc.gov.uk](mailto:clerk@duston-pc.gov.uk)



**RSPCA Northamptonshire Branch**

**Charity No. 205377**

**Trustees' Report and Unaudited Accounts**

**31 December 2020**

**RSPCA Northamptonshire Branch**  
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**RSPCA Northamptonshire Branch  
Trustees Annual Report**

The Trustees present their report with the unaudited financial statements of the charity for the year ended 31 December 2020.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Charity No. 205377**

**Principal Office**

Mill Cottage  
Creation Road  
Brixworth  
Northamptonshire  
NN6 6BW

**Trustees**

The following Trustees served during the year:

J. Addington (Resigned 30 June 2020)  
J. Burnham  
C. Dudley  
M. Duester  
A. Hurrell  
S. Penfold  
C. Statham  
M. Topp

**Key Management Personnel**

Head of Operations	Richard Burns
Animal Centre Manager	Dawn Smith
Finance Manager	Stefanie Anderson
Retail Area Manager	Lynne Wayland

**Accountants**

Cavanagh Hobden  
20 Gustard Wood  
Wheathampstead  
AL4 8RP

**Bankers**

Barclays Bank Plc

## **OBJECTIVES AND ACTIVITIES**

### Objects and aims

The RSPCA Northamptonshire Branch's principal objective is the prevention of cruelty to animals, centred on its inspectorate which provides a range of rescue services for abused, vulnerable and abandoned animals.

### Objectives, strategies and activities

The significant activities undertaken by the charity to achieve its stated aims include:

The provision of education to affect the attitudes and behaviour of society with the goal of improving animal welfare.

Rescuing, rehabilitating and rehoming animals in need or that have been subjected to cruelty. This is largely achieved through the charity's cooperation with the national RSPCA's Inspectorate service and is supported by the operation of retail outlets across Northamptonshire that raise funds to cover the costs of providing care to these animals. The charity has six retail outlets.

### Public benefit

The charity provides public benefit by promoting animal welfare standards through the provision of education and by preventing cruelty to animals through the enforcement of applicable law. This is considered to deliver a moral benefit to the wider community.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

### Use of Volunteers

The charity makes use of volunteers in many areas of its operations. Volunteers are recruited via advertising in the retail outlets, on the charity's website and through social media. All volunteers receive a formal induction as well as health and safety training.

Although they play a very important role, it is impossible to quantify the contribution that volunteers make towards the overall achievements of the charity.

**RSPCA Northamptonshire Branch  
Trustees Annual Report**

**FINANCIAL REVIEW**

The gross income of the charity for the year was £630,618, decreasing from £801,268 in 2019. This was largely the result of the forced closure of retail outlets due to lockdown during 2020.

Total resources expended in the year was £644,504 (2019: £744,007).

The resultant decrease in gross income has contributed towards a deficit for the year of (£13,886) (2019: (surplus) £57,261). At 31 December 2020 total funds stand at £456,978 (of which £789 is restricted). There were no movements on the restricted fund during the year.

£76,941 of the unrestricted fund is represented by tangible fixed assets that will be used in the charity's ongoing operations, and are not therefore liquid funds available for immediate use.

**Policy on reserves**

The charity's main income source is donations. The branches have leased shops that represent a financial commitment. The Charity therefore keeps at least three months running costs in reserves to provide sufficient working capital to run and maintain the leased premises.

**Principal funding sources**

The charity's principal funding sources are sales from its retail outlets, as well as legacies and donations from the general public.

Donations of goods from the public are vital in enabling the shops to generate income to fund the charity's core activities.

**PLANS FOR FUTURE PERIODS**

**Aims and key objectives for future periods**

The charity will continue to focus on its core objectives of preventing cruelty to animals and the general promotion of animal welfare. These will continue to be achieved largely through cooperation with the national RSPCA's inspectorate service, and funded mainly through public cash donations and sales of donated goods via the charity's various retail outlets.

There is an intention to expand the reach of the charity's activities so that it can help a wider range of animals in the future.

**Activities planned to achieve aims**

The charity hopes to expand upon its current facilities with the ultimate aim to open an Animal Centre in order to accommodate a wider range of animals.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Nature of governing document**

The charity is governed by the RSPCA branch rules effective 18 February 2009.

**Recruitment and appointment of trustees**

The charity is governed by elected trustees, appointed annually by way of a members' ballot which is held at the Annual General Meeting.

**RSPCA Northamptonshire Branch  
Trustees Annual Report**

**Organisational structure**

The trustees meet with the Head of Operations on a monthly basis where decisions on policy and practice are made. Routine decisions concerning the day to day running of the charity are delegated to the Head of Operations. If higher level decisions need to be made in the period between trustee meetings, votes are acquired via email. These decisions are discussed at the next trustee meeting and recorded via board minutes.

In order for the Branch to be run by a local committee, a minimum of seven trustees must be appointed. If less than seven are elected, then the RSPCA's Governing Council are required to take control and appoint temporary officers to administer the Branch's affairs.

**Induction and training of trustees**

All new trustees are briefed on their responsibilities and are provided with an information pack outlining what the role entails. They are also given access to the RSPCA online portal which provides extensive information and advice on their responsibilities as a trustee.

**Arrangements for setting key management personnel remuneration**

Key management personnel comprises the Head of Operations.

The remuneration of key management personnel is usually benchmarked against other RSPCA branches and similar sized animal welfare charities. All remuneration is authorised by the trustees before being set.



**RSPCA Northamptonshire Branch  
Trustees Annual Report**

**The RSPCA Network**

Employees are linked to the National Society via a designated contract.

The charity works together with other RSPCA branches to help rehome long stay animals.

**Major risks and management of those risks**

Legacies remain an important source of income for the charity, but the amount and frequency of legacies is unpredictable, meaning that income can fluctuate significantly from year to year.

Costs are carefully controlled by the team to ensure that sufficient resources are at hand to cover day to day operational expenditure.

**Financial Instruments**

**Objectives and policies**

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk.

**Cash flow risk**

Management carefully manage and plan expenditure to ensure that costs are covered by the more stable and predictable income sources of shop sales and donations.

Cash reserves are held in liquid funds and can therefore be accessed to meet the immediate cash flow requirements of the charity.

**Credit risk**

The charity's principal financial assets are bank balances and cash.

The credit risk on liquid funds is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.

**Liquidity risk**

The charity does not currently have any active overdrafts or loans. Given the charity's current financial commitments and the level of reserves held, liquidity risk is considered to be low.

**Statement of trustees' responsibilities in relation to the financial statements**

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

**RSPCA Northamptonshire Branch  
Trustees Annual Report**

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the charity's trustees

M. Topp  
Trustee  
23 June 2021

**RSPCA Northamptonshire Branch  
Independent Examiners Report**

**Independent Examiner's Report to the trustees of RSPCA Northamptonshire Branch**

I report to the trustees on my examination of the accounts of RSPCA Northamptonshire Branch for the year ended 31 December 2020 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

**Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011('the Act'). The trustees consider that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

As the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination by being a qualified member of Association of Chartered Certified Accountants.

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in, any material respect:

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Teresa Cavanagh FCCA  
Association of Chartered Certified Accountants  
Cavanagh Hobden  
20 Gustard Wood  
Wheathampstead

AL4 8RP  
23 June 2021

**RSPCA Northamptonshire Branch**  
**Statement of Financial Activities**

for the year ended 31 December 2020

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
	Notes				
<b>Income and endowments</b>					
<b>from:</b>					
Donations and legacies	3	227,975	-	227,975	178,510
Charitable activities	4	49,331	-	49,331	61,547
Other trading activities	5	353,120	-	353,120	560,448
Investments	6	192	-	192	763
<b>Total</b>		<b>630,618</b>	<b>-</b>	<b>630,618</b>	<b>801,268</b>
<b>Expenditure on:</b>					
Raising funds	7	362,830	-	362,830	482,965
Charitable activities	8	203,404	-	203,404	243,891
Other	9	78,270	-	78,270	17,151
<b>Total</b>		<b>644,504</b>	<b>-</b>	<b>644,504</b>	<b>744,007</b>
Net gains on investments		-	-	-	-
<b>Net (expenditure)/income</b>		<b>(13,886)</b>	<b>-</b>	<b>(13,886)</b>	<b>57,261</b>
Transfers between funds		-	-	-	-
<b>Net (expenditure)/income before other gains/(losses)</b>		<b>(13,886)</b>	<b>-</b>	<b>(13,886)</b>	<b>57,261</b>
<b>Other gains and losses</b>					
<b>Net movement in funds</b>		<b>(13,886)</b>	<b>-</b>	<b>(13,886)</b>	<b>57,261</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		470,075	789	470,864	413,603
<b>Total funds carried forward</b>		<b>456,189</b>	<b>789</b>	<b>456,978</b>	<b>470,864</b>

RSPCA Northamptonshire Branch

Balance Sheet

at 31 December 2020

Charity No. 205377

		2020	2019
		£	£
<b>Fixed assets</b>			
Tangible assets	11	76,941	99,066
		<u>76,941</u>	<u>99,066</u>
<b>Current assets</b>			
Debtors	12	42,615	38,666
Cash at bank and in hand		364,903	362,817
		<u>407,518</u>	<u>401,483</u>
<b>Creditors: Amount falling due within one year</b>	13	(27,481)	(29,685)
		<u>380,037</u>	<u>371,798</u>
<b>Net current assets</b>		380,037	371,798
<b>Total assets less current liabilities</b>		456,978	470,864
<b>Net assets excluding pension asset or liability</b>		<u>456,978</u>	<u>470,864</u>
<b>Total net assets</b>		<u><u>456,978</u></u>	<u><u>470,864</u></u>

**The funds of the charity**

<b>Restricted funds</b>	14		
Restricted income funds		789	789
		<u>789</u>	<u>789</u>
<b>Unrestricted funds</b>	14		
General funds		456,189	470,075
		<u>456,189</u>	<u>470,075</u>
<b>Reserves</b>	14		
<b>Total funds</b>		<u><u>456,978</u></u>	<u><u>470,864</u></u>

Approved by the trustees on 22 June 2021

And signed on their behalf by:

M. Topp

Trustee

23 June 2021

## 1 Accounting policies

### Basis of preparation

The financial statements have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

### Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

### Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

### Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.
Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.

Notes to the Accounts

**Expenditure**

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

**Taxation**

The charity is exempt from tax on its charitable activities.

**Tangible fixed assets and depreciation**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Motor vehicles	25%% reducing balance
Animal pens	15%% reducing balance
Furniture and equipment	15%% reducing balance

**Trade and other debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**Cash and cash equivalents**

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

**Trade and other creditors**

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

RSPCA Northamptonshire Branch  
Notes to the Accounts

2 Statement of Financial Activities - prior year

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
<b>Income and endowments from:</b>			
Donations and legacies	158,509	20,000	178,509
Charitable activities	61,547	-	61,547
Other trading activities	560,449	-	560,449
Investments	763	-	763
<b>Total</b>	<b>781,268</b>	<b>20,000</b>	<b>801,268</b>
<b>Expenditure on:</b>			
Raising funds	482,965	-	482,965
Charitable activities	231,765	17,000	248,765
Other	9,277	3,000	12,277
<b>Total</b>	<b>724,007</b>	<b>20,000</b>	<b>744,007</b>
<b>Net income</b>	<b>57,261</b>	<b>-</b>	<b>57,261</b>
<b>Net income before other gains/(losses)</b>	<b>57,261</b>	<b>-</b>	<b>57,261</b>
<b>Other gains and losses:</b>			
<b>Net movement in funds</b>	<b>57,261</b>	<b>-</b>	<b>57,261</b>
<b>Reconciliation of funds:</b>			
Total funds brought forward	412,814	789	413,603
<b>Total funds carried forward</b>	<b>470,075</b>	<b>789</b>	<b>470,864</b>

3 Income from donations and legacies

	Unrestricted £	Total 2020 £	Total 2019 £
Legacies and bequests	10,230	10,230	13,533
Appeals, donations and subscriptions	22,565	22,565	8,011
Fundraising	45,769	45,769	112,807
Grants	149,411	149,411	44,159
	<b>227,975</b>	<b>227,975</b>	<b>178,510</b>



RSPCA Northamptonshire Branch  
Notes to the Accounts

4 Income from charitable activities

	Unrestricted	Total 2020	Total 2019
	£	£	£
Neutering subsidy	4,313	4,313	16,422
Adoptions	45,018	45,018	45,125
	<u>49,331</u>	<u>49,331</u>	<u>61,547</u>

5 Income from other trading activities

	Unrestricted	Total 2020	Total 2019
	£	£	£
Sales of donated goods	327,920	327,920	514,982
Rags income	19,132	19,132	41,397
Pet insurance commission	6,068	6,068	4,069
	<u>353,120</u>	<u>353,120</u>	<u>560,448</u>

6 Income from investments

	Unrestricted	Total 2020	Total 2019
	£	£	£
Bank interest	192	192	763
	<u>192</u>	<u>192</u>	<u>763</u>

7 Expenditure on raising funds

	Unrestricted	Total 2020	Total 2019
	£	£	£
<i>Fundraising trading costs</i>			
Rent, rates, light, heat, power and premises insurance	139,220	139,220	140,015
Staff costs	154,286	154,286	250,250
Repairs and maintenance	20,530	20,530	30,242
Other expenses	48,794	48,794	62,458
	<u>362,830</u>	<u>362,830</u>	<u>482,965</u>

RSPCA Northamptonshire Branch  
Notes to the Accounts

8 Expenditure on charitable activities

	Unrestricted	Total 2020	Total 2019
	£	£	£
<i>Expenditure on charitable activities</i>			
Rent, rates, light, heat, power and premises insurance	43,518	43,518	16,675
Staff costs	73,275	73,275	37,523
Repairs and maintenance	1,631	1,631	3,006
Other expenses	31,869	31,869	37,030
Grants made	53,111	53,111	149,657
<i>Governance costs</i>			
	<u>203,404</u>	<u>203,404</u>	<u>243,891</u>

9 Other expenditure

	Unrestricted	Total 2020	Total 2019
	£	£	£
Legal fees	-	-	8,737
Fundraising expenditure (from restricted funds)	-	-	3,000
Fundraising expenditure	-	-	540
Employee costs	57,127	57,127	4,874
Premises costs	1,577	1,577	-
General administrative costs	11,543	11,543	-
Legal and professional costs	8,023	8,023	-
	<u>78,270</u>	<u>78,270</u>	<u>17,151</u>

10 Staff costs

Salaries and wages	10,490	-
Social security costs	41,132	-
Pension costs	4,875	4,874
	<u>56,497</u>	<u>4,874</u>

No employee received emoluments in excess of £60,000.

The average monthly number of full time equivalent employees during the year was as follows:

	2020 Number	2019 Number
All staff	<u>17</u>	<u>17</u>
	<u>17</u>	<u>17</u>

13 (2019 - 13) of the above employees participated in the Defined Contribution Pension Scheme

RSPCA Northamptonshire Branch  
Notes to the Accounts

11 Tangible fixed assets

	Land and buildings	Motor vehicles	Animal pens	Furniture and equipment	Total
	£	£	£	£	£
<b>Cost or revaluation</b>					
At 1 January 2020	49,773	49,396	21,568	73,164	193,901
Additions	-	-	-	668	668
At 31 December 2020	<u>49,773</u>	<u>49,396</u>	<u>21,568</u>	<u>73,832</u>	<u>194,569</u>
<b>Depreciation and impairment</b>					
At 1 January 2020	21,008	23,136	13,563	37,128	94,835
Depreciation charge for the year	7,466	7,409	2,001	5,917	22,793
At 31 December 2020	<u>28,474</u>	<u>30,545</u>	<u>15,564</u>	<u>43,045</u>	<u>117,628</u>
<b>Net book values</b>					
At 31 December 2020	<u>21,299</u>	<u>18,851</u>	<u>6,004</u>	<u>30,787</u>	<u>76,941</u>
At 31 December 2019	<u>28,765</u>	<u>26,260</u>	<u>8,005</u>	<u>36,036</u>	<u>99,066</u>

12 Debtors

	2020	2019
	£	£
VAT recoverable	26,797	22,584
Prepayments and accrued income	15,818	16,082
	<u>42,615</u>	<u>38,666</u>

13 Creditors:

amounts falling due within one year

	2020	2019
	£	£
Trade creditors	16,446	16,611
Other taxes and social security	5,478	-
Other creditors	1,474	8,492
Accruals and deferred income	4,083	4,582
	<u>27,481</u>	<u>29,685</u>

RSPCA Northamptonshire Branch  
Notes to the Accounts

14 Movement in funds

	At 1 January 2020	Incoming resources (including other gains/losses ) £	Resources expended £	At 31 December 2020 £
<b>Restricted funds:</b>				
<b>Restricted income funds:</b>				
	789	-	-	789
<i>Total</i>	<u>789</u>	<u>-</u>	<u>-</u>	<u>789</u>
<b>Unrestricted funds:</b>				
<b>General funds</b>	470,075	630,618	(644,504)	456,189
<b>Revaluation Reserves:</b>				
<b>Total funds</b>	<u>470,864</u>	<u>630,618</u>	<u>(644,504)</u>	<u>456,978</u>

15 Analysis of net assets between funds

	Unrestricted funds £	Total £
Fixed assets	76,941	76,941
Net current assets	380,037	380,037
	<u>456,978</u>	<u>456,978</u>

16 Reconciliation of net debt

	At 1 January 2020 £	Cash flows £	New HP/Finance leases £	At 31 December 2020 £
Cash and cash equivalents	362,817	2,086	-	364,903
	<u>362,817</u>	<u>2,086</u>	<u>-</u>	<u>364,903</u>
Net debt	<u>362,817</u>	<u>2,086</u>	<u>-</u>	<u>364,903</u>

17 Commitments

*Operating lease commitments*

Annual commitments under non-cancellable operating leases are as follows:

	2020	2020	2019	2019
	Land and buildings	Other	Land and buildings	Other
	£	£	£	£
Operating leases with expiry date:				
Within one year	113,016	-	131,472	-
In the second to fifth years inclusive	222,432	-	224,716	-
	<u>335,448</u>	<u>-</u>	<u>356,188</u>	<u>-</u>

*Pension commitments*

	2020	2019
	£	£
The pension cost charge to the charity amounted to:	<u>4,875</u>	<u>4,874</u>

**RSPCA Northamptonshire Branch**  
**Detailed Statement of Financial Activities**  
**for the year ended 31 December 2020**

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
<b>Income and endowments from:</b>			
Donations and legacies			
Legacies and bequests	10,230	10,230	13,533
Appeals, donations and subscriptions	22,565	22,565	8,011
Fundraising	45,769	45,769	112,807
Grants	149,411	149,411	44,159
	<u>227,975</u>	<u>227,975</u>	<u>178,510</u>
Charitable activities			
Neutering subsidy	4,313	4,313	16,422
Adoptions	45,018	45,018	45,125
	<u>49,331</u>	<u>49,331</u>	<u>61,547</u>
Other trading activities			
Sales of donated goods	327,920	327,920	514,982
Rags income	19,132	19,132	41,397
Pet insurance commission	6,068	6,068	4,069
	<u>353,120</u>	<u>353,120</u>	<u>560,448</u>
Investments			
Bank interest	192	192	763
	<u>192</u>	<u>192</u>	<u>763</u>
<b>Total income and endowments</b>	<b>630,618</b>	<b>630,618</b>	<b>801,268</b>
<b>Expenditure on:</b>			
Costs of other trading activities			
Rent, rates, light, heat, power and premises insurance	139,220	139,220	140,015
Staff costs	154,286	154,286	250,250
Repairs and maintenance	20,530	20,530	30,242
Other expenses	48,794	48,794	62,458
	<u>362,830</u>	<u>362,830</u>	<u>482,965</u>
<b>Total of expenditure on raising funds</b>	<b>362,830</b>	<b>362,830</b>	<b>482,965</b>
Charitable activities			
Rent, rates, light, heat, power and premises insurance	43,518	43,518	16,675
Staff costs	73,275	73,275	37,523
Repairs and maintenance	1,631	1,631	3,006
Other expenses	31,869	31,869	37,030
Grants made	53,111	53,111	149,657
	<u>203,404</u>	<u>203,404</u>	<u>243,891</u>

**RSPCA Northamptonshire Branch**  
**Detailed Statement of Financial Activities**

<b>Total of expenditure on charitable activities</b>	203,404	203,404	243,891
Other expenditure			
Legal fees	-	-	8,737
Fundraising expenditure (from restricted funds)	-	-	3,000
Fundraising expenditure	-	-	540
	<u>-</u>	<u>-</u>	<u>12,277</u>
Employee costs			
Salaries/wages	10,490	10,490	-
Employer's NIC	41,132	41,132	-
Pension costs	4,875	4,875	4,874
Staff training	630	630	-
	<u>57,127</u>	<u>57,127</u>	<u>4,874</u>
Premises costs			
Rent	1,577	1,577	-
	<u>1,577</u>	<u>1,577</u>	<u>-</u>
General administrative costs, including depreciation and amortisation			
Depreciation of Motor vehicles	-	-	-
Depreciation of Animal pens	-	-	-
Depreciation of Furniture and equipment	-	-	-
General insurances	890	890	-
Postage and couriers	325	325	-
Software, IT support and related costs	2,328	2,328	-
Stationery and printing	1,602	1,602	-
Subscriptions	300	300	-
Sundry expenses	1,598	1,598	-
Telephone, fax and broadband	4,500	4,500	-
	<u>11,543</u>	<u>11,543</u>	<u>-</u>
Legal and professional costs			
Audit/Independent examination fees	4,200	4,200	-
Accountancy and bookkeeping	2,025	2,025	-
Solicitor's fees	1,238	1,238	-
Other legal and professional costs	560	560	-
	<u>8,023</u>	<u>8,023</u>	<u>-</u>
<b>Total of expenditure of other costs</b>	<u>78,270</u>	<u>78,270</u>	<u>17,151</u>
<b>Total expenditure</b>	644,504	644,504	744,007
Net gains on investments	-	-	-
	<u>(13,886)</u>	<u>(13,886)</u>	<u>57,261</u>
<b>Net (expenditure)/income</b>			
<b>Net (expenditure)/income before other gains/(losses)</b>	<u>(13,886)</u>	<u>(13,886)</u>	<u>57,261</u>
Other Gains	-	-	-

**RSPCA Northamptonshire Branch**  
**Detailed Statement of Financial Activities**

<b>Net movement in funds</b>		<b>(13,886)</b>	<b>(13,886)</b>	<b>57,261</b>
<b>Reconciliation of funds:</b>				
	7			
<b>Total funds brought forward</b>	8	-	<b>470,864</b>	<b>413,603</b>
	9			
	7			
<b>Total funds carried forward</b>	8	-	<b>456,978</b>	<b>470,864</b>
	9			





## Equality and diversity

As a basic principle, your branch should be committed to promoting equal opportunities and to treating people fairly, whether they are employees, volunteers, job applicants or customers.

Diversity means employing people from different backgrounds, recognising that drawing from a wide pool of talent will make an employer more effective and enhance its public image. Diversity is a positive thing and a diverse culture in the workplace can bring many differences and benefits.

The Equality Act 2010 brings together a number of previously separate pieces of legislation concerned with equality and discrimination. To comply with this and other legislation, it is your branch's responsibility to ensure that people are treated fairly and equally and are not subjected to any form of unlawful discrimination or harassment on the grounds of what is regarded in law as a 'protected characteristic', namely:

- sex
- sexual orientation
- transsexualism (gender reassignment)
- marital / civil partnership status
- pregnancy or maternity
- race (including nationality, ethnic origin, national origin or skin colour)
- disability
- age
- religion or belief.

Unacceptable discrimination can also be on the grounds of:

- working part-time or on a fixed-term contract
- having a spent conviction
- being a member of a trade union

Your branch is also responsible under the Act for ensuring that nobody is directly discriminated against because:

- they associate with another person who has one of the above characteristics and therefore is protected in law (this is known as associated discrimination)
- others think that they have one of the above characteristics, whether they actually have or not (this is known as perceptive discrimination)

## Equal opportunities in employment

It is very important that your branch avoids unlawful discrimination in all areas of employment, the most common areas being:

- recruitment
- promotion
- training
- discipline
- redundancy
- pay and benefits
- Employees who believe they have not been treated equally can bring a claim to an employment tribunal for discrimination. Discrimination claims tend to be very complex and time-consuming and there is no limit to the amount of compensation that can be awarded if the employee's case is successful.
- Your branch may be liable where you are aware of discrimination taking place, but choose to ignore it and do nothing about the situation.

What your branch can do:

- Have an equal opportunities statement or policy which is available to all employees (see later in this section for sample statement)
- Ensure that all employees are aware of and understand:
  - the type of equality issues that may arise during their employment
  - their rights and responsibilities in law
  - that they must contribute to creating a working environment that is free from discrimination and harassment
- Provide basic training to employees on equal opportunities (where possible), particularly those who are involved in recruitment, selection, disciplinary, or other employment-related decisions
- Make all such decisions objectively, either on merit or on the facts of the case.
- Create an environment where employees are protected from discrimination and are encouraged and see it as their duty to report any instances of discrimination, directed either at themselves or others.
- Investigate any reported allegations of harassment or discrimination immediately.
- Treat any breaches of the equal opportunities statement or policy as a disciplinary matter.

What your branch must not do:

- Deliberately discourage diversity within the branch

- Tolerate any discrimination, harassment, bullying or victimisation by your employees towards other employees, volunteers or customers or vice versa.
- Be inconsistent in the way you treat different employees or groups of employees.
- Be inconsistent in the way in which you handle breaches of the equal opportunities statement or policy.

## Procedure for handling equal opportunities issues

Any employee who believes they have been harassed or discriminated against has a duty to inform their line manager, or if that is not appropriate, another senior manager or trustee within the branch. Job applicants who feel they have been discriminated against may make a complaint to the branch.

The manager has a responsibility to investigate the matter and recommend appropriate action. This will be taken forward under the grievance procedure.

## Sample equal opportunities statements

### Short statement:

'The branch is committed to equality of opportunity, the elimination of unlawful discrimination and the development of a diverse workforce'.

### Long statement:

'The branch is committed to equality of opportunity, the elimination of unlawful discrimination and the development of a diverse workforce.'

In order to fulfil these commitments the branch aims to ensure that:

- all employees (including job applicants) and others at work are treated fairly and without any unlawful discrimination on grounds of:
- age; disability; race, colour, nationality, ethnic or national origin; religion or belief; sex; sexual orientation; gender reassignment; pregnancy and maternity; marriage and civil partnership; trade union membership/non-membership; part-time or fixed-term status; other relevant characteristic
- all employees and others at work have the same opportunity to develop and progress within the branch based on merit and to contribute positively towards its work
- all employees and others at work treat their colleagues with respect and are themselves entitled to work in an environment free from harassment and bullying
- all managers (including trustees) recognise their responsibilities for treating existing and potential colleagues fairly and are accountable for their actions
- all employment policies, procedures and practices are free from unlawful discrimination'.

This content was provided by the HR department. Version September 2012. Page updated May 2016



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The RSPCA is a charity registered in England and Wales no. 219099.



## Terms of Reference RSPCA Northamptonshire

1. The RSPCA Northamptonshire as a charity will, by all lawful means, prevent cruelty, promote kindness to and alleviate suffering of all animals.

We work to improve the welfare of pets by;

- ensuring that every pet is cared for properly and has a good home
  - ending cruelty to pet animals
  - controlling pet overpopulation
2. This Terms of Reference is effective from 19/04/18 and is ongoing until terminated by agreement between the trustees.
  3. The Trustees comprise:

- |                     |                               |
|---------------------|-------------------------------|
| • Carol Dudley      | Chair                         |
| • Rachel Butler     | Secretary                     |
| • Matthew Topp      | Regional Board Representative |
| • Jackie Addington  | Branch Manager Line Manager   |
| • Christine Statham | Trustee                       |
| • Matthew Duester   | Trustee                       |
| • Sharon Penfold    | Trustee                       |





#### 4. Roles & Responsibilities

The board of Trustees are jointly responsible under the charity's governing document (branch rules) for the management and administration of the branch. Trustees are legally responsible for ensuring the branch is properly and legally run and its assets applied for their purposes.

In accordance with branch rules, the committee are responsible for appointing a chair, treasurer and secretary. In so doing, trustees are delegating certain duties but not responsibility to these branch officers

#### 5. All meetings will be chaired by Carol Dudley

A meeting quorum will be 4 trustees

Decisions made by consensus (ie members are satisfied with the decision even though it may not be their first choice).

Meeting agenda minutes will be provided by Rachel Butler, this includes:

- Preparing agendas and supporting papers
- Preparing meeting notes and information

Meetings will be held every month usually for circa 2 hours, usually at Brixworth.

A trustee needs to attend a minimum of 4 meetings per year

The board must have a minimum of 7 members and a maximum of 14

#### 6. Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the trustees.





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Birmingham, B3 1PX  
VAT No: 376205494  
sales@alphacctv.co.uk  
www.alphacctv.co.uk  
01218035821

## Quote

**For:** Lynne (07494250185)  
R S P C A  
62A Main Road  
Duston  
NORTHAMPTON  
NN5 6JF

**Quote No:** 1201846  
**Date:** 20/09/2021

Description	Quantity	Rate	Amount
<b>HIKVISION SIX CAMERA 5.0MP CCTV SYSTEM</b> COMPLETE ADVANCED HIGH DEFINITION 5.0MP CCTV SYSTEM: (SIX CAMERA SYSTEM)  HIKVISION 8CH DVR 4TB (2K) APPROXIMATELY 31 DAYS CONTINUOUS RECORDING @ 12FPS WITH 6 CAMERAS INSTALLED)  DVR LOCATION: TO BE CONFIRMED ON THE DAY OF THE INSTALL - MUST BE IN A LOCATION THAT IS ACCESSIBLE BY THE CUSTOMER  6 x HIKVISION 5.0MP VANDAL DOME CAMERA (2K) IR - NIGHT VISION (CHOICE OF WHITE OR CHARCOAL GREY) (EXTERNAL)  BASE RINGS TO HIDE CONNECTIONS (IF REQUIRED) POWER SUPPLY COMPLETE CAT5e CABLING CONNECTORS REMOTE SETUP FOR SMART PHONE ACCESS (PHONES,IPADS,LAPTOPS,PC'S) LABOUR  IF DVR IS LOCATED NEXT TO CUSTOMERS TV WE WILL CONNECT THE DVR TO THE TV WITH A HDMI LEAD(1 METER LEAD ONLY)	1	£958.33	£958.33

Subtotal	£958.33
VAT 20% (£958.33)	£191.67
<b>Total</b>	<b>£1,150.00</b>

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<b>Total</b>	<b>£1,150.00</b>
--------------	------------------

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**Notes**

SYSTEM SUPPLIED AND FITTED WITH 1 YEAR ONSITE WARRANTY.

**Terms and Conditions**

Please refer to website [www.alphacctv.co.uk](http://www.alphacctv.co.uk) for full terms and conditions



## 2020 Community Engagement Report for FC

### **SOW A PATCH OF HAPPINESS**

100 packets of wildflower seeds distributed to the community for them to grow

### **TALLEST SUNFLOWER COMPETITION**

100 seeds given out. Judged in July. Winner received a Gardening voucher

### **CELEBRATING DUSTON'S HEROES**

Regular stories posted on FB and website acknowledging the extra mile that people have been going to help others. FB post reach increased 1000% and attracted many more followers to our page. The posts encouraged a spiral of positive comments from people who had been helped.

### **DUSTON COVID LOCKDOWN BOOK**

Collating stories, experiences and photos of how Duston's community have been managing. Live survey on our website has thrown up some very interesting feedback. People have been sending us poems and personal stories. **Facebook reach as of 16.11 is 70,305!**

### **TREE OF HOPE**

Massive success; residents encouraged to knit/crochet flowers and insects which have been attached to the tree stump at the top of Berrywood Rd. Thousands of handcrafted pieces have been received. This provided a safe level of community engagement during lockdown and is now being enjoyed by the hundreds of cars and people that pass every day. A blogger took up our story and made a video which has had over 5000 views so far. Other villages and parish councils are starting up their own. **This has also been picked up and reported on by the Chron & Echo, BBC Radio Northampton and BBC News Online. Facebook reach as of 16.11 is 51,557!**

### **TGTA/VOLUNTEERS**

Another success during lockdown. Not only has Jenny managed to keep the allotment going safely during Covid, she has had many more volunteers join, allowing a welcome escape to 'normality' for people struggling with the isolation of lockdown. The excess produce has been distributed amongst the volunteers and the food bank in town and families that are struggling.



### **IAAD/CAFE CONNECT/FB/WEBSITE**

Copy sent to publications with our ongoing initiatives/latest covid advice/centre info. FB and Website has been regularly updated and has been key in keeping people connected and we have gained many extra followers and likes to our page as a result.

### **VE DISPLAY**

St Luke's bank decorated with flags and VE bunting. Local man created us a 75 to add to the display. A great many positive comments received from RBL Duston & District and residents

### **HANGING BASKETS/TUBS/PLANTERS**

10 hanging baskets in old village, Duston sign troughs and planters at the Eldean co-op have been planted up and maintained, including the large one at Eldean which has been done by the Eldean School Eco Club leader. We will be adding 4 more at Eldean Shops and have the support of a local business who wishes to sponsor and look after them.

### **VIRTUAL DUSTON FUN DAY**

All attendees including stallholders, caterers, entertainers, musicians and service providers etc were given the opportunity to be included in our virtual DFD by having their business on our website with a link to their FB page or website

### **FRED BARRICK FUNERAL POPPIES**

Poppies put up on the lampposts marking the funeral route of Fred's final journey through Duston. Fred collected for the RBL for over 50 years and was known as The Poppy Man. The family were very touched by the gesture.

### **#DUSTON TOGETHER**

Helping Elaine Stonehouse who set up the Duston Covid Mutual Aid Group with information sharing and support. We continue to signpost residents across the village to the latest schemes and support available.

### **VIRTUAL WELLBEING POP UPS**

Sadly our 2020 programme of monthly talks had to be cancelled. However, We have successfully collaborated with BMI Three Shires and Genesis Healthcare to deliver the rest of this year's talks virtually via Zoom/Teams. Topics were Healthy Heart and Prostate Cancer with Men's Mental Health to coincide with Movember. Currently working on the 2021 programme.





### **CRISP RECYCLING SCHEME**

We have almost £1000 to distribute to local volunteer organisations. Plans to hold an awards reception at the cafe in partnership with GJ are currently on hold until the new year.

### **SPRING INTO 2021**

Looking to get volunteers to plant extra bulbs around the village to bring us all cheer in the spring.

### **RHS BAG OF SOUP SCHEME**

Using excess produce from TGTA to bag up with a soup recipe. Bags were distributed to local residents and we hope to further help the Duston Foodbank which reopened in October.

### **HALLOWEEN PUMPKIN TRAIL**

Picture to download and colour in to be displayed in resident's windows to make up 'The Big Pumpkin Trail' around the village. Residents to be encouraged to see how many they can spot whilst out for a walk

### **DUSTON REMEMBERS/ POPPY CASCADE**

Poppy cascade will have some remedial work done following an appeal for more poppies which currently has reached over 8000 people on FB. The cascade will be put up for the 2 weeks prior to Remembrance Sunday and will be illuminated at night

### **VIRTUAL XMAS MARKET**

Following the latest Government restrictions, we have created a virtual event on our Facebook and web pages. This has attracted many stallholders old and new and is encouraging great sales and positive results.

### **DUSTON FESTIVE WINDOWS/FESTIVE PET COMPETITION**

Once again shopkeepers will be invited to decorate their windows for the month of December. This year we will extend this to residents who will be encouraged to light up/decorate their houses and be part of our trail. We will also be running a festive pet competition with a prize for the winner of the most 'Christmassy' animal.

### **ALZHEIMER'S ELF DAY**

We are encouraging residents, shopkeepers etc to release their inner elf, dress up for the day and send us pictures of themselves going about their business. A bit of festive fun to cheer people up. A Just Giving Page will be set up for those who wish to donate to the Alzheimer's Society.



I hope this will give councillors a good overview of how we have maintained connections with our community and increased awareness of DPC throughout the past year in lockdown.

Alison Grantham  
Business & Community Development Manager  
November 2020

JANUARY 21	FEBRUARY 21	MARCH 21	APRIL 21	MAY 21	JUNE 21
<ul style="list-style-type: none"> <li>• WELLBEING POP UP</li> <li>• KNIT FOR NHS</li> <li>• LOCKDOWN BOOK</li> <li>• COMMUNITY CONNECT</li> <li>• SOCIAL MEDIA &amp; COMMS</li> </ul>	<ul style="list-style-type: none"> <li>• WELLBEING POP UP</li> <li>• KNIT FOR NHS</li> <li>• LOCKDOWN BOOK</li> <li>• COMMUNITY CONNECT</li> <li>• IN AND AROUND DUSTON (IAAD)</li> <li>• SOCIAL MEDIA &amp; COMMS</li> </ul>	<ul style="list-style-type: none"> <li>• WELLBEING POP UP</li> <li>• KNIT FOR NHS</li> <li>• LOCKDOWN BOOK</li> <li>• COMMUNITY CONNECT</li> <li>• THE GROW TOGETHER</li> <li>• ALLOTMENT (TGTA)</li> <li>• EASTER EGG TRAIL</li> <li>• SOCIAL MEDIA &amp; COMMS</li> </ul>	<ul style="list-style-type: none"> <li>• WELLBEING POP UP</li> <li>• BULB PLANTING</li> <li>• LOCKDOWN BOOK</li> <li>• COMMUNITY CONNECT</li> <li>• IAAD</li> <li>• TGTA</li> <li>• EASTER EGG TRAIL</li> <li>• SOCIAL MEDIA &amp; COMMS</li> </ul>	<ul style="list-style-type: none"> <li>• WELLBEING POP UP</li> <li>• COMMUNITY CONNECT</li> <li>• TGTA</li> <li>• DPC 30<sup>TH</sup> BIRTHDAY</li> <li>• LOCAL BUSINESS SUPPORT</li> <li>• INITIATIVE</li> <li>• VILLAGE PLANTERS</li> <li>• SOCIAL MEDIA &amp; COMMS</li> </ul>	<ul style="list-style-type: none"> <li>• WELLBEING POP UP</li> <li>• LET'S CELEBRATE DUSTON</li> <li>• COMMUNITY CONNECT</li> <li>• TGTA</li> <li>• IAAD</li> <li>• LOCAL BUSINESS SUPPORT</li> <li>• INITIATIVE</li> <li>• SOCIAL MEDIA &amp; COMMS</li> </ul>
JULY 21	AUGUST 21	SEPTEMBER 21	OCTOBER 21	NOVEMBER 21	DECEMBER 21
<ul style="list-style-type: none"> <li>• WELLBEING POP UP</li> <li>• COMMUNITY CONNECT</li> <li>• TGTA</li> <li>• DIRECTORY UPDATE</li> <li>• WEBSITE RESTYLE</li> <li>• SOCIAL MEDIA &amp; COMMS</li> </ul>	<ul style="list-style-type: none"> <li>• WELLBEING POP UP</li> <li>• COMMUNITY CONNECT</li> <li>• IAAD</li> <li>• TGTA</li> <li>• SOCIAL MEDIA &amp; COMMS</li> </ul>	<ul style="list-style-type: none"> <li>• WELLBEING POP UP</li> <li>• COMMUNITY CONNECT</li> <li>• TGTA</li> <li>• SOCIAL MEDIA &amp; COMMS</li> </ul>	<ul style="list-style-type: none"> <li>• WELLBEING POP UP</li> <li>• COMMUNITY CONNECT</li> <li>• IAAD</li> <li>• TGTA</li> <li>• POPPY CASCADE</li> <li>• HALLOWEEN ROCKS</li> <li>• SPRING INTO 2022</li> <li>• SOCIAL MEDIA &amp; COMMS</li> <li>• CRISP RECYCLING AWARDS</li> </ul>	<ul style="list-style-type: none"> <li>• WELLBEING POP UP</li> <li>• COMMUNITY CONNECT</li> <li>• TGTA</li> <li>• POPPY CASCADE</li> <li>• DUSTON</li> <li>• REMEMBERS</li> <li>• XMAS MARKET</li> <li>• SOCIAL MEDIA &amp; COMMS</li> </ul>	<ul style="list-style-type: none"> <li>• DUSTON FESTIVE WINDOWS</li> <li>• COMMUNITY CONNECT</li> <li>• IAAD</li> <li>• SPOT THE TRINKET</li> <li>• COMPETITION</li> <li>• SOCIAL MEDIA &amp; COMMS</li> </ul>



## 2021 Community Engagement Report October FC

### **WELLBEING POP UPS**

We continue our partnership with St Luke's PPG and have successfully collaborated with BMI Three Shires and Genesis Healthcare to deliver most of the monthly talks online. September and October's talks will be in person at DCC. Topics covered; Hearing Loss & Tinnitus/Menopause & Endometriosis/Pancreatic Cancer/Parkinson's/Living Independently/IBS & IBD/Pain Management/Nutrition on a budget/Dementia/Age UK Support

### **KNIT FOR NHS**

The village were invited to knit coloured hearts to make 3 rainbow arches which are displayed on Main Road, St Luke's bank and St Luke's spinney

### **LOCKDOWN BOOK**

Consolidating all the poems, features, stories and pictures from Duston in lockdown plus the results of a survey we carried out to see how it affected our residents, both positively and negatively. This is being worked on currently and we are seeking input from local journalism students from The Duston School.

### **COMMUNITY CONNECT & IN AND AROUND DUSTON**

We contribute monthly to these publications with news of our events, initiatives, centre info and councillor details. We have links to these publications on our website as well as featuring newsletters from external service providers and charities, Police and Neighbourhood Watch.

### **SOCIAL MEDIA & COMMS**

FB and Website is regularly updated and has been key in keeping people connected. We continue to attract new followers and have increased our reach by over 50% this year. We are setting up an Instagram account to ensure that we extend our reach across all platforms. We offer paper copies and a phone number on all publicity for those not online.

### **TGTA**

This DPC resource has continues to play a vital role this year. As well as more volunteers joining we have facilitated several sessions for young people in the school holidays. Jenny does a great job of managing the plot's volunteers and has received donations of a potting shed and bench. In October we will be harvesting produce and making up 'Souper Bags' containing veg and a recipe to distribute around the village. The excess



produce has been distributed amongst the volunteers and the food bank in town and families that are struggling.

### **EASTER EGG TRAIL**

We developed a covid safe activity for all the family. 20 giant egg posters were placed around the village depicting various landmarks and working with Duston Local History Society we included facts about the area. Residents were encouraged to walk the trail discovering new info and/or enter the competition by solving the cryptic clues on the website. This was a huge success and we received lots of positive feedback from people who had learnt historical facts and discovered parts of the village they didn't previously know about. The Easter hamper was won by a young lad whose family were new to Duston and said that the event made them feel a part of the village.

### **HANGING BASKETS/TUBS/PLANTERS**

10 hanging baskets in the old village, Duston sign troughs and planters at Eldean shops were planted with spring bulbs and summer bedding. We have extended the hanging baskets area to the bottom end of the Main Rd for 2021. We have also been working with groups such as Affinity Day-care and Favel Day services who have been creating a wall of pots and filling tubs outside St Luke's Centre. Squirrels Nursery have filled the pots at DCC.

### **LOCAL BUSINESS SUPPORT**

We personally visited every business in Duston (over 100) to offer our support to them reopening after lockdown. We captured their contact, shop and service details and updated our website directory with a photo of their premises. We also contacted all community centre users plus external groups that operate in the village to ensure we had as many details as possible. An overhaul of the directory now means that our residents have access to almost 300 groups, services, businesses etc in the village.

### **LET'S CELEBRATE DUSTON**

This initiative took place during June and featured a different sector of the community for each of the 30 days. We celebrated our schools, shops, businesses, parks, people, organisations, pubs, churches – in fact, everything there was to celebrate, we did. We encouraged residents to support local, discover new areas and get out and join new groups. We had great feedback and have left the event details on our website as a constant reminder of how great this village is.



### **WEBSITE UPDATE**

We are currently restyling the web pages to make the amount of information more manageable. This has streamlined and updated the events sections and means a quicker access to current and relevant information.

### **HALLOWEEN ROCKS!**

During October we will be encouraging villagers to decorate a rock with a Halloween theme and hide it for others to find. This will encourage families to get out and about. We will hide 10 DPC rocks which if found during half term and returned to the centre can be exchanged for a bag of Halloween Booty.

### **POPPY CASCADE/DUSTON REMEMBERS**

Our poppy cascade will be on display again this year and floodlit at night. Poppies will be placed on the lamp posts during the poppy appeal fortnight until Remembrance Sunday. Residents are invited to create a poppy on a stick for the display on the bank at St Luke's displaying their name or business to join us in Duston Remembers.

### **SPRING INTO 2022**

We are appealing for volunteers to plant extra bulbs around the village to bring us all cheer in the spring.

### **CRISP RECYCLING SCHEME**

We are now in a position to award the £1000 converted from the crisp packet recycling initiative to local groups. Representatives from Boys' Brigade 11<sup>th</sup> Northampton, Duston Scouts, Duston Girl Guides and Liberty Drum Corps will be invited to an award ceremony at GJ's Café Bar on 27<sup>th</sup> October to receive a donation for their organisation..

### **XMAS MARKET**

We are planning to hold this event live this year and are currently booking stallholders. We will be working with CK to provide a Santa's grotto and crafts for the kids.

### **DUSTON TOGETHER**

We are working on this initiative to help bring all sectors of the community together for mutual benefit. It is hoped by encouraging groups to share information with the community and each other it will enhance our capacity to effectively signpost our residents to whatever help, advice and active involvement opportunities they may need.



### **DUSTON FESTIVE WINDOWS/FESTIVE TRINKET COMPETITION**

Once again shopkeepers and residents will be invited to decorate their windows for the month of December. Last year, many areas of the village entered into the spirit and lit up whole streets with their decorations, They were happy to have their houses featured on our FB pages and we also had many entries in our Festive Pet Competition. The winners included a pair of guinea pigs and prizes for each category were kindly donated by the local pet shop. This year we are running a spot the Xmas trinket competition and asking the shops to help us display them.

### **THE DUSTON GOOD NEIGHBOUR SCHEME**

We have been working with volunteer co-ordinators to help support the set-up of the scheme. It recognises and consolidates all the positive results achieved by the Duston Covid Mutual Aid Group and will serve to take forward and facilitate help and support for our residents as well as providing valuable volunteering opportunities within our community.

Alison Grantham  
Business & Community Development Manager  
September 2021



## Looking forward to 2022.....

Despite maintaining a full programme of events over the past 18 months, there were a few that we couldn't deliver in person.

We will continue to develop our seasonal & monthly programme of events and initiatives but also hope to pick up the **3 big projects** that we have had to shelve until the Covid19 situation stabilises.

**Community Info & Wellbeing Fayre** A great event for local organisations to get together to network and showcase to the public what is available in the locality. Also an ideal opportunity to let everyone know about the Duston Good Neighbour Scheme

**Duston Fun Day 2022** will, hopefully, be back with a bang in late June. We are looking forward to working with our partners, local businesses and charities, and by responding to feedback gathered from previous years we will again be holding it on St Luke's field and seeking new attractions to deliver an even bigger and better family fun day.

**Community Volunteers** – developing our network of volunteers was severely hampered by the pandemic so we are looking forward to getting this initiative back on track and our first project will be to tackle the area opposite the Co-op on Main Rd. We had permissions and plans in place prior to lockdown and the support of the Co-op manager. Once we have an established our 'Friends of DPC' band of volunteers we will also be able to re-instate community planting and litter picks across the village as well as develop opportunities for involvement at our events.

Alison Grantham  
Business & Community Development Manager  
September 2021





COMMUNITY  
CONNECT

We hope you are all well and keeping busy as we look forward to beautiful autumnal colours and big moons this month.

Here's how you can connect with us during October;

### **THE GROW TOGETHER ALLOTMENT – Thu 14 & 28 October 10-2pm**

We will be having an autumn clear up on the allotment this month ready to put the plot to bed for the winter. We are also offering half term activities for any young people who would like something to do in the holidays so do come and join us. As ever, all ages and abilities are welcome, you choose for how long.

Please call to register so we know you are coming [jenny@cypn.org](mailto:jenny@cypn.org) or call 01604 583626

### **LIVE WELLBEING TALK – AGE UK: A GUIDE TO SERVICES AND SUPPORT Drop in between 2 & 3pm**

DPC and St Luke's PPG welcome you to our next FREE health talk. We will be hosting this in person, where Roger from AGE UK Northamptonshire will be on hand to give advice and guidance on the wealth of support services available. This is an informal drop in session. Covid control measures will be in place.

Register your interest or get more info by emailing [events@duston-pc.gov.uk](mailto:events@duston-pc.gov.uk) or call 01604 583626

### **SPRING INTO 2022**

We will be out and about later this month tidying up and planting bulbs around the village. Can you help? Is there a spot in Duston that needs a bit of cheer or could benefit from a Womble visit? Would you like to join us in making Duston look even better?

Give us a call, whether you have volunteered with us before or would like to, we would love to hear from you. Please email [bcdm@duston-pc.gov.uk](mailto:bcdm@duston-pc.gov.uk) or call 01604 583626



## **HALLOWEEN ROCKS 1 – 31 OCTOBER**

We are inviting you to join in the fun this month by decorating a rock or pebble with a Halloween theme. Take a picture and post it on our Facebook page if you wish then hide it somewhere in the village for someone else to find and re-hide.

To add to the fun, we will be releasing 10 rocks for you to find between 25<sup>th</sup> and 31<sup>st</sup> October – look out for the DPC logo on the underside of the rock and contact us to exchange it for a bag full of Halloween booty. More info at [www.duston-pc.gov.uk/halloween-rocks](http://www.duston-pc.gov.uk/halloween-rocks)

## **DUSTON REMEMBERS**

Look out for our famous poppy cascade which will be on display again towards the end of the month to coincide with the Royal British Legion Poppy Appeal which is celebrating its 100<sup>th</sup> year! The cascade will be floodlit at night and we will also be placing poppies on the lamp posts along the Main Road. If you would like to make a poppy on a stick to add to the display then please get in touch or check our website for more details.

## **#DUSTON TOGETHER**

Do you run or belong to a group or organisation, own a shop or business or provide a service that operates in Duston?

We want to hear from you so that we can add your details to our directory. We already have almost 300 listings but are looking to expand that to provide a central point of information for the benefit of all.

Please call the office and ask for Sarah or email us for a capture form [events@duston-pc.gov.uk](mailto:events@duston-pc.gov.uk)

01604 583626

[www.duston-pc.gov.uk](http://www.duston-pc.gov.uk)

Facebook@DustonPC



**DUSTON PARISH COUNCIL**

**Duston Community Centre, Pendle Road, Duston, Northampton NN5 6DT**

**Tel: 01604 583626**

General enquiries: [office@duston-pc.gov.uk](mailto:office@duston-pc.gov.uk)

Events: [bcdm@duston-pc.gov.uk](mailto:bcdm@duston-pc.gov.uk) Clerk: [clerk@duston-pc.gov.uk](mailto:clerk@duston-pc.gov.uk)

Website: [www.duston-pc.gov.uk](http://www.duston-pc.gov.uk)  DustonPC  @Duston\_PC

## EVENTS & INITIATIVES - Dates for your diary

### Health and Wellbeing Pop Up Talks

Working in partnership with St Luke's PPG we have 2 very interesting topics for our last talks of the year.

'Living with Sight Loss' Thursday October 21st 2-3pm with Mr Hugh Spencer from NAB and 'Irritable Bowel Syndrome & Disease Awareness' Thursday 18th November 7-8pm with Dr Iqbal Khan from BMI Three Shires. Both these talks are virtual and free. Please contact us or check our website and FB for the very latest information and booking links.



### The Grow Together Allotment

Our allotment has been incredibly productive this year; not just with flowers, fruit and veg but in nurturing new experiences and friendships too. All ages and abilities welcome for all or part of the session.

Please call to register so we know you are coming. Email: [jenny@cypn.org](mailto:jenny@cypn.org) or call on 01604 583626

**14 OCT AUTUMN CLEAR UP | 28 OCTOBER HALF TERM FUN | 18 NOV SHED CLEAR UP**  
**ALL SESSIONS 10 -2PM**



## ALSO COMING UP IN OCTOBER /NOVEMBER

*There are lots of ways to connect with us; come on, get involved!*



**HALLOWEEN ROCKS!** Spooky Sunday the 31st will soon be upon us; join in the fun with our pumpkin trail around Duston. Get involved by painting pebbles and rocks and hide them around the village for others to find. Spot prizes for those that find our special DPC ones! <https://www.duston-pc.gov.uk/halloween-rocks.html>

**DUSTON REMEMBERS** We will again be remembering the fallen with our Poppy Cascade on display throughout the Poppy Appeal until 11th November. There will be various events & services of remembrance throughout the village.

This year we are asking you to add to our display by creating a 'Poppy on a Stick' The template and further details can be found on our webpage <https://www.duston-pc.gov.uk/duston-remembers.html>



## EVENTS & INITIATIVES - CONTINUED

### CHRISTMAS @ ST LUKE'S & DUSTON FESTIVE WINDOWS

We are busy with preparations to bring you our annual **Christmas Market on Saturday 20th November 11-4pm** and hoping that we can return to normal this year with a LIVE EVENT. Of course, we will be following any latest guidelines and will default to a virtual event if we have to so as not to disappoint anyone. Stalls may be limited so please contact us first and if we have any spaces we will send you a booking form:

**events@duston-pc.gov.uk**

Join us once again this December to help make Duston sparkle. You did a fantastic job last year and lots of you enjoyed visiting various parts of the village where whole streets had gone all out with their decs. We will be running another festive competition so do check our FB and Website.



Our noticeboards, website and social media has all the latest info on our centres and activities but we know that some of you are not online.

Do contact us if you would like to receive info/updates in paper format.

#### Contact details for Duston Parish Councillors

<p style="text-align: center;">Cllr Shaun Pape (New Duston West) Chairman Tel: 01604 583626 Email: <a href="mailto:cldr.spape@duston-pc.gov.uk">cldr.spape@duston-pc.gov.uk</a></p>	<p style="text-align: center;">Cllr Mike Ingram (New Duston West) Tel: 01604 583626 Email: <a href="mailto:cldr.mingram@duston-pc.gov.uk">cldr.mingram@duston-pc.gov.uk</a></p>
<p style="text-align: center;">Cllr Alan Bottwood (Old Duston) Vice Chairman Tel: 01604 583626 Email: <a href="mailto:cldr.abottwood@duston-pc.gov.uk">cldr.abottwood@duston-pc.gov.uk</a></p>	<p>(New Duston West) <b>VACANCY</b></p>
<p style="text-align: center;">Cllr Paul Enright-King (New Duston East) Tel: 01604 583626 Email: <a href="mailto:cldr.penright-king@duston-pc.gov.uk">cldr.penright-king@duston-pc.gov.uk</a></p>	<p style="text-align: center;">Cllr Matthew Golby (New Duston West) Tel: 01604 583626 Email: <a href="mailto:cldr.mgolby@duston-pc.gov.uk">cldr.mgolby@duston-pc.gov.uk</a></p>
<p style="text-align: center;">Cllr Miles Barnes (Old Duston) Tel: 01604 583626 Email: <a href="mailto:cldr.mbarnes@duston-pc.gov.uk">cldr.mbarnes@duston-pc.gov.uk</a></p>	<p style="text-align: center;">Cllr Sandra Roper (Old Duston) Tel: 01604 583626 Email: <a href="mailto:cldr.sroper@duston-pc.gov.uk">cldr.sroper@duston-pc.gov.uk</a></p>
<p style="text-align: center;">Cllr Sandie Maitland (Old Duston) Tel: 01604 583626 Email: <a href="mailto:cldr.smaotland@duston-pc.gov.uk">cldr.smaotland@duston-pc.gov.uk</a></p>	<p style="text-align: center;">Cllr Jan Ennis-Clark (New Duston East) Tel: 01604 583626 Email: <a href="mailto:cldr.jennis-clark@duston-pc.gov.uk">cldr.jennis-clark@duston-pc.gov.uk</a></p>
<p style="text-align: center;">Cllr Elaine Stonehouse (Old Duston) Tel: 01604 583626 Email: <a href="mailto:cldr.estonehouse@duston-pc.gov.uk">cldr.estonehouse@duston-pc.gov.uk</a></p>	<p style="text-align: center;">Cllr Nigel Hinch (Old Duston) Tel: 01604 583626 Email: <a href="mailto:cldr.nhinch@duston-pc.gov.uk">cldr.nhinch@duston-pc.gov.uk</a></p>

1. Home (<https://www.gov.uk/>)
2. Content and publishing (<https://www.gov.uk/topic/government-digital-guidance/content-publishing>)

Guidance

# Understanding accessibility requirements for public sector bodies

Help your team understand why they need to meet the website and mobile app accessibility regulations.

From: Central Digital and Data Office (<https://www.gov.uk/government/organisations/central-digital-and-data-office>)

Published

9 May 2018

Last updated

9 July 2021 — See all updates

## Contents

- Understanding accessibility
- Why making your public sector website or mobile app accessible is important
- Meeting accessibility requirements
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- When complying with accessibility regulations might be a 'disproportionate burden'
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- How the accessibility regulations will be monitored and enforced

[Print this page](#)

## Understanding accessibility

Making a website or mobile app accessible means making sure it can be used by as many people as possible.

This includes those with:

- impaired vision
- motor difficulties
- cognitive impairments or learning disabilities
- deafness or impaired hearing

At least 1 in 5 people in the UK have a long term illness, impairment or disability (<https://www.scope.org.uk/media/disability-facts-figures>). Many more have a temporary disability.

Accessibility means more than putting things online. It means making your content and design clear and simple enough so that most people can use it without needing to adapt it, while supporting those who do need to adapt things.

For example, someone with impaired vision might use a screen reader (software that lets a user navigate a website and 'read out' the content), braille display or screen magnifier. Or someone with motor difficulties might use a special mouse, speech recognition software or on-screen keyboard emulator.

## Why making your public sector website or mobile app accessible is important

People may not have a choice when using a public sector website or mobile app, so it's important they work for everyone. The people who need them the most are often the people who find them hardest to use.

Accessible websites usually work better for everyone. They are often faster, easier to use and appear higher in search engine rankings.

Most public sector websites and mobile apps do not currently meet accessibility requirements. For example, a recent study by the Society for innovation, technology and modernisation (<https://www.socitm.net>) found that 4 in 10 local council homepages failed basic tests for accessibility.

Common problems include websites that are not easy to use on a mobile or cannot be navigated using a keyboard, inaccessible PDF forms that cannot be read out on screen readers, and poor colour contrast that makes text difficult to read - especially for visually impaired people.

You may be breaking the law if your public sector website or mobile app does not meet accessibility requirements.

## Meeting accessibility requirements

The accessibility regulations came into force for public sector bodies on 23 September 2018. They say you must make your website or mobile app more accessible by making it 'perceivable, operable, understandable and robust'. You need to include and update an accessibility statement on your website.

The full name of the accessibility regulations is the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

The accessibility regulations build on your existing obligations to people who have a disability under the Equality Act 2010 (or the Disability Discrimination Act 1995 in Northern Ireland).

For example, somebody might ask for information in an alternative, accessible format (<https://www.gov.uk/government/publications/inclusive-communication/accessible-communication-formats>), like large print or an audio recording. There are a number of factors that determine what makes something a 'reasonable' adjustment (<https://www.citizensadvice.org.uk/law-and-courts/discrimination/what-are-the-different-types-of-discrimination/duty-to-make-reasonable-adjustments-for-disabled-people/>).

Intranet and extranet websites are covered by the accessibility regulations. These are internal websites which disabled employees working in or with the public sector may use.

Accessibility regulations cover public sector mobile apps developed for use by the public. These regulations cover areas such as the public sector body using bespoke app choices of functionality, or branding.

Mobile apps for specific defined groups like employees or students are not covered by the regulations.

Your website or mobile app will meet the newer legal requirements if you:

- meet the international WCAG 2.1 AA accessibility standard (<https://www.gov.uk/service-manual/helping-people-to-use-your-service/understanding-wcag>) - although there may be valid legal reasons for not meeting accessibility standards
- publish an accessibility statement that explains how accessible your website or mobile app is

The best way of doing this is to ask your team to check how far your website or mobile app currently meets WCAG 2.1, and where there are problems. Then, make a plan to fix the problems found. Your web team should use the guide to making your website accessible and publishing an accessibility statement (<https://www.gov.uk/guidance/make-your-website-or-app-accessible-and-publish-an-accessibility-statement>).

All public sector websites should now be accessible.

New public sector intranets and extranets need to be accessible and publish an accessibility statement. Older intranets and extranets (published before 23 September 2019) need to be made accessible when they are updated.

Mobile applications needed to be accessible by 23 June 2021.

## Who has to meet the 2018 accessibility regulations

All public sector bodies have to meet the 2018 requirements, unless they are exempt.

Public sector bodies include:

- central government and local government organisations
- some charities and other non-government organisations

## When you may be exempt from accessibility regulations

All UK service providers have a legal obligation to make reasonable adjustments under the Equality Act 2010 or the Disability Discrimination Act 1995 (in Northern Ireland).

The following organisations are exempt from the accessibility regulations:

- non-government organisations like charities - unless they are mostly financed by public funding, provide services that are essential to the public or aimed at disabled people
- public sector broadcasters and their subsidiaries

The following organisations are partially exempt from the accessibility regulations:

- primary and secondary schools or nurseries - except for the content people need in order to use their services, for example a form that lets you outline school meal preferences

Partially exempt organisations would need to publish an accessibility statement on their website or mobile app.

Check with your legal adviser (if you have one) if you're not sure whether the new accessibility rules apply to you.

## When complying with accessibility regulations might be a 'disproportionate burden'

Some organisations are not exempt but may not need to fully meet accessibility standards. This is the case if the impact of fully meeting the requirements is too much for an organisation to reasonably cope with. The accessibility regulations call this a 'disproportionate burden'.

You need to think about disproportionate burden in the context of what's reasonable to do right now. If your circumstances change, you'll need to review whether something's still a disproportionate burden.

If you want to declare that making particular things accessible is a disproportionate burden, you're legally required to carry out an assessment. In your assessment you weigh up, roughly speaking:

- the burden that making those things accessible places on your organisation
- the benefits of making those things accessible

When making your assessment, you need to think about:

- your organisation's size and resources
- the nature of your organisation (for example, do you have services aimed at people who are likely to have a disability?)
- how much making things accessible would cost and the impact that would have on your organisation
- how much disabled users would benefit from you making things accessible

You might judge that the benefits of making some things accessible would not justify the cost to your organisation. In that case, you can claim it would not be reasonable for you to make those things accessible because it's a disproportionate burden.

You cannot take things like lack of time or knowledge into account in your assessment - or argue that making things accessible is a disproportionate burden because you've not given it priority.

### Example 1

You might be able to argue it's a disproportionate burden to meet all the requirements if doing so would use up most of your organisation's budget for the year and leave you unable to do any of your other work - and would not significantly improve things for disabled users.

### Example 2

A simple code change that improves your website or app's colour contrast is relatively low cost and would improve things for a lot of people with sight impairments. You might not be able to argue that changing this is a disproportionate burden.

You're less likely to be able to claim disproportionate burden for services that:

- are specifically aimed at disabled people, for example 'apply for a blue badge'
- enable people to participate in society, like 'register to vote' or 'find a job'

In many cases you'll need to work out what it is reasonable for you to fix now, and what you'll be able to fix in the future.



If you decide that fixing something would be a disproportionate burden, you'll need to say so in the accessibility statement you publish on your website or mobile app.

There's guidance to help you or your web team plan and prioritise what you'll fix (<https://www.gov.uk/guidance/make-your-website-or-app-accessible-and-publish-an-accessibility-statement>).

**Even if you're exempt from the accessibility regulations, or judge that meeting them would be a disproportionate burden, under the Equality Act 2010 or the Disability Discrimination Act 1995 (in Northern Ireland) you're still legally required to make reasonable adjustments for disabled people when they're needed - for example, by providing the information they need in another, more accessible format (<https://www.gov.uk/government/publications/inclusive-communication/accessible-communication-formats>).**

## Things you might not need to fix

Your team does not need to fix the following types of content because they're exempt from the accessibility regulations:

- pre-recorded audio and video published before 23 September 2020
- live audio and video
- heritage collections like scanned manuscripts
- PDFs or other documents published before 23 September 2018 - unless users need them to use a service, for example a form that lets you request school meal preferences
- maps - but you'll need to provide essential information in an accessible format like an address
- third party content that's under someone else's control if you did not pay for it or develop it yourself - for example, social media 'like' buttons
- content on intranets or extranets published before 23 September 2019 (unless you make a major revision after that date)
- archived websites if they're not needed for services your organisation provides and they are not updated

You'll need to explain in your accessibility statement that you've not made things like this accessible because they are exempt.

## When you need to meet these regulations

There are different deadlines depending on the type of content your team manages.

### New websites

If you created a new public sector website on or after 23 September 2018, you need to meet accessibility standards and should have published an accessibility statement by 23 September 2019. You need to review and update your statement regularly.

As well as helping everyone to use your website, thinking about accessibility upfront saves you money and time. It's cheaper and quicker than fixing problems once something is built.

When you're building a new site, you can choose software and use processes that build accessibility into what you do.

### Existing websites

You need to meet accessibility standards and publish an accessibility statement. You need to review and update your statement regularly.

Intranets and extranets need to comply from when there are significant changes to them.

You may not have to meet the requirements for your whole website or app if doing so would be a disproportionate burden - for example, if it's very expensive to make even simple changes and those changes would bring very limited benefits to disabled people.

If you're not sure what would be disproportionate in your situation, talk to your legal adviser.

If you're using an agile approach to redeveloping an existing website, you can make accessibility improvements as part of your approach to iteration. This is covered in our guidance on how to approach fixing problems (<https://www.gov.uk/guidance/make-your-website-or-app-accessible-and-publish-an-accessibility-statement>).

**You're legally responsible for your website meeting accessibility requirements, even if you've outsourced your website to a supplier.**

## Outsourced websites

If you've outsourced some or all of your website to a supplier, you'll need to work together to make sure your website meets the accessibility regulations.

Start by asking how much it would cost to make the changes needed to make your website or app accessible (<https://www.gov.uk/guidance/make-your-website-or-app-accessible-and-publish-an-accessibility-statement>). You might find that fixing everything at once would put a disproportionate burden on your organisation. Work together with your supplier to agree what it's reasonable to fix now, and when you'll make the remaining changes.

State what your plans are in your accessibility statement to make things as clear as possible for people using your website.

When you renew your contract or enter a new one, you should:

- follow government guidance on procuring technology (<https://www.gov.uk/government/publications/technology-code-of-practice/technology-code-of-practice>) - awarding contracts that are not too long and using open standards, for example, makes it easier to take advantage of technical advances that can improve accessibility
- where possible, use web technologies rather than native mobile apps (<https://www.gov.uk/service-manual/technology/working-with-mobile-technology>) - because it's easier to update web technologies
- make meeting accessibility standards in procurement (<https://www.gov.uk/guidance/make-things-accessible>) part of the request for quotation (RFQ)
- consider building regular accessibility reviews into the contract
- include accessibility as part of the contract evaluation

The European Commission have provided a standard for accessible technology ([https://portal.etsi.org/webapp/WorkProgram/Report\\_WorkItem.asp?WKI\\_ID=50127](https://portal.etsi.org/webapp/WorkProgram/Report_WorkItem.asp?WKI_ID=50127)).

## Mobile apps

The accessibility regulations apply in the same way as websites for new, existing or outsourced public sector mobile apps. The deadline for meeting them was 23 June 2021. The apps must be accessible and publish an accessibility statement.

## How the accessibility regulations will be monitored and enforced

The Central Digital and Data Office (CDDO) monitor public sector bodies' compliance on behalf of the Minister for the Cabinet Office. CDDO do this by examining a sample of public sector websites and mobile apps every year. CDDO can ask for information and request access to intranets, extranets, apps or any public sector website.

The Equality Act 2010 in England, Scotland and Wales and the Disability Discrimination Act 1995 in Northern Ireland covers all public sector bodies. CDDO will investigate complaints about all mobile apps used by the public sector, to make sure there is equal access to services. These say that all UK service providers must consider 'reasonable adjustments' for disabled people.

Public sector bodies must publish an accessibility statement and review it regularly.

If CDDO decides that a public sector body has failed to publish an accessibility statement or that the accessibility statement is incorrect, it will publish:

- the name of the body
- a copy of the decision

## Enforcement

The Equality and Human Rights Commission (EHRC) in England, Scotland and Wales and the Equality Commission for Northern Ireland (ECNI) in Northern Ireland will enforce the requirement to make public sector websites and mobile apps accessible (making them perceivable, operable, understandable and robust).

Organisations that do not meet the accessibility requirement or fail to provide a satisfactory response to a request to produce information in an accessible format, will be failing to make reasonable adjustments. This means they will be in breach of the Equality Act 2010 and the Disability Discrimination Act 1995.

The EHRC and ECNI can therefore use their legal powers against offending organisations, including investigations, unlawful act notices and court action.

## How users can raise an issue

If a user finds an accessibility issue on a public sector body's website or mobile app, they should raise the issue with the public sector organisation first by using the contact details provided in the body's accessibility statement.

The public sector body must provide a response to the user's complaint within a reasonable period of time.

If the user is not happy with the response received, they can get help from the Equality Advisory and Support Service (EASS) (<https://www.gov.uk/equality-advisory-support-service>) in England Scotland and Wales. And the Equality Commission for Northern Ireland (ECNI) (<https://www.nidirect.gov.uk/contacts/contacts-az/equality-commission-northern-ireland>) in Northern Ireland.

If the user feels the issue has still not been resolved, they can appeal to the EHRC (ECNI in Northern Ireland).

## Find out more

There are more details on the monitoring and enforcement of the accessibility regulations in the Memorandum of Understanding (<https://www.gov.uk/government/publications/memorandum-of-understanding-monitoring-and-enforcement-of-public-sector-website-accessibility>).

Published 9 May 2018

Last updated 9 July 2021 + show all updates

### 1. 9 July 2021

Small updates to change the mobile apps guidance to highlight that the 23 June deadline has passed.

### 2. 8 June 2021

An update to the section: Meeting accessibility requirements to make the mobile app guidance more clear for public sector developed apps. An update to the section: How the regulations are monitored and enforced to cover other legislation including the Equality Act and DDA 1995.

### 3. 8 April 2021

Organisation change: Changes to all Government Digital Service (GDS) references to the Central Digital and Data Office (CDDO)

### 4. 26 February 2021

Editing the entire guidance to include more references to mobile apps.

### 5. 23 September 2020

Updated references to deadlines to reflect that the 23 September 2020 deadline has now passed.

### 6. 29 June 2020

Improved summary to make it clear who this guidance is for.

### 7. 18 February 2020

We removed dates which have already passed. We updated the section on exemptions to make things clear about partial exemption for primary and secondary schools and nurseries. More detail on intranets and extranets.

### 8. 17 May 2019

Added detail on who the regulations apply to and when they apply.

### 9. 5 February 2019

Clarification of the deadlines for making PDFs accessible.

### 10. 24 September 2018

Added practical information for public sector bodies on how to meet the new regulations.

### 11. 9 May 2018

First published.

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## Related content

- [Guidance and tools for digital accessibility \(https://www.gov.uk/guidance/guidance-and-tools-for-digital-accessibility\)](https://www.gov.uk/guidance/guidance-and-tools-for-digital-accessibility)
- [Sample accessible document policy \(https://www.gov.uk/government/publications/sample-accessible-document-policy\)](https://www.gov.uk/government/publications/sample-accessible-document-policy)
- [Sample accessibility statement \(https://www.gov.uk/government/publications/sample-accessibility-statement\)](https://www.gov.uk/government/publications/sample-accessibility-statement)

- Reporting an accessibility problem on a public sector website (<https://www.gov.uk/reporting-accessibility-problem-public-sector-website>)
- Support for government publishers (<https://www.gov.uk/guidance/contact-the-government-digital-service>)
- How to publish on GOV.UK (<https://www.gov.uk/guidance/how-to-publish-on-gov-uk>)

## Detailed guidance

- Make your website or app accessible and publish an accessibility statement (<https://www.gov.uk/guidance/make-your-website-or-app-accessible-and-publish-an-accessibility-statement>)

## Explore the topic

- Content and publishing (<https://www.gov.uk/topic/government-digital-guidance/content-publishing>)

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DUSTON PARISH COUNCIL

## Volunteer Policy and Procedures

This document sets out the policy and procedures relating to the engagement and management of volunteers in activities authorised by Duston Parish Council (DPC).

### Introduction

1. DPC pledges to offer volunteer opportunities to all sectors of the community; local organisations, groups and individuals to work together in partnership.
2. This engagement seeks to increase contact with the community we serve and help build strong connections to ensure the relevance of the services we provide in addressing the needs of our community.
3. DPC recognize the positive health & wellbeing benefits of volunteering and as such, supports all staff in encouraging inclusivity of volunteers, where appropriate, to assist in the ongoing development of DPC.
4. DPC does not aim to introduce volunteers to replace paid staff.

### Policy

1. DPC will maintain a list of volunteers (name and address, telephone number and/or email). Volunteers are asked to notify the DPC of any changes to those details or to request removal of those details from the database if they no longer wish to volunteer. This info will not be shared to any third party. **Appendix A Volunteer Data Capture Form**
2. Volunteers should be competent to carry out a role. The nature of skills required will depend on the activity.
3. Where the volunteer is under the age of 18 they must be accompanied by a responsible adult, parent/guardian or the leader of the relevant organisation or scheme.
4. Where appropriate, relevant training will be provided in advance of the volunteer working on site.
5. Volunteers will be briefed regarding the task and its purpose, health, safety and supervision arrangements before commencement of work.
6. Volunteers are expected to advise the DPC lead if they have any medical issues that would put either them or other volunteers at risk relevant to the task.
7. Volunteers working at the sole request of and under the sole control of the DPC will be insured under the Parish Council's Public Liability and Employers Liability cover.

8. Volunteers should only carry out tasks allocated to them.

9. Should it be necessary for groups to split off, a 'lead' volunteer should be appointed and given the mobile phone number of the primary point of contact should a situation arise.

10. Prior to work commencing, a visual inspection and or risk assessment of the site will be carried out to ensure that there are no obvious hazards. These inspections are to be recorded. **Appendix B Risk Assessment**

11. Volunteers should have due regard to the fact that they are carrying out authorised work on behalf of the Parish Council and as such are representing the Council, in terms of both the quality of work and possible interaction with the public.

12. A copy of this policy must be given to and read by volunteers along with a data capture form the first time they undertake work on behalf of the DPC. The policy will be re-issued to volunteers if any material changes to the policy are made.

### **Procedures**

1. The appropriate risk assessment document must be referred to before commencement of work or a risk assessment undertaken prior to commencement of work where a new project arises. The Parish Clerk is to receive a signed and dated copy of the risk assessment.

2. Volunteers must undergo an induction briefing appropriate for the task(s) being undertaken. This should include a description of the work to be undertaken and known issues and risks associated with the site.

13. Volunteers will be expected to sign the induction briefing sheet, showing that they have received an induction brief, they understand the nature of the work, they recognize the risks associated with the task and agree to comply with instructions provided during the induction brief. This document is not intended to form a contract. **Appendix C Induction Brief and Volunteer Acknowledgement**

14. On completion of the work, the completed induction brief is to be kept on file with the Risk Assessment sheet. Retention of induction briefs will allow the DPC to record work and ultimately acknowledge the contributions to the community made by volunteers.





**Appendix A: Duston Parish Council Volunteer Data Capture Form**

These details will be maintained by the Parish Clerk. All information will be kept safe and confidential.

It is essential that a volunteer advises the supervisor of an activity or the Parish Clerk of any illness or ailment that could put either themselves or other volunteers at risk of either injury or harm, while working on a task.

Where a volunteer can no longer support the community, they are to contact the Parish Clerk requesting their details are removed from list at the earliest opportunity.

<b>Your Contact Details</b>	
Name:	
Address:	
Home phone:	
Mobile:	
Email:	
Signature:	Date:
Next of kin details:	
Medical requirements or allergies in case of emergency:	
Details of any ailments or illnesses:	



## **Appendix C: Duston Parish Council Volunteer Induction Brief & Acknowledgement List**

**Supervisor:**

**Date:**

**Start Time:**

**Finish Time:**

**Location:** (To be defined by supervisor)

•  
**Description of Activity:** (To be summarised by supervisor)

•  
**Tools to be Used:** (To be listed by supervisor, taking note of the risks associate with using these tools (for instance cuts and grazes))

•  
**Hazards and Safety Measures:**

- All work undertaken by volunteers shall have regard to the Health & Safety at Work etc. Act 1974 and related health & safety legislation.
- You should not undertake the work defined if you have either an injury or illness that could increase risk of further injury or illness either to you or fellow volunteers. If you are unsure of the likelihood of increased risk due to either injury or illness, you should contact the supervisor before starting work.
- You will not be asked to work at height.
- Jewellery, necklaces, watches and ideally should not be worn – wearing them present risk of injury.
- Appropriate footwear must be worn. Ideally, sturdy boots covering the ankle and providing support on uneven ground should be worn. Open-toed shoes or sandals, trainers (footwear without a heel) must not be worn. Doing so increases risk significantly.
- Long hair must be tied up to avoid it getting caught in the activity.
- Gloves should be worn where appropriate.

**Ctd.**



**First Aid:**

- When a volunteer is wounded (serious cuts and grazes) undertaking authorised work, the supervisor should be notified as soon as possible. A first aid kit is held by the supervisor.
- In the case of serious injury, immediate first aid should be administered and the supervisor informed.
- The supervisor is expected to carry with them a mobile telephone. Where necessary, the emergency services will be called.




DUSTON PARISH COUNCIL

**VOLUNTEER ACKNOWLEDGEMENT LIST**

- I understand the scope of work described by the supervisor and agree to abide by the direction relating to this work that they give.
- I agree to comply with all health and safety direction and training I am given in support of this work.
- I agree that I am fit and healthy to undertake this work.
- I agree to make the supervisor aware of any changes to my contact details or health.

Name (Printed)	Contact Details Unchanged (Tick to confirm)	Signature

**POST ACTIVITY COMMENTS (For evaluation and ongoing development use by DPC)**

A large, empty rectangular box with a thin black border, intended for handwritten or typed post-activity comments. The box occupies most of the page's vertical space below the header.





## Whistleblowing Policy

### Policy

It is important that any fraud, misconduct or wrongdoing by staff or others working on behalf of the council is reported and properly dealt with. We therefore require all individuals to raise any concerns that they may have about the conduct of others in the council. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

### Background

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures". A qualifying disclosure is one made by an employee who has a reasonable belief that:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation; or
- concealment of any of the above;

is being, has been, or is likely to be, committed. It is not necessary for you to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient.

Adopted by DPC Full Council 7<sup>th</sup> October 2021

You have no responsibility for investigating the matter - it is the council's responsibility to ensure that an investigation takes place.

If you make a protected disclosure you have the right not to be dismissed, subjected to any other detriment, or victimised, because you have made a disclosure. We encourage you to raise your concerns under this procedure in the first instance.

### **Principles**

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and others working on behalf of the council should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue.
- No employee or other person working on behalf of the council will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the worker will not be prejudiced because they have raised a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure our disciplinary procedure will be used, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. You should report the matter to the Clerk or the Chair of the Council.

### **Procedure**

If you believe a Councillor has breached the councillor Code of Conduct, then raise it with the Chair of the Council. Concerns relating to an alleged breach of the councillor Code of Conduct will be referred to the Monitoring Officer for investigation.

This procedure is for disclosures about matters other than a breach of your own contract of employment, which should be raised via the Grievance Procedure.

Adopted by DPC Full Council 7<sup>th</sup> October 2021



### Stage 1

In the first instance, any concerns should be raised with the Clerk, who will arrange an investigation of the matter. The investigation may involve you and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. Your statement will be taken into account, and you will be asked to comment on any additional evidence obtained.

The Clerk (or delegated officer) will take any necessary action, including reporting the matter to the Council, or any appropriate government department or regulatory agency. The Clerk (or delegated officer) will also invoke any disciplinary action if required. On conclusion of any investigation, insofar as confidentiality allows, you will be told the outcome and what the council has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

### Stage 2

If you are concerned that the Clerk is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the relevant person, you should escalate the matter to the Chair of the Council. The Chair will arrange for a review of the investigation to be carried out, make any necessary enquiries.

### Stage 3

If on conclusion of stages 1 and 2 you reasonably believe that the appropriate action has not been taken, you should report the matter to the relevant body. This includes:

- HM Revenue & Customs
- The Health and Safety Executive
- The Environment Agency
- The Serious Fraud Office
- The Charity Commission
- The Pensions Regulator
- The Information Commissioner
- The Financial Conduct Authority

You can find the full list in The Public Interest Disclosure (Prescribed Persons) Order 2014:

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf)

### **Data protection**

When an individual makes a disclosure, we will process any personal data collected in accordance with the data protection policy. Data collected from the point at which the individual makes the report is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the disclosure.

This is a non-contractual procedure.

### **Legal Considerations**

The wording of this policy is based on an employee's statutory right to make a disclosure in the public interest. Adopting and applying this policy as it stands will support the council to comply with this right.

An employee making a genuine disclosure under this policy is protected from victimisation and any unfavourable treatment. If a member of staff believes they have been treated differently because they have made a disclosure, they may be able make a claim to an Employment Tribunal irrespective of whether they are a casual, fixed term worker, or an established member of staff.

**DUSTON PARISH COUNCIL**

**HEALTH, SAFETY & WELFARE  
POLICY AND PROCEDURES**

**Duston Parish Council  
Duston Community Centre  
Pendle Road  
Duston  
Northampton  
NN5 6DT**

**01604 583626**

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## HEALTH & SAFETY POLICY

### Statutory Undertaking

In accordance with our duty under Section 2(3) of the Health and Safety at Work Act 1974, and fulfilling our obligations to employees and other persons affected by our activities, DUSTON PARISH COUNCIL has produced the following statement of policy in respect to health, safety and welfare.

### Policy Statement

The health, safety and welfare of employees and other persons affected by the Centres' activities are of prime importance to us and are regarded as essential elements in the effective operation of the Centre.

The responsibility for safety at work rests with everybody and the Centres' Management will ensure that its policy is implemented throughout the organisation. Specifically management will ensure:-

- The working environment for all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work.
- The provision and maintenance of plant, equipment and systems of work that are without risks to health.
- Arrangements are in place for the use, handling, storage and transport of materials for use at work that are safe and without risk to health.
- Persons not in our employ but may be affected by our activities are not exposed to risk to their health, safety & welfare.
- Information, instruction, training and supervision are provided as necessary to secure the health and safety of all employees.
- Arrangements and facilities are in place to enable all employees to raise matters of health and safety with management.
- There is suitable provision for safe access and egress to all areas.
- Sufficient resources are allocated to ensure the full implementation of this policy

The Centre requires all employees to comply with this policy and in particular to exercise care for the health and safety of themselves and others who may be affected by their acts or omissions.

The DUSTON PARISH COUNCIL Health and Safety Policy and the information contained herein will be reviewed on an annual basis and updated as necessary to incorporate changes in legislation or centre procedures.

Signed on behalf of DUSTON PARISH COUNCIL

Gary Youens (Parish Clerk) .....

Date .....

**SMOKING POLICY**

**Purpose**

This policy has been developed to protect all employees, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

Exposure to secondhand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

**Policy**

It is the policy of DUSTON PARISH COUNCIL that all of our workplaces are smoke free and that all employees have a right to work in a smoke free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers and visitors.

The company will only permit smoking only in a fully open environment, where non smokers are not working in the immediate vicinity to be affected and strictly where site rules do not specifically prohibit smoking.

**Implementation**

Overall responsibility for policy implementation and review rests with the company management. All staff is obliged to adhere to, and facilitate the implementation of the policy.

Management shall inform all existing employees, consultants, customers, visitors and contractors of the policy and their role in the implementation and monitoring of the policy. The Company also has to give all new personnel a copy of the policy on recruitment/induction. Appropriate 'No smoking' signs will be clearly displayed at the entrances to and within the premises.

**Non-compliance**

Failure to comply with this policy will result in disciplinary action being taken and ultimately possible dismissal. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

**Help to Stop Smoking**

The NHS offers the following free services to help smokers give up:

Call The NHS Smoking Helpline on 0300 123 1044 to find your local service or text 'give up' and your full post code to 88088.

Signed ..... Gary Youens (Parish Clerk)

Date .....

**DRUGS & ALCOHOL POLICY**

DUSTON PARISH COUNCIL must provide a safe and health working environment. It recognises that this can be put at risk by those who misuse drugs or alcohol to such an extent that it may affect their health, performance, conduct and relationships at work. The policy which applies to all employees aims to:

- Promote the health and well-being of employees and to minimise problems at work arising from the effects of drugs and alcohol.
- Identify employees with possible problems relating to the effects of drugs or alcohol at an early stage.
- Offer employees known to have drugs or alcohol related problems affecting their work referral to appropriate source of diagnosis and treatment if necessary.

The policy does not apply to an employee who commits a clear breach of company rules due to overindulgence of alcohol on one or more occasions. In these cases action will be taken under the company's disciplinary procedures as appropriate.

**Arrangements.**

The company will in consultation with the workforce:

- Advise all existing employees and all persons starting work of the risks to health arising from the effects of drugs and alcohol.
- Encourage employees who may have drug or alcohol related problems which affect their work to take advantage of the company's referral procedure for diagnosis and treatment.
- Enable supervisors and managers to identify job performance problems that may be attributable to the effects of drugs and alcohol.
- In cases where the effects on work by the misuse of drugs and alcohol is confirmed or admitted agree upon a programme of treatment in consultation with the company appointed medical advisor and the employee.
- Instruct the appointed company medical advisor to co-ordinate and monitor and if necessary participate in the treatment which may involve recourse to a GP, counsellor, hospital department or in patient care.

The company will establish rules relating to an employee who is found to have misused drugs or alcohol or admits to the same. The policy rules may cover:

- Disciplinary action for refusal to accept help
- Conditions for accepting treatment
- Future employment if treatment proves to be unsuccessful
- Observation of medical confidentiality
- Effects on pensions, benefits and employment rights.

**Rules**

The effects of drugs and alcohol can create serious health and safety risks, therefore the following rules should be adhered to:

- Do not come to work under the influence of drugs or alcohol
- Do not bring alcohol or non-prescribed drugs onto company premises
- Check with your doctor or pharmacist about the side-effects of prescribed medication.
- Never drive or operate machinery when under the influence of drugs or alcohol
- Offer support and advice to colleagues who you suspect of suffering from drugs or alcohol abuse
- Ask for assistance if you feel that matters are beyond your control.

Signed ..... Gary Youens (Parish Clerk)

Date .....

**CHILD & ADULTS AT RISK PROTECTION & SAFEGUARDING POLICY**

DUSTON PARISH COUNCIL fully accepts its role and responsibility in safeguarding children and vulnerable people. This policy applies to all staff, councillors, volunteers and contractors. This policy is vital to the Council's role as an owner, provider and operator of children's play areas including any other facility the council provides. However, any agency working with children and vulnerable people within any facility the Council provides has full responsibility to ensure the users are safeguarded.

**Key Elements of the Policy**

DUSTON PARISH COUNCIL's primary aim is to ensure as far as possible that children and vulnerable people are safe and secure in any facility or environment it provides.

DUSTON PARISH COUNCIL shall ensure that anyone employed by the Council shall be appropriately checked for suitability when working with or around children and vulnerable people by ensuring that where appropriate staff are DBS checked to a standard disclosure.

DUSTON PARISH COUNCIL shall ensure that all staff, Councillors, volunteers and contractors are aware of child protection and shall know the procedure to follow if there is a child protection issue.

DUSTON PARISH COUNCIL shall take advice and guidance from its local Safeguarding Children's Board, Every Child Matters and any other relevant body or agency.

DUSTON PARISH COUNCIL's Clerk has responsibility in ensuring that all staff, Councillors, volunteers and contractors are in receipt of this policy.

Signed on behalf of DUSTON PARISH COUNCIL

Gary Youens (Parish Clerk) .....

Date .....



## **ORGANISATION, RESPONSIBILITIES & DUTIES**

The Centres' duties will, 'as far as is reasonably practicable' be:-

- To observe the requirements of the Health and Safety at Work etc. Act 1974
- To provide and maintain working environments, equipment and systems of work that are safe and without risks to health
- Arranging safe systems of use, handling, storage and transport of machinery, materials and equipment etc.
- To carry out risk and COSHH assessments in respect of all activities, bringing them to the attention of employees involved in those activities and preparing work instructions where appropriate
- To ensure that appropriate personal protective equipment (PPE) is provided, maintained and used as directed.
- To provide suitable and sufficient information, instruction, training and supervision so as to ensure the health and safety of employees and others affected by our activities.
- To consult with employees on safety matters.
- Provide adequate first aid arrangements and welfare for employees whilst at work
- To comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations.
- To ensure that all appointed contractors comply with this Policy and that they are to give sufficient information relating to hazards that are relevant to their work.
- To ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with.
- To ensure that satisfactory levels of resources are allocated to ensure the implementation of this health and safety policy.

### **Chain of Responsibility:-**

The overall responsibility for health and safety at the DUSTON PARISH COUNCIL lies with the Parish Clerk & RFO.

The Parish Clerk has appointed Safety Advisors, GD Safety Systems, who will advise on health and safety matters when requested by the Centre. The day to day management of health and safety within the premises is delegated to the Facilities Manager/Operations Manager.

### **Operations Manger**

The responsibilities of the Parish Clerk are;

- To provide a visible management commitment to higher standards of health and safety,
- To monitor the effectiveness of this Policy and to make revisions as necessary.
- To ensure all Centre employees and all persons having an interest, are made aware of this Policy and understand their individual duties and responsibilities.
- To analyse safety data arising from safety advisers' site inspection reports and any accident or dangerous occurrences, near miss reports. To ensure that all accidents and incidents are recorded, investigated and reported as required by RIDDOR.
- To ensure all employees receive adequate and relevant training and that records of training are maintained.
- To ensure that documentation, registers and certificates are maintained and that notification and reporting procedures are carried out.
- To monitor that adequate financial arrangements are being made to meet statutory requirements.
- To ensure that the management of health and safety within the Centre is periodically audited.
- To assess the suitability of subcontractors to work with the Centre.

## **EMPLOYEES**

- To comply with this Policy and with risk assessments and safe systems of work appropriate to their work activities.
- To comply with all warning notices regarding site safety.
- To only use suitable work equipment for which they are trained and authorised to use.
- To report defects in equipment to Management
- To use Personal Protective Equipment provided as appropriate or directed.
- To report any accident, dangerous occurrence or near miss to Management.
- To take care of the safety of themselves and others who may be affected by their work
- To avoid improvised arrangements and suggest safe ways of eliminating hazards.
- To inform their employer if they suffer from any allergy, health problem or are receiving medication that is likely to affect their ability to work.

## **SAFETY ADVISOR DUTIES**

- To advise the Centre Management on safety matters.
- To carry out workplace inspections when required. To notify Centre Management of all defects found and provide a written report.
- To discuss and advise on matters affecting health, safety and welfare.
- Immediately to contact the Parish Clerk if situations are found that, in the opinion of the safety adviser, are dangerous enough to warrant the stopping of any activity.
- To advise of safety training requirements for new starters and all other employees.
- In accordance with the agreed criteria, to carry out investigations into and report on, accidents, dangerous occurrences and near misses.
- To check site documentation is being completed correctly and where necessary to ensure that risk assessments and method statements are available.

## **YOUNG PERSONS**

A 'young person' is someone who is under 18 years of age. Management will ensure that where a young person is employed, a specific risk assessment of them will be made before they are permitted to commence work.

A 'child' is someone who is not over compulsory school age. We will ensure that where a Child is employed, the content and conclusion of the risk assessment will be communicated to a person having parental responsibility/rights for that child.

Where the young person is on a 'relevant' scheme i.e. work placement, then the placement organisation will be involved in the assessment process.

## **NEW EMPLOYEES**

All new employees will undergo induction training on their first day of employment. Induction training is to include but not restricted to the following:

- Centre Health & Safety Policy and procedures
- Employee Health Assessment
- Issue of PPE
- Details of any hazards associated with the work to be undertaken

## **SUBCONTRACTORS**

Prior to the commencement of any works at the Centre, Contractors will be required to signify that:

- They are conversant with the Health and Safety at Work Act 1974 and Approved Codes of Practice.
- They will conduct their activities in accordance with the requirements of this Safety Policy.
- They will observe the special requirements relating to young persons and vulnerable persons

- They will submit risk assessments, COSHH assessments and where necessary, method statements as required before their intended start date on site.
- They accept that operations requiring method statements will not be permitted to commence, until the statements have been received and approved.
- They will provide evidence of training and certificates of competence, as required.

When on site Contractors will be subject to a brief induction by a member of the Centre Staff.

This induction will include but may not be restricted to:

- Site Rules
- Site security arrangements
- Fire, emergency and first aid arrangements
- Access restrictions
- Asbestos register
- Verification of contractor documentation and competence
- Sign an inductance log (Appendix A)
- 

**ORGANISATION CHART**



## ARRANGEMENTS FOR CARRYING OUT THE POLICY

### 1. General

The Centre Management will issue to all employees a copy of its Health and Safety Policy and a register will be kept of all people who have received it and signed for it. (Appendix B)

Subcontractors will be engaged on the condition that they agree to abide by the Centre Health and Safety Policy. A copy of the Centres' Health and Safety Policy will be maintained and posted for information. In addition any statutory notices will also be displayed on site.

### 2. Safe Systems of Work

The Centre will make an assessment of significant risks to the health and safety of employees and others who may be affected by work activities, including user groups, contractors, part time/temporary staff and the general public.

- Significant hazards will be recorded in writing and those groups of employees or others especially at risk will be identified.
- Procedures and systems of work will be specified for the elimination or minimising of the risks.
- Risk assessments will be reviewed and changed if circumstances have significantly changed.
- The provision of health surveillance where there is an identifiable disease or adverse health condition relating to the work concerned.
- The design and establishment of emergency procedures to be followed in the event of serious or imminent danger.
- Co-operate with contractors where work areas are shared and exchange information with them on protective measures and the risks associated with each other's activities, and pass this information to employees who may be affected.
- Provide training, and periodically repeat it, for employees in regard to:
  - a) The duties and tasks assigned to them.
  - b) Induction on first being employed.
  - c) Changed work processes or methods of work.

Employees also have statutory duties to:

- Use those things provided by the employer in compliance with the instructions and training given. This would include work equipment, dangerous substances, plant and safety equipment.
- Inform Management of any dangerous work conditions or any matter that is considered to be a shortcoming in Centres' health and safety arrangements.

### Five steps to Risk Assessment

Management will follow five steps when carrying out a workplace risk assessment

- Look for and list the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether the existing controls are adequate or whether more should be done
- Record the findings
- Review the assessment on a regular basis and revise as necessary

### Recording

The recorded assessment should be an effective statement of hazards and risks, which then leads management to take the relevant action to ensure health and safety. It is part of the Centres' overall approach to health and safety. (Appendix C)

### Work Instructions

Where appropriate documented instructions for specific work activities will be produced and reviewed at regular intervals. Employees are expected to comply with the stated working practices within these instructions, any problems/concerns identified with these instructions should be brought to the attention of Management.

## **3. Information, Training, Consultation, Welfare & Working Time**

### Health and Safety Information

Copies of this policy shall be available to all Centre employees and other interested parties and a register will be kept of all people who have received it and signed for it. (Appendix B)

A duly completed copy of the Health and Safety Law poster will be displayed in a prominent position on site. A copy of the health and safety policy and employers liability insurance will also be posted.

We are advised by GD Safety Systems, who provides us with health and safety guidance, advice, support and information including training advice, site inspections, incident investigations and assistance with guidelines and procedures for the implementation of work place health and safety.

### Training

Suitable and sufficient training will be provided to ensure that employees at all levels are:

- Aware of their health and safety duties and responsibilities
- Competent to operate specialist tools, plant and work equipment.
- Adequately inducted

Records of all training carried out will be maintained.

### Consultation

Arrangements are in place for consultation on health and safety matters with employees as required by legislation. Initiatives from employees intended to enhance health and safety in the workplace are encouraged, and should be made through normal management channels. The Parish Clerk is available for consultation on any safety or health matter at any time.

### Welfare

In accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations, the Centre will provide workplaces with adequate provision for their ventilation, temperature and lighting. Appropriate levels of cleanliness shall be maintained and arrangements for the disposal of any waste in accordance with environmental protection arrangements in place.

The Centre will provide suitable and sufficient sanitary conveniences and washing facilities as required for employees. Hot and cold running water, soap, towels and drying facilities will be in place. An adequate supply of wholesome drinking water will be provided. Suitable and sufficient facilities for rest and to take refreshments will also be provided.

### Working Time Regulations

The Centre recognises that where employees work excessive hours, there is a risk to their health and safety. Therefore, procedures will be instigated to ensure that these regulations are fully complied with.

## **4. Safe Access & Safety Signs**

### Safe Access

So far as is reasonably practicable, the Centre will ensure that:-

- Safe and suitable access to and egress from the Centre will be provided and properly maintained to enable all employees, user groups and general public to reach their places of

work/activity safely.

- Access routes shall be kept clear of obstructions, materials, cables and other tripping hazards. Lighting is to be maintained in good condition in all walkways and external areas of the Centre.
- Every place of work shall have sufficient working space and so arranged that it is suitable for any person working there.
- Temporary access issues (spillage, wet floors, temporary works) are clearly highlighted and the appropriate warning signs are displayed
- Access roads and car parks will be organised so that pedestrians and vehicles are segregated and can move about the site safely

### Safety Signs & Signals

Where safety assessments have identified a risk, which cannot be removed, part of the control measure to reduce the risk shall be the use of safety signs that comply with The Health & Safety (Safety Signs and Signals) Regulations.

They consist of:-

Warning signs - yellow triangular signs	e.g. "Mind the step",
Prohibition signs - red round signs	e.g. "No Smoking", "No Parking"
Mandatory signs - round blue signs	e.g. "Fire door – keep shut"
Emergency signs - green rectangular signs	e.g. "First Aid", "Fire Escape Route"
Fire signs - red rectangular signs	e.g. "Fire Extinguisher"

### **5. First Aid**

First Aid arrangements shall be in compliance with the First Aid Regulations and the associated Approved Code of Practice.

The Centre shall be provided with a first aid kit. The kit will contain (at least) the scale of equipment in accordance with the Regulations. All employees shall be advised of the arrangements that apply to the Centre and shall be included in the induction process for new employees.

Certain individual(s) will be nominated as competent first-aiders and will be given appropriate training. Notices shall be displayed in prominent positions indicating the location of the first aid box and the name of the appointed person. The appointed person shall ensure that contents are replenished as necessary including items which may have exceeded their shelf life.

Every employee is required to make sure he or she knows who the appointed first-aider is and where the First Aid boxes are located in his or her normal work location.

### **6. Control of Substances Hazardous to Health Regulations (COSHH)**

Any material used, or encountered during work, which has the potential for harming health, will be subject to an Assessment carried out under the Control of Substances Hazardous to Health Regulations. Hazardous substances include:-

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
- Substances generated during work activities (e.g. dust, fumes)
- Naturally occurring substances (e.g. grain dust)
- Biological agents ( e.g. bacteria and other micro-organisms)

When using or encountering such substances we will:-

- Establish whether the substance has an Occupational Exposure Limit (OEL) or a Workplace Exposure Limit (WEL)

- Assess the risks
- Decide what precautions are needed
- Prevent or control and monitor the exposure
- Carry out health surveillance if necessary
- Ensure our employees are suitably trained, informed and supervised
- Obtain and retain Data Sheets in respect of those substances

Relevant assessments will be provided to employees at the point of use. Operatives will ensure that precautions outlined in the relevant assessments are implemented.

Any equipment preventing or controlling exposure to hazardous substances will be maintained and tested periodically, and replaced as required.

Employees who are required to make appropriate use of such equipment must report any defects immediately.

### **7. Health Surveillance**

Health surveillance may be undertaken for specified employees. Where necessary, the advice of a qualified Occupational Health Practitioner will be obtained. The staff concerned will co-operate and records will be maintained. All employees will complete a health questionnaire annually. (Appendix D)

The Centre will monitor operatives exposed to potential harm from activities or operations likely to result in them suffering conditions of:-

- occupational Dermatitis
- hearing damage
- hand, arm and whole body vibration syndrome
- musco-skeletal disorders
- damage to their eyesight
- exposure to asbestos

### **8. Asbestos Containing Materials**

It is the policy of the Centre to ensure that, as far as is reasonably practicable, no persons are exposed to asbestos containing materials (ACMs) that may be present in any of the properties it owns, occupies or maintains. An asbestos survey has been carried on the premises and is available to employees and others working on site.

The Centre acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons from these hazards. This will be achieved by minimising exposure through the management of ACMs in the premises.

We shall ensure that anyone who is going to work with ACMs is trained properly and is supervised. We shall also ensure that everyone who needs to know about the presence of ACMs is alerted, and that no one will be allowed to start work that could disturb ACMs unless the correct procedures are employed.

### **9. Manual Handling**

The Centre will endeavour to provide employees and sub-contract personnel with a safe and healthy working environment and recognises the importance of implementing the Manual Handling Regulations 1992. In all cases, a suitable and sufficient risk assessment will be carried out in accordance with the regulations and training will be given. All personnel are to:

- Avoid hazardous manual handling activities so far as is reasonably practicable.
- Assess any hazardous manual handling activities that cannot be avoided
- Reduce the risk of injury, so far as is reasonably practicable
- Provide or obtain information on the load to be handled

When considering how to deal with manual handling activities, we will ensure that the below factors are addressed:-

- The task
- The load
- The working environment
- Individual capacity
- Make full and proper use of handling aids (sack barrows, trolleys etc.)

Employees should inform Management of any physical or medical condition that might affect their ability to undertake manual handling operations in a safe and controlled manner and inform Management immediately of any injury incurred through manual handling.

#### **10. Personal Protective Equipment (PPE)**

The Centre will ensure that suitable and sufficient protective clothing and equipment is provided, worn or used wherever there are risks to health and safety that cannot be controlled in other ways.

- PPE will be properly assessed before use to ensure it is suitable for purpose
- Employees will be consulted regarding its selection
- PPE will be properly maintained and stored
- Employees will be provided with instructions how to use it safely
- Used correctly by employees

Selected types of PPE will be compatible to other items that are in use, appropriate for the risks and where necessary, adjustable for the comfort of the wearer. PPE will be 'CE' marked and comply with the Personal Protective Equipment at Work Regulations.

It is the personal responsibility of employees to safeguard such items, reporting defects and using the equipment as required. Equipment issued to employees will be checked every 6 months by the nominated responsible person and recorded. A copy of the record will be maintained to the Head Office for action and filing.

Any items of protective equipment not issued to an individual will become the responsibility of each user to check its serviceability before and after use.

Any defective equipment is to be removed from use and reported to management immediately and repaired or replaced.

#### **11. Fire and Emergency**

##### Emergency Procedures

The Parish Clerk will ensure that all relevant legislation, Codes of Practice and other relevant statutory provisions will be complied with. This will include

- The completion of a Fire Risk Assessment for the premises. This document will be reviewed and where necessary updated at least annually.
- That emergency procedures and contingency plans are established for dealing with such risks.
- No smoking is permitted anywhere within the Centre buildings
- Ensuring that employees are familiar with and understand the procedures providing and training as necessary.

Arrangements in place as part of the emergency plan will be monitored on a regular basis.

- Alarm systems – tested weekly, inspected by a competent person at least annually.
- Emergency lighting & illuminated emergency signage – monthly



- Fire drills – annually
- Fire extinguishers – test and inspect annually by a competent person

Hot works will only be carried out under a 'hot work permit' scheme controlled by the Parish Clerk.

## **12. Work Equipment**

Work equipment will be suitable and sufficient for purpose and comply with The Provision and Use of Work Equipment Regulations (PUWER). In particular we will: -

- Maintain equipment in efficient working order and in a good state of repair.
- Ensure that all equipment and plant is inspected as required with records of inspections kept.
- Ensure the use of any equipment will be restricted to persons who have received adequate training, information, instruction and supervision as necessary.
- Ensure that persons are protected against dangerous parts of machinery
- Ensure that equipment will only be used in a stable or stabilised condition
- Suitable and sufficient lighting to be available if necessary.
- Ensure appropriate personal protective equipment is provided and used.

## **13. Work at Height, Scaffolds & Towers, Ladders & Steps.**

### Work at Height

'Work includes moving around at a place of work.'

'At height' describes a place from which a person could be injured when falling from it, even if it is at or below ground level. Employees will avoid working at height, where it is reasonably practicable to do the work safely some other way.

When we are required to work at height we will ensure that:-

- The Working at Height Regulations are conformed with
- All work at height is properly planned, organised and supervised
- Work is carried out in a manner that is safe
- Falls will be prevented or, if not able to be prevented the consequences or distance of falling will be minimised
- Those working at height are competent and fit to do so
- Risks are assessed and appropriate equipment selected and used
- Objects, tools etc. are prevented from falling
- Risks from fragile surfaces are avoided or properly controlled
- Equipment used for working at height will be inspected and properly maintained
- Planning for emergencies and rescue will be made

Tower scaffolds will only be erected by trained, competent and authorised operatives as per manufacturer's instructions.

- No persons will be permitted to remain on tower scaffolds during the moving and repositioning of them.
- When moved they will be pushed via the narrowest side at the bottom of the tower.
- Brakes will be set when the tower is in use.
- The SWL of scaffolds and working platforms will be established, displayed and not exceeded.
- Materials will not be stored on working platforms so as to exceed the edge protection.
- All scaffold structures will be properly earthed where a risk of lightning strikes exists.

### Ladders, Step ladders and podiums.

Ladders will be used primarily for access. If used as a work platform, ladders will only be used for light work of short duration and only after a risk assessment carried out under The Working at Height Regulations has demonstrated alternative methods are unsuitable.

When ladders are used they will be:-

- Used by trained and competent operatives only
- Subject of an inspection regime with records of inspections maintained
- Visually inspected by operatives before use
- Marked with a means of identifying them
- Class 1 Industrial Heavy Duty or Class 2 Light Trade
- In good condition and free from defects.
- Secured against movement.
- Pitched out to a 75° angle (4-1) with the reinforcement under the rungs
- Rise at least 1 metre above a landing place.
- Free from obstruction at their base area
- Used by only one person at a time
- Overhead cables will be identified and made safe when working at height

When using ladders operatives will:-

- Maintain three points of contact at all times
- Not use the top 3 rungs when used as a work platform,
- Not 'over reach'
- Not carry materials or tools when ascending or descending ladders.

When step ladders are used they will be:-

- As with ladders - suitable for purpose
- Used on safe, level ground
- Used for short duration and light work
- Properly 'set up' and not inclined against walls etc.
- Operative not to use top 2 steps and not to over reach

### **14. Confined Spaces Operations**

A confined space can be described 'as a place that is substantially enclosed and there is a foreseeable specified risk'.

A specified risk means 'a risk of serious injury to a person arising out of fire, the loss of consciousness of a person due to an increase in body temperature, asphyxiation by gases or oxygen deficiency. The Centre will comply with The Confined Spaces Regulations 1997 and Approved Codes of Practice.

An Assessment of the work will be made.

- No entry into a confined space shall be permitted until we are satisfied that entry is safe.
- Only suitably fit and trained personnel will be used in these operations
- Constant and competent supervision will be provided at the scene of operations.
- Permit to work schemes may be applied.

### **15. Office Health & Safety & Display Screen Equipment**

#### Office Health & Safety

All office based staff shall assist in minimising the risk of accidents, ill health and fire or other emergency within the office environment. Hazards will be minimised by:-

- Properly storing materials
- Protecting against or eliminating trailing electrical cables

- Closing filing cabinet drawers
- Keeping walkways and fire exits clear and unobstructed
- Where there is a risk of injury from manual handling, a suitable and sufficient risk assessment will be carried out and appropriate procedures established.
- Chemical hazards will be subject of COSHH assessments

Electrical hazards will be minimised by ensuring:-

- That all cables and connections are maintained in good condition
- Equipment is properly earthed and correctly fused,
- Sockets are not overloaded
- Water kept away from electrical installations
- Electrical equipment shall be subject to regular safety testing by a competent person.

### Visual Display Equipment

Risk Assessments will be completed and should cover the following points:-

- Work station must have adequate lighting without glare or distracting reflections
- Adequate space to be provided to allow postural changes and leg room
- All work stations should be tailored to suit individual operators and records of training kept.
- Equipment provided must be appropriate to the task
- Work surfaces must allow for flexible arrangements
- Work chair to be adjustable and have 5 points of contact with the floor.
- Footrest to be provided if required.
- User to take frequent short breaks away from the screen area
- Eye sight test to be provided at request of user
- Damaged or faulty equipment will be taken out of use and reported to management

### **16. Electricity and Portable Appliances**

Electric shocks can kill, damage equipment and can also cause fires.

The Centre will take all necessary actions to secure the health and safety of staff who use or maintain electrical circuitry or equipment in accordance with the Electricity at Work Regulations. Since electrical equipment is potentially hazardous, the Centre will undertake regular assessments to identify risks and reduce them as far as is practicable.

The fixed installation in the Centre will be inspected and tested every five years by a nominated competent electrician employed by the Centre and the appropriate safety certificate issued. All portable electrical appliances will be tested and inspected by a nominated electrician employed by the Centre at yearly intervals. No personal electrical equipment may be brought on to the premises unless the Centre has given prior approval and the equipment has been inspected before use. No electrical fault finding or repairs must be carried out by employees unless trained to do so.

These procedures also apply to any electrical equipment hired in for use in the Centre or brought onto the premises by user groups. It is the responsibility of Parish Clerk to ensure that all electrical testing is carried out at specified intervals.

The Centre will ensure that emergency and first aid procedures cover the actions to be taken in the event of electric shock or burns.

- Electrical equipment should be switched off, preferably at the socket when not in use.
- Never stand containers or cups of liquid close to electrical appliances.

- Any defects in electrical equipment must be immediately notified to Management and the equipment taken out of use until repaired. Only authorised persons are permitted to repair or alter electrical equipment.
- DO NOT try and make makeshift repairs to faulty equipment.
- In the case of an electric shock, do not touch the casualty until the current is switched off. If the current cannot be switched off, stand on some dry insulating material and use a wooden or plastic implement to free the casualty from the electrical source.

## **17. Accident Reporting & Investigation**

### Accident Reporting

All accidents, injuries or dangerous occurrences are to be recorded in the accident registers provided in each of the Centre's workplaces

Under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR), all fatal accidents and major injuries, dangerous occurrences, occupational diseases and accidents resulting in employees being off work for more than 7 consecutive days are to be reported.

### Definitions:

- Major Injury – Fractures, amputation, loss of sight etc.
- Dangerous Occurrences – collapse of a load bearing part of lifting equipment, collision with overhead power lines, and contact with underground services. (These incidents may not result in injury but may have done)
- Occupational diseases – dermatitis, asbestosis, hepatitis.

### Procedure:

Accidents resulting in death, major injury, admission to hospital are to be reported as follows:-

Report the accident to Centre Management immediately.

The responsible Director will inform the RIDDOR Incident Centre (0845 300 9923) or online at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

The responsible Director will send written confirmation using the form F2508 to the Incident Centre within 15 days.

The responsible Director will ensure that the accident has been properly recorded in the Centre Accident register and if appropriate instigate an investigation.

Accidents resulting in an employee being incapacitated for work for more than 7 consecutive days (excluding the day of the accident but including Saturdays, Sundays and recognised holidays) will also be reported to the RIDDOR Incident Centre in writing within 15 days. Occupational Diseases should be reported using the form F2508A with 15 days of confirmation.

### Accident Investigation

It is the policy of the Centre to fully comply with RIDDOR. The Centre's management sees Accident investigation as a valuable tool in the prevention of future accidents. In the event of an accident resulting in injury a report will be drawn up by the responsible Director or a competent person appointed by the responsible Director detailing;

- The time, date and location of the incident.
- Details of the injured party – name address occupation etc.
- The circumstances of the accident including any photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eyewitnesses and copies of eyewitness statements.
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. The completed report will be analysed by management who will attempt to identify the root cause of the accident and what action needs to be taken to prevent recurrence. Follow up risk assessment or safety inspections will be completed after a reasonable period of time to evaluate the effectiveness of any new measures adopted.

**18. Policy Review**

This policy will be reviewed annually and updated and re-issued as necessary.

**19. REVISION RECORD**

Revision	Date	Details of Change
1	09/11/12	New document issued.
2	24/08/15	Changes to Section 2 Organisation. Responsibilities of Operations manager added.
3	28/02/19	Changes to organisation chart, job titles and roles. Addition of new policies for Smoking, Drugs and Alcohol and Safeguarding.
3a	17/06/19	Organisation Chart amended.
4	31/01/20	Organisation chart amended following changes in structure.
5	02/08/21	Organisation chart amended following changes in structure.





## DUSTON PARISH COUNCIL

### Disciplinary Policy and Procedure

*The disciplinary procedure:* How Duston Parish Council deals with employee misconduct or poor performance

*The grievance procedure:* How employees can raise work related concerns.

#### Introduction

This procedure is designed to help and encourage all employees of Duston Parish Council to achieve and maintain acceptable standards of conduct, attendance and job performance. The aim is to ensure consistent and fair treatment for employees whilst promoting orderly employment relations.

Formal disciplinary action will not normally be considered as a first step (except in cases of potential Gross Misconduct). Informal discussions will be used to seek to resolve problems in the first instance. However, there will be recourse to the formal procedure for persistent breaches, if there is no improvement in performance within a reasonable period, or if the required improvement fails to be maintained.

This policy indicates the disciplinary procedure that will normally be followed in the event of misconduct. For sickness, refer to the Sickness Absence Policy in the first instance. The following list provides examples of conduct that will normally be regarded as misconduct leading to disciplinary proceedings. This list is not exhaustive.

Examples of misconduct:

- Inappropriate behaviour
- Unauthorised absence
- Bullying and harassment
- Insubordination

- Any other conduct that from time to time is defined by the council as amounting to misconduct.

Examples of unsatisfactory work performance:

- Inadequate application of office procedures
- Inadequate IT skills
- Unsatisfactory management of staff
- Unsatisfactory communication skills

### **1. Informal Verbal Procedure**

Minor problems will be dealt with informally, and the employee will be clearly told by their line manager of the reasons; including factual evidence of the problem; and how their performance/conduct needs to change and the consequences of failing to improve. The purpose of this discussion is to ensure that the employee is:

- aware of the concerns
- knows what is required to meet expected standards
- made aware of the timescale over which an improvement is required
- made aware of the possible consequences of not achieving the required standard.

Appropriate additional action at this stage may include the provision of:

- support and training
- advice and guidance
- coaching / mentoring
- counselling
- monitoring and feedback on a pre-determined schedule

A brief note of the date on which the issue was discussed and what action was agreed will be made in the personnel records of the employee and a copy will be issued to the employee. Subject to satisfactory conduct and/or performance, the note will be disregarded for disciplinary purposes after 6 months and the employee notified accordingly. (There is no legal obligation to dispose of this evidence, which could be helpful to the Council in the future). Where the matter is more serious or where informal discussions and counselling have not succeeded in achieving the required result, the formal disciplinary procedure will be used.

### **2. Principles of Disciplinary Procedure**

The Clerk has overall responsibility for the management and discipline of all council staff. However, where the Clerk is the subject of formal disciplinary action the Full Council is



responsible. Disciplinary procedure in relation to the Clerk will only be initiated by resolution of Full Council. Once a resolution has passed, the Council will appoint three members to serve as the "Disciplinary and Grievance Panel" (a sub-committee of Council) and a separate member investigator. In the case of the Clerk, the Council should seek professional external advice at the beginning of the process as to the aims and reasons for commencing the formal disciplinary process and consider any resulting recommendations.

Disciplinary action against other staff will be managed and conducted by the Clerk.

The council acknowledges that there is a distinction between the conduct of an employee and their capability. In the case of a problem resulting from the employee's capability, contributory factors will be carefully considered, such as ill health, serious home-based problems or a lack of skill or knowledge. If the matter is due to a lack of skill or knowledge, the council will ensure that by appropriate training, mentoring and guidance, the employee has the opportunity to improve. The improvement required will be clearly explained to the employee, along with what support will be given and how performance will be monitored and reviewed.

An employee will have the right to appeal against any disciplinary penalty imposed during the disciplinary procedure.

The disciplinary procedure is comprised of three stages. However, after proper consideration, the procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

No employee will be dismissed for a first breach of discipline, except in the case of Gross Misconduct, when the penalty is usually dismissal without notice or payment in lieu of notice.

If the employee has difficulty reading, or if English is not their first language, any written documentation, e.g. invitations to Disciplinary Hearings or written warnings, will also be explained to them orally by their line manager. Additional support that may be required at a Disciplinary Hearing will also be taken into consideration and provided as appropriate.

### **3. Disciplinary Investigations**

No disciplinary action will be taken against an employee until the case has been fully investigated by an unbiased investigator. This will usually be the employee's line manager, or a Member appointed by Council in the case of the Clerk. However, if the manager or Member was in some way involved in the matter, wherever possible another manager or Member will conduct the investigation. Investigatory meetings may be held to establish the facts; in this instance it will be made clear to the employee that these meetings are not Disciplinary Hearings. The employee may be represented at formal investigatory meetings

by a Trade Union representative, employee representative or work colleague. The person in charge of the investigation should be advised in advance by the employee if they are to be accompanied.

All relevant facts should be accurately recorded promptly before memory fades, including anything that the employee wishes to say. Notes of what is said by both parties should be taken, read back at the end and signed by both parties. Where there are witnesses to the alleged misconduct, statements should be obtained from them at the earliest opportunity. The investigator's role (whether line manager or member) is to submit a report with recommendations to the hearing which decides whether further action should be taken. The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report with recommendations to the hearing whether or not disciplinary action should be taken.

In any investigations involving allegations of criminal acts, the Clerk will consult in confidence with the Chairman of the Council before a decision is made to put the case in the hands of the police. Where the Clerk is the subject of the investigation, the Chairman of the Council, in consultation with the Vice-Chairman shall decide.

Whilst an investigation is taking place, it may be necessary to suspend the employee on full pay pending the outcome of the investigation. Suspension may only be warranted in certain cases, e.g. where relationships have broken down or there are risks to council property and/or to other persons. However, a suspension will only be imposed after careful consideration and will be reviewed to ensure that it is kept as brief as possible. It will be made clear to the employee that the suspension is not considered a disciplinary action and does not involve any pre-judgement.

If it is decided, following investigation, that there is a case to answer, the below Disciplinary Hearing procedure will then be employed. All investigations will be carried out in accordance with the latest ACAS "Guidance, Conducting Workplace Investigations".

#### **4. Definitions**

(i) *Disciplinary Hearing*: A meeting which could result in a formal warning that an employee must improve their conduct or performance, some other sanction as provided for within this procedure, or which may result in dismissal.

(ii) *Notification*: For every stage in the disciplinary procedure, the employee will be given adequate notice (five working days) in writing of the Disciplinary Hearing to be held, including the nature and basis of the complaint against them and provided with copies of any supporting evidence, including any witness statements. The letter will contain enough information for the employee to be able to understand both what it is they are alleged to

have done and the reason why this is not acceptable. The notice will give details of the time and venue for the hearing and remind the employee of the right to be accompanied. The letter will state who will be Chairing the meeting. It will also be made clear that the employee has the right to appeal any decision taken at the hearing. All evidence that will be used at the Hearing should be sent to the Employee with the notification.

Where the presenting manager or employee intends to call relevant witnesses, they should give advance notice that they intend to do this to the person conducting the hearing.

(iii) *Timing:* Where possible, the timing and location of the Disciplinary Hearing will be agreed with the employee. The hearing will be held without unreasonable delay, but the employee will be given reasonable time to prepare their case (a minimum of five working days). Hearings will be held in private, where there will be no interruptions. If the employee fails to attend without notification, the council may decide to proceed with the hearing in their absence. If the meeting is genuinely inconvenient for either the employee or his or her companion, the employee has the right to postpone the meeting by up to 5 working days.

(iv) *Representation:* The employee has the right to be accompanied by a Trade Union representative who has been certified by their union as being competent to accompany a worker, an official employed by a trade union or a work colleague during any Disciplinary or Appeal Hearing. The line manager or Disciplinary and Grievance Panel (in the case of the Clerk) shall be advised in advance by the employee if they are to be accompanied. The employee's representative, or colleague, will be given all the documentation that has been given to the employee. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.

(v) *Conducting the Hearing:* Where practicable, the Disciplinary Hearings will usually be chaired by the Clerk or other nominated officer. In the case of the Clerk, the hearing will be conducted by Disciplinary and Grievance Panel but it must not consist of any member who has been involved in the case to date. Those conducting Disciplinary Hearings will keep an open mind and not pre-judge the matter.

a) The precise allegations will be read out at the start of any Disciplinary Hearing.

The hearing will proceed as follows:

1. The Chair will introduce those present and explain why they are there.
2. The line manager manager will state their case, including presenting any evidence and calling witnesses.
3. The employee (or their representative) and the Clerk conducting the hearing have the opportunity to ask questions of the line manager and their witnesses.

4. The employee (or their representative) presents their case, including presenting any evidence and calling witnesses.
5. The line manager and the Clerk conducting the hearing have the opportunity to ask questions of the employee, their representative and their witnesses.
6. Both parties have the opportunity to sum up.

b) In case of the Clerk at a Disciplinary and Grievance Panel

The hearing will proceed as follows:

1. The Chair will introduce those present and explain why they are there.
2. The Investigating Member will state their case, including presenting any evidence and calling witnesses.
3. The Employee (or their representative) and the Disciplinary and Grievance Panel will then have the opportunity to ask questions of the Investigating Member and their witnesses.
4. The Employee (or their representative) presents their case, including presenting any evidence and calling witnesses.
5. The Investigating Member and the Disciplinary and Grievance Panel conducting the hearing have the opportunity to ask questions of the Clerk, their representative and their witnesses.
6. Both parties have the opportunity to sum up.

### **5. Taking Disciplinary Action**

*(i) Deciding Upon Disciplinary Action:* Following the investigation and the Disciplinary Hearing, the line manager or Panel (in case of the Clerk) conducting the hearing will decide if disciplinary action is necessary.

Before taking disciplinary action, the following factors must be considered: the employee's disciplinary and general record, length of service, any current warnings, actions taken in any previous similar case, the explanations given by the employee, including any mitigating circumstances, and whether the disciplinary action is reasonable under the circumstances.

*(ii) Notification:* If it is decided that disciplinary action is not justified, the employee will be notified of this decision in writing within five working days.

If disciplinary action is to be taken following a Disciplinary Hearing, the employee will be told in writing within five working days of the disciplinary action to be imposed, the time period of the warning, why and how their conduct or performance needs to change, the timescale for the required improvement, a review date (where appropriate), any support the council will offer to improve performance (where appropriate), the consequences of failing to improve conduct or performance within the required time period and their right to appeal against the decision if they are not satisfied with it. A copy of this letter will also be sent to the employee's representative but this can only be done with the Employee's written consent, as these are 3<sup>rd</sup> parties. A copy will be held on the employee's personnel file for disciplinary purposes for the relevant period according to the level of warning. The employee will be notified within the letter for how long the warning will remain current. The records will be disregarded for disciplinary purposes once the time limit on the warning has expired. (As stated previously, there is no obligation to disregard this special category data which the Council may need in future).

Informal verbal warning and first and second level warnings will normally be issued by the employee's line manager. Meetings to discuss the disciplinary procedure will normally be by the employee's line manager.

## **6. Documentation**

During the disciplinary process, written records will be kept. These will include: the complaint against the employee, the employee's defence, findings made and actions taken, the reasons for action taken and if an appeal was lodged and the outcome of the appeal.

Records will be treated as confidential. Records will be discarded for current disciplinary purposes after set periods, depending upon the stage of the procedure that they relate to. Copies of meeting records will be provided to the employee, although in certain circumstances some information may be withheld by the council, e.g. to protect a witness.

## **7. The Formal Disciplinary Procedure**

### ***Stage One—First Level Warning***

The employee will be invited in writing to a Disciplinary Hearing in accordance with the procedures set out earlier in this policy. If the employee doesn't give a satisfactory explanation, a formal First Level Warning may be given. They will be advised in writing of the reason for the warning and that it is the first stage of the formal disciplinary procedure. The warning letter will also give details of the improvement required, the timescale for improvement and a review date. The letter will also inform the employee of the right to

appeal and that action under Stage Two will be considered if there is no satisfactory improvement within the specified time period.

A copy of this warning will be kept in the employee's personnel file and used as the basis for monitoring and reviewing conduct/performance. The warning will be discarded for disciplinary purposes after 6 months, subject to satisfactory conduct or performance.

#### *Stage Two—Final Warning or Disciplinary Suspension*

If there is a failure to improve following Stage One, and conduct or performance of the same nature is still unsatisfactory, or if the misconduct is sufficiently serious to warrant only one written warning, but insufficiently serious to justify dismissal (in effect both the first and final written warning), a Disciplinary Hearing will be held to which the employee will receive a written invitation. If the employee is unable to give a satisfactory explanation, a final written warning will normally be given to the employee. This will give details of the complaint, the improvement required and timescale involved and will warn that further disciplinary action, including potential dismissal, will result if there is no satisfactory improvement and will advise of the right of appeal. A copy of this final written warning will be kept on the employee's personnel file and used as the basis for monitoring and reviewing conduct/performance, but will normally be disregarded for disciplinary purposes after 12 months, subject to satisfactory conduct or performance. However, a longer final warning may be issued where there is a pattern of misconduct where the employee is repeatedly able to maintain good standards for the period of the warning, but commits misconduct again shortly after the expiry of the warning period.

Alternatively, consideration will be given to imposing the penalty of suspension without pay for up to a maximum of five days. A record of this suspension will be kept on the employee's personnel file and used as the basis for monitoring and reviewing conduct/performance, but it will be disregarded for disciplinary purposes after 12 months, subject to satisfactory conduct or performance.

#### *Stage Three—Dismissal*

Following Stage Two, if the particular conduct or performance is still unsatisfactory and the employee still fails to reach the prescribed standards, the employee will receive a written invitation to a Disciplinary Hearing. If the employee is unable to give a satisfactory explanation, dismissal will normally result. The decision to dismiss is taken by the Clerk. Where the Clerk is the subject of the disciplinary action, the decision to dismiss will be taken by the Disciplinary and Grievance Panel. Other Councillors will not be involved in the decision to dismiss the Clerk to enable an unprejudiced Appeals Panel to operate in the event of an appeal. In the case of an appeal by the Clerk three new different members will form the Appeals Panel. The employee will be provided with written reasons for dismissal

within five working days, the date on which employment will terminate, the appropriate period of notice or payment in lieu of notice and their right of appeal.

## **8. Appeals**

If an employee wishes to appeal against disciplinary action which has been taken against them following procedure will apply:

(i) The employee will give Notice of Appeal to the Clerk or Chairman of the Council (where the Clerk is the appellant) within five working days of the date on which they received the decision notice of the disciplinary action to be taken against them, setting out their grounds for appeal. The Clerk or Chairman of the Council will arrange for the matter to be considered by an Appeals Panel meeting at an agreed time and place wherever possible.

(ii) The employee, in consultation if they wish with their trade union or staff representative, should provide the Clerk or Chairman of the Council with a full written statement of their case, no later than five working days prior to the appeal hearing. The presentation of the written statement above shall not preclude elaboration or additions by either party at the Appeal Hearing. However, management should not introduce new evidence at the appeal stage to justify an earlier disciplinary decision.

(iii) The Appeal will be heard as soon as possible and normally this will be within three weeks of receipt of Notice of Appeal. However, the Appeal Hearing need not take place before the disciplinary action takes effect. The employee will be issued with a letter, inviting them to attend the Appeal Hearing and notifying them of the time and venue for the hearing, their right to call witnesses and to be accompanied. The employee should notify the council of who their representative is to be and whether they will be calling any witnesses. The employee may present their case in person or be represented by their trade union representative or workplace colleague and may call witnesses and produce documents relevant to their case.

All appeal hearings will be heard by an Appeals Panel

The Appeal Hearing will be conducted as follows:

1. The Chair will introduce those present and explain why they are there.
2. The line manager will state their case, including presenting any evidence and calling witnesses.
3. The employee (or their representative) and the Panel conducting the hearing have the opportunity to ask questions of the presenting manager and their witnesses.

4. The employee (or their representative) present their case, including presenting any evidence and calling witnesses.

5. The line manager and the Panel conducting the hearing have the opportunity to ask questions of the employee, their representative and their witnesses.

6. Both parties have the opportunity to sum up.

7. At the conclusion of the hearing the Appeals Panel shall adjourn to consider their decision. The appeal panel may decide to uphold the original penalty, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

The Panel may announce their conclusion verbally after they have adjourned to consider their decision but, in any event, will confirm their findings in writing to the employee concerned within five working days of the Appeal Hearing. There will be no further right of appeal.

### **9. Overlapping Grievance and Disciplinary Cases**

If an employee raises a grievance during the disciplinary process, the disciplinary process may be temporarily suspended in order to deal with the grievance. However, where the grievance and disciplinary cases are related it may be appropriate to deal with both issues concurrently.

### **10. Gross Misconduct**

Gross misconduct is regarded as misconduct serious enough to destroy the trust within the employment contract, thus making any further working relationship impossible. The outcome can be dismissal without notice.

The following list provides examples of offences which are normally regarded as gross misconduct:

- theft, fraud, deliberate falsification of records;
- physical violence, assault on another person;
- deliberate and serious damage to council property;
- serious misuse of the council's property or name;
- serious incapability through alcohol or being under the influence of illegal drugs;
- serious breach of health and safety regulations;
- serious negligence which causes unacceptable loss, damage or injury;



- serious act of insubordination;
- unlawful discrimination or repeated harassment;
- bringing the council into serious disrepute;
- criminal offence, whether committed on or off duty, which is of such a nature that it fundamentally breaches the trust which is the basis of the contractual relationship.

The standard Disciplinary Procedure does not apply in cases of Gross Misconduct.

If an employee is accused of an act of Gross Misconduct, he/she may be suspended from work on full pay while the alleged offence is investigated. Suspension may only be warranted in certain cases, e.g. where relationships have broken down or there are risks to council property and/or to other persons. However, a suspension will only be imposed after careful consideration and will be reviewed to ensure that it is kept as brief as possible. It will be made clear to the employee that the suspension is not considered a disciplinary action and does not involve any pre-judgement. The investigation will be conducted by the Clerk or nominated officer or Disciplinary and Grievance Panel in case of the Clerk.

If, on completion of the investigation, it is decided that there is a case to answer, the employee will receive a letter informing them of the allegations and inviting them to attend a Disciplinary Hearing, where they will have the opportunity to put their case. The conditions of the Disciplinary Hearing in the case of Gross Misconduct are the same as for hearings held as part of the standard disciplinary procedure.

If, on completion of the investigation and the Disciplinary Hearing, the Clerk conducting the hearing is satisfied that Gross Misconduct occurred, the result will normally be summary dismissal without notice or payment in lieu of notice. The decision to dismiss is taken by the Clerk.

Where the Clerk is the subject of the disciplinary action, the decision to dismiss will be taken by members of the Disciplinary and Grievance Panel. Within five working days, the employee will be provided with a letter specifying the misconduct which has led to the dismissal and their right of appeal, following the Appeals Procedure outlined earlier in this document.

# **Grievance Policy and Procedure**

## **1. Introduction**

This procedure applies to all employees of Duston Parish Council.

The objectives of the procedure are:

- To foster good relationships between the council and its employees by discouraging the harbouring of grievances;
- To settle grievances as near as possible to their point of origin;
- To ensure the council treats grievances seriously and resolves them as quickly as possible;
- To ensure that employees are treated fairly and resolves them as quickly as possible;

## **2. Definition of Grievance**

For the purpose of this policy, grievances are defined as concerns, problems or complaints over work-related matters that a group of employees raises with the council. Examples of grievances include concerns over employment terms and conditions, contractual or statutory rights, health and safety, work relations, the working environment, new working practices, bullying and harassment, organisational change and discrimination.

For instances of bullying and harassment, employees are also advised to refer to the council's Bullying and Harassment Policy.

## **3. Informal Procedure**

Many problems can be raised and settled during the course of everyday working relationships. In the interests of maintaining good working relations the employee is encouraged to first discuss any grievance with his or her line manager with a view to resolving the matter informally if appropriate. If the grievance involves the line manager or the employee feels unable to raise it directly with the line manager for another reason then they may approach the Clerk. If the employee feels that this is not appropriate or he or she wishes to pursue a formal grievance they should follow the procedure detailed below. In case of the Clerk, they will discuss with the Chairman of the Council (or if absent Vice-Chairman) any informal Grievance.

#### **4. Formal Procedure**

The employee must set out his or her grievance in writing ("Statement of Grievance") and provide a copy to his or her line manager.

Upon receipt of a grievance it may be necessary (optional) to conduct an investigation. If appropriate, an investigatory meeting will be held to gather all relevant facts and evidence. The employee will be invited to this investigatory meeting as soon as possible, in writing. It will be made clear that the purpose of the meeting is to establish the facts and that the employee may be accompanied by a colleague or trade union representative. Due consideration will be given to whether any reasonable adjustments are necessary for a person who is disabled; this includes colleagues or trade union representatives accompanying the person with a grievance. The investigatory meeting will usually be conducted by the employee's Line Manager. However, if the Line Manager is the subject of the grievance, the meeting will be conducted by the Clerk or nominated officer.

The investigation will be conducted as soon as possible and will normally be completed within five working days of receiving the grievance. However, if the matter is particularly complex, this can be extended to 15 working days. If it is not possible to complete the investigation within this timeframe, the employee will receive a written explanation of the delay and when the investigation is expected to be completed.

As soon as reasonably practicable after the conclusion of the investigation (usually five working days), the employee will be notified in writing that the investigation has been completed.

Once there has been reasonable opportunity to consider the response to the information provided in the Statement of Grievance the employee will be invited to attend a grievance meeting to discuss the matter. The letter will say who will Chair the meeting and state their right to be accompanied to a grievance meeting by a fellow employee or by a Trade Union representative or Trade Union official.

- The employee must take all reasonable steps to attend the meeting.
- Grievance meetings will normally be convened within 14 days of the Line Manager or Clerk receiving the Statement of Grievance.
- The meeting will usually be the employee, their chosen representative, the line manager and the Clerk.
- If the meeting is inconvenient for either the employee or his or her companion, the employee has the right to postpone the meeting by up to 5 working days.
- A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be further investigated, or to afford the line manager time to consider the decision. The meeting will be reconvened as early as possible.

At the grievance meeting:

1. The Chair will introduce those present and explain findings of any investigation.
2. The employee (or companion) will set out the grievance and present the evidence
3. The Chair will ask the employee what action does he/she want the Council to take.
4. Any member of the hearing may question any witness
5. The employee (or companion) will have the opportunity to sum up the case
6. A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be further investigated, or to afford the line manager time to consider the decision. The meeting will be reconvened as early as possible.

The Chair of the meeting will provide the employee with the hearings decision, in writing, within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take to resolve the grievance and of the employee's right of appeal. Where the grievance is not upheld, the reasons for this will be explained.

## **5. Appeal**

If the employee feels that their grievance has not been satisfactorily resolved, they can appeal in writing to the employer, specifying the grounds for their appeal, within five working days of receiving notification of the decision.

An Appeal Hearing will be held, wherever possible, within five working days of receiving notification of the appeal from the employee. The employee will be notified in writing of the date and location of the hearing in advance. They will also be informed that they have the right to be accompanied at the hearing.

Once the employee notifies the council that they wish to appeal, the employee will be invited to attend a grievance appeal meeting before the Council's Appeals Panel. The employee must take all reasonable steps to attend that meeting. If the meeting time is inconvenient for the employee or his or her companion, the employee may ask to postpone the meeting by up to 5 working days.

At the appeal meeting, the Chairman of the meeting will:

1. introduce the panel members to the employee;
2. explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision; and
3. explain the action that the appeal panel may take.

After the grievance appeal meeting the employee will be informed of the council's final decision within 5 working days. The meeting may be reconvened for this purpose. The council's decision will be confirmed to the employee in writing.

## **6. The Clerk**

In case of the Clerk, they will submit their Statement of Grievance to the Chairman of the Council (or in his/her absence, the Vice-Chairman) and this matter shall be reported back and progressed by resolution of the full Council. The Council could establish a Disciplinary and Grievance Panel to conduct a formal grievance procedure as stated above. In case of an appeal new 3 different members will form an Appeals Panel.

### Notes:

- i) A Disciplinary and Grievance Panel / Appeals Panel must be made up of three members.

This is because:

- one councillor cannot make a decision on behalf of the council
- a two-member sub-committee would always allow the Chairman to secure his/her desired outcome by exercising the casting vote in the event of a tie
- more than three members will probably be unwieldy. It may also make it more difficult to find committee members with no direct involvement and it will reduce the pool of potential appeal panel members.

Disciplinary and Grievance Panel will appoint a Chairman from one of its members. The Investigator will not sit on the Committee. Councillors with direct involvement in a disciplinary or grievance matter should not be appointed to a hearing panel or grievance. All appeals will be heard by an Appeals Panel.

If Council considers that there is an insufficient number of councillors who are independent (for example, because many have direct involvement in the allegations), it will appoint from outside the Council. However, external consultants can only advise, the decision will rest with the full Council.

- ii) Meetings should be arranged as soon as possible but the employee should be given reasonable time to prepare. Proceedings should be minuted. If possible the minute taker should be an employee.
- iii) Information about disciplinary or grievance matters should be restricted to those involved in the disciplinary process. Any disciplinary action or grievance outcome should remain confidential. The employee's disciplinary and grievance records should be held by a council in accordance with the Data Protection Act 1998.
- iv) Mediation may be appropriate at any stage of the disciplinary or grievance procedure (for example where there have been communication breakdowns or allegations of bullying and harassment). Mediation is a confidential dispute resolution process that requires a council's and the employee's consent. The mediator is an independent person who helps individuals or groups try to find a solution. Mediators do not make

judgments or determine outcomes - they ask questions that help to uncover underlying problems, assist the parties to understand the issues and clarify the options for resolving their difference or dispute.

v) Working days are Monday - Friday



**DUSTON PARISH COUNCIL**

## Sickness Absence Policy

### What to do if you are unwell

If you are away because of sickness you must:

- Telephone your line manager before your contractual (or normal start time for work) on the first day of absence providing details and how long you expect to be off. If you are unable to call personally, someone else may call for you. It is your responsibility to ensure the Council is notified. You must telephone again each day (unless otherwise agreed with the line manager).
- If you are the Clerk, you must inform the Chairman of the Council (or Vice-Chairman in their absence).
- If you are away for seven days or less (including weekends and other non-working days), you must complete a self-certification form and provide it to the council when you are back at work.
- If you are away for more than seven days (including weekends and non-working days) you must send in a "fit to work" statement from your doctor and continue to do so as each new certificate is issued to you. This certificate gives details as to whether you are too ill to work or whether you are well enough to work with suitable support from the Council. This gives you and the Council the opportunity

to discuss suitable arrangements which will support your return to work. The form also gives more space for the doctor to provide information about your condition and helpful tick boxes to suggest common ways to help you return to work.

- All sickness or injury absence will be entered on your employment record and will be monitored from time-to-time.

### **Return-to-meetings**

On the first day back at work after a period of sickness absence your manager may want to meet informally. If this is not possible on your first day back, the meeting may take place later. The return-to-work meeting should take place in a private place, and all discussions should be private and confidential. The meeting would normally include

- A welcome back to work
- Outline the purpose of the return-to-work meeting; which is to manage and monitor absence and attendance to identify any problem areas and offer support where appropriate
- A discussion about the reasons for absence, in a supportive way and to understand whether the council can take any steps to help the employee's attendance
- Explain that the absence will be recorded
- Establish if medical advice has been sought (if appropriate)
- Ensure the self-certification form has been completed or a fit note from the doctor has been provided
- A discussion on absence over the last 52 weeks, the impact on pay and any next steps;
- A handover of work where appropriate

### **Medical appointments**

The council recognises that employees will, from time to time, need to attend medical appointments. Please try to arrange medical appointments in your own time or, if not possible, at times that will cause the minimum amount of absence from work or inconvenience to the council. The council will allow reasonable time off work for such appointments, and expects the time to be made up as soon as possible.



### **Statutory sick pay**

If you are ill and unable to attend work, you may be entitled to Statutory Sick Pay (SSP). SSP is currently paid after 4 qualifying Days absence from work. The Qualifying Days are your normal working days that are in your contract. Tax and National Insurance will be deducted from SPP and if you earn below the lower earnings limit, you will not qualify for SSP.

### **Council's Sick Pay**

It is the Council's policy to pay you your normal basic rate of pay exclusive of overtime/allowances during periods of sickness absence as stated in your contract (see note 1). This occupational sick pay will be for absences due to sickness calculated over the previous 52 weeks and will include your entitlement to SSP.

Payment is, however, conditional upon complying with the council's procedure for notifying your manager of the absence, attending an interview with your manager on request to discuss the absence, and completing a self-certification form on return to work or providing a fit-note when requested. We may also ask you to attend an interview/examination with a nominated doctor at the request of the Council.

We may not pay you occupational sick pay where:

- You have failed to comply the Council's sickness absence notification and evidence requirements
- You unreasonably refuse to attend a sickness absence meeting with the Council on request
- You are unable to work because you hurt yourself in dangerous sports / activities or any other occupation you have
- You have misled the council about your fitness to work
- You have resigned
- Where disciplinary proceedings are pending against you

### **Medical advice**

The Council may want to obtain advice on your fitness for work from occupational health advisers or medical practitioners. Examples of when the Council might refer to occupational health or a medical practitioner include the following:

- To seek a medical report on your illness or injury

- To establish when you might be able to return to work
- To understand when you are likely to be fully fit to resume your normal duties
- To understand what alternative duties you might be fit to undertake if you are unfit to resume your normal duties
- To understand when you are likely to be fit to undertake any alternative duties
- To ask for guidance on your condition, for example if there is a possibility that you are disabled or ambiguous as to the exact nature of the condition
- To ask what reasonable adjustments could be made to working conditions or premises to facilitate a return to work
- To understand the likely recurrence of the illness or injury once you have returned to work
- To discuss any adjustments that could be made to accommodate your disability, if you are disabled.

The Council will pay the cost of the report and you will have the right to see it. The Council will also be provided with a copy of the report and once we have seen it, we will want to meet you to discuss the findings and consider options available to you.

If you choose not to consent to an Occupational Health referral, any decisions in relation to your employment may be made without the benefit of access to medical reports.

### **Persistent short-term absence**

Persistent short-term absence is where an employee is frequently absent from work for relatively short periods due to sickness. We understand most employees will have some short-term sickness absence from time to time. However, if you are frequently and persistently absent from work, this can damage efficiency and productivity, and place an additional burden of work on your colleagues and councillors.

Therefore, it is essential that frequent absence is dealt with promptly and consistently and in some circumstances, the Council may begin a capability or disciplinary procedure as part of the absence management process. If we do so, we will meet with you to set attendance targets. Following a review meeting we may issue a formal warning if those targets are not met. You will be given written notice in advance of any formal meeting and you can be accompanied by a work colleague or trade union representative. You may appeal against a formal warning. If your absence remains unacceptable after a second formal warning, the council may bring your employment to an end following consultation with you.

If frequent absence is due to an underlying long-term health condition then we will also request, with consent, a medical report either from an Occupational Health Physician or

your G.P or consultant to establish further information about your health and how the Council can support your attendance.

When considering the reasons for absence, and deciding on whether a formal meeting is appropriate, the council will not consider any pregnancy related absence. The council will also make adjustments where absences are related to a disability by allowing a higher level of absence before considering whether disciplinary action is appropriate.

The council will consider any alternative employment options before making any decision about ending employment. You will have the right to be accompanied by a work colleague or trade union representative at formal meetings and a right of appeal against a formal warning or dismissal sanction. The monitoring of absence operates on a rolling 52 week period.

Where it appears that there is no acceptable reason for an absence or if you have not followed the correct absence procedure, the matter should be treated as a conduct issue and dealt with under the disciplinary procedure.

### **Long-term absence**

As a guide, long-term absence is any absence which lasts or is expected to last over 4 weeks. In all cases of long-term absence, it is essential for the Council to maintain contact with you. In cases where the return date is less certain this will take the form of consultation and will include:

- Discussions at the start of the absence and periodically throughout
- Obtaining better information on your health and likely prognosis, ideally through an Occupational Health Physician
- Where appropriate alerting you to the fact that your absence is becoming a problem, and
- Allowing you the opportunity to state your opinion of your condition and giving consideration to that opinion.

Where ill-health means that you are unlikely to return to work for a long period of time, the Council may need to consider bringing your employment to an end. In these circumstances, the council will:

- Review your absence record to assess whether or not it is sufficient to justify dismissal.
- Consult with you
- Obtain up-to-date medical advice

- Advise you in writing as soon as it is established that termination of employment has become a possibility
- Discuss whether you may be able to access benefits from the Local Government Pension Scheme (where appropriate)
- Meet with you to discuss the options and consider your views on continuing employment before any decisions are made, allowing you to be accompanied by a work colleague or trade union representative
- Review if there any alternative jobs that you could do prior to taking any decision on whether or not to dismiss
- Allow a right of appeal against any decision to dismiss you on grounds of long-term ill health
- Following this meeting, inform you of the final decision

### **Absence as a result of disability**

Where you experience sickness absence as a result of a disability it will be treated in line with provisions contained within the Equality Act 2010 (formerly as part of the Disability Discrimination Act 1995). This will include considering whether any reasonable adjustments can be made.

### **Data protection**

The Council will treat personal data collected during the absence management process in accordance with its data protection policy on processing special categories of personal data. Information about how your data is used and the basis for processing your data will be provided in our employee privacy notice. When relying on legitimate interests as the legal ground for processing your data, you can object to the processing.

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

## Notes

### **1. Green Book terms**

Council adopts National Green Book terms and conditions of employment, employees are entitled to receive sick pay for the following periods: -

#### During 1st year of service

1 month's full pay and (after completing 4 months service)

2 months half pay

#### During 2nd year of service

2 months full pay and

2 months half pay

#### During 3rd year of service

4 months full pay and

4 months half pay

#### During 4th and 5th year of service

5 months full pay and

5 months half pay

#### After 5 years' service

6 months full pay and 6 months half pay

The period during which sick pay shall be paid, and the rate of sick pay, in respect of any period of absence shall be calculated by deducting from the employee's entitlement on the first day the aggregate of periods of paid absence during the twelve months immediately preceding the first day of absence.

Periods of full pay will include SSP. In periods of half pay, employees receive half pay in addition to SSP provided the total does not exceed normal pay.

If an employee abuses the sickness scheme or is absent on account of sickness due or attributable to deliberate conduct prejudicial to recovery or the employee's own misconduct or neglect or active participation in professional sport or injury while working

in the employee's own time on their own account for private gain or for another employer sick pay may be suspended.

## **2. Council's Sick Pay**

The legal requirement is to pay Statutory Sick Pay (subject to eligibility) and anything additional is for the council to decide. Any additional sick pay is known as 'occupational sick pay' (OSP). The council will need to commit to paying any OSP it decides to offer and take into account the cost of National Insurance and the cost of any temporary staff required to cover the absence. It would be unusual to bring an employment contract to an end before the occupational sick pay expires.

If a member of staff already has a paid sick leave entitlement, you cannot unilaterally change their entitlement. Councils can change the policy for all new staff joining after a defined date provided this is consistently applied.

## **3. Return-to-work meetings**

Return to work meetings should ideally take place following every absence, with notes taken, agreed and stored on file. They are especially important if the absence has been caused by, or related to incidents at work. Having a written record of a return to work meeting may help the council defend later claims or allegations.

Sometimes it is not practical to have return to work interviews after every absence so councils may decide to do so only after 2 absences in a 2-month period, or where the absence is work-related.

## **4. Medical appointments**

There is no legal requirement to pay time off for medical appointments, except antenatal appointments. Please see the Maternity and Parental leave policies for details. The Council has decided that staff should make up time as soon as possible.

## **5. Medical advice**

Health information is considered to be personal sensitive information under Data Protection legislation and particular care must be taken when processing medical information. The Information Commissioner website (<https://ico.org.uk>) contains guidance.

An Occupational Health report can comment on an individual's health in relation to the employee's role. It will be important to provide the OH physician or nurse a referral form with full details of the employee's job, the concerns you have about their health in relation to their work and be specific about the questions you need answering. Any report should then be discussed with the employee before the council decides on any

follow up actions. If the report makes recommendations, these must be carefully considered and discussed with the employee.

## **6. Health and wellbeing**

All employers have duty to provide a safe place of work which includes the physical environment as well as mental health. There are a range of initiatives that can promote health and wellbeing (see Fit for Work: <https://fitforwork.org>). Also, the Health and Safety Executive has useful information on their website including a stress risk assessment ([www.hse.gov.uk/stress/risk-assessment.htm](http://www.hse.gov.uk/stress/risk-assessment.htm)).







**DUSTON PARISH COUNCIL**

## **Complaints Policy**

Duston Parish Council aims to provide a high-quality service. Sometimes, however, things do go wrong or there are misunderstandings about what the Council can or cannot do. If you make a complaint, the Council guarantees:

- Action to resolve your complaint
- An apology if the service has not been up to standard
- A full written response

### **How to complain**

Please contact the Parish Clerk, by making an appointment at the Parish Council Offices, or complain in writing (contact details below). Complaints about the Clerk can be made directly to the Chair of Duston Parish Council.

If you don't wish to complain, in person, you can arrange for someone to complain for you. This could be anyone you choose: perhaps a friend or relation, a solicitor or a specialist in the subject about which you are complaining.

### **Response Times**

We endeavour to acknowledge your complaint within 6 working days and resolve it within 15 working days.

### **Appeals Procedure**

Unlike for West Northamptonshire Council there is currently no external agency or government body which can investigate a complaint.

If you are not satisfied with initial consideration of your complaint, you may address an appeal to the Chair of Duston Parish Council. The Chair will review the complaint and if he/she believes it appropriate, the complaint will be submitted to Council for consideration. To preserve any confidentiality issues, the Council may appoint a three member complaints panel, who will deal with your complaint in private session and confidential matters will not therefore be published, however a report with recommendations will be submitted to Council for the final response.

### **Vexatious and Repeated Complaints**

If the Parish Clerk and/or Chair considers a complaint to be trivial and/or vexatious and/or repetitive and/or frivolous, it will be reported to the Full Council with a recommendation that no further correspondence be entered into by any officer of the Council.

### **This Complaints Procedure does not apply to:**

(a) Complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.

(b) Complaints against Councillors which are covered by the Code of Conduct for Members adopted by the council. Any complaint that a Councillor may have breached the Council's adopted code of conduct should be referred to the Monitoring Officer at West Northamptonshire Council.

### **Contact Details**

Duston Parish Council Office  
Duston Community Centre  
Pendle Road, Duston,  
Northamptonshire  
NN4 6DT  
01604 583626  
[clerk@duston-pc.gov.uk](mailto:clerk@duston-pc.gov.uk)



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## Amendment to Duston Parish Council Standing Orders

### 1. Delete -

#### ~~5. Grievance / Disciplinary and Appeals Committee~~

~~Functions – to deal with matters arising from the Council's disciplinary and grievance procedures. The Parish Clerk, in consultation with the Chairman, will call on a minimum of three members to serve as the Grievance, Disciplinary and Appeals Committees, should the need arise (In accordance with standing order 19).~~

### 2. Insert -

Disciplinary and Grievance Panel – to deal with matters arising from the Council's disciplinary and grievance procedures. It will consist of three members and they decide amongst themselves who will be Chair. This is a sub-committee of Council.

Appeals Panel – to deal with Appeals that arise from the Council's Disciplinary and Grievance procedures. It will consist of three members and they decide amongst themselves who will be Chair. This is a sub-committee of Council. The members cannot be involved in the original hearings or investigation.

### 3. Insert into the terms of reference for HR Sub-Committee Terms of Reference.

Insert -

\* Responsible for the Clerk appraisal.



## **Working In Partnership with Duston Good Neighbours Scheme**

Duston Good Neighbour Scheme addition to the Constitution

To be inserted at No.2

In order to provide ongoing support and to help safeguard the continuity of the Duston Good Neighbour Scheme for the benefit of Duston residents, Duston Parish Council is committed to supporting the scheme.

This support will include liaison between Duston Parish Council's Community Development Manager and the scheme's lead coordinator to support the evolution, sustainability and future development of the scheme and further signposting support to village events, initiatives and activities by DPC's Events Officer. The Community Development Manager will also attend committee meetings.





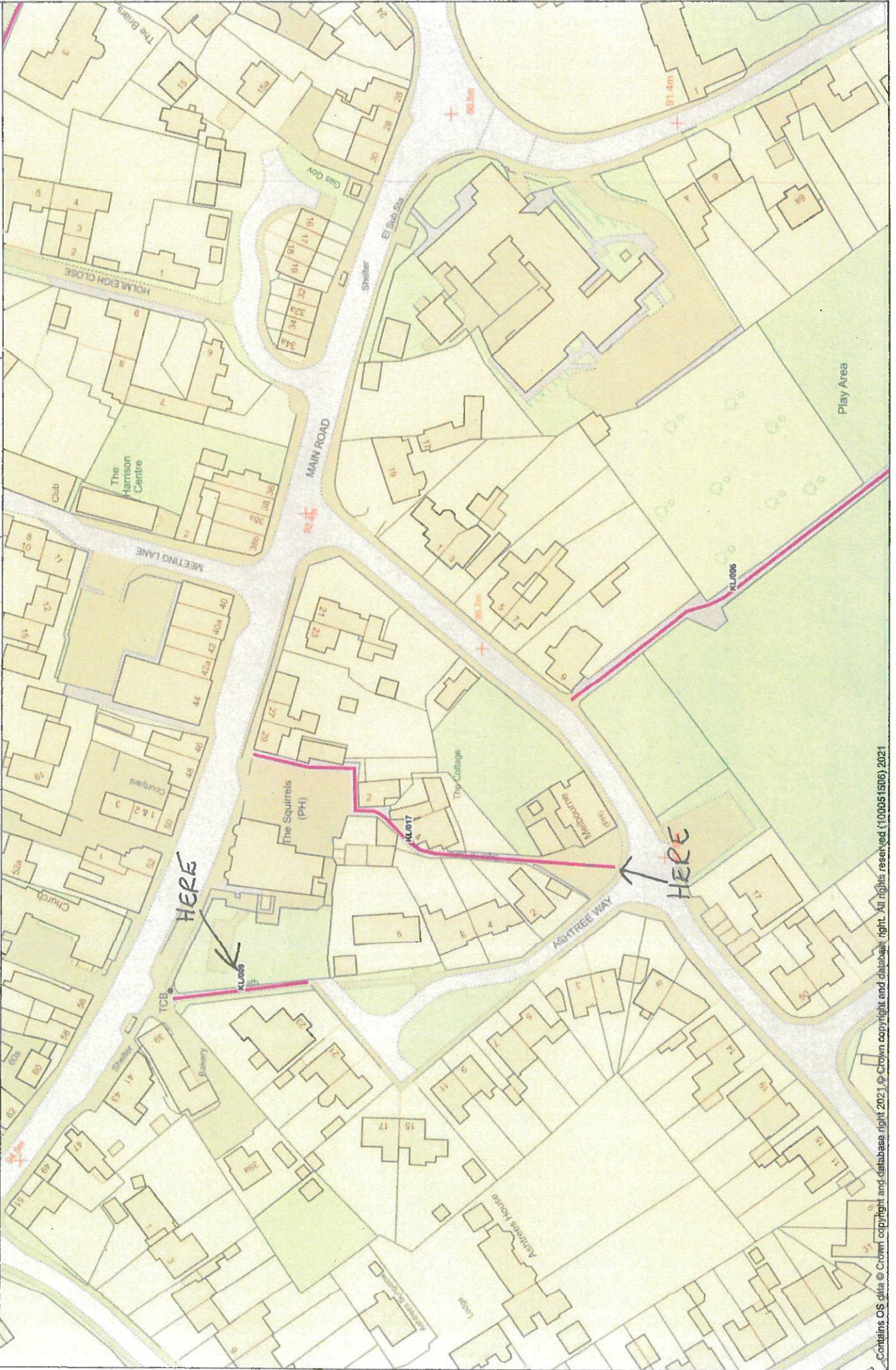
Duston

Author: G. Youens

Date: 01/10/2021



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Duston

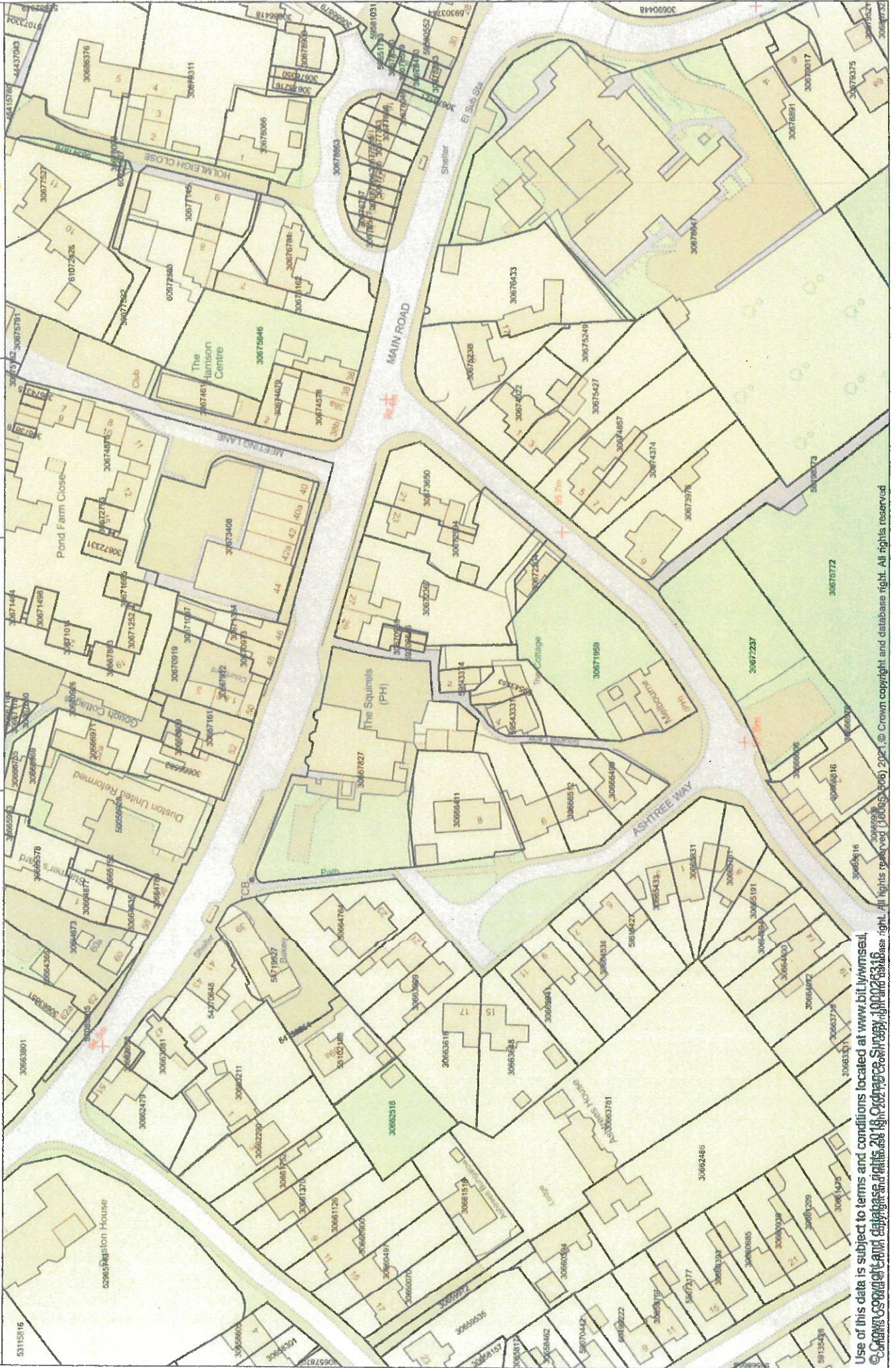
Author: G. Youens

Date: 01/10/2021



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## LAND REGISTRY TITLES



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FROM HIGHWAYS WEBSITE. BLUE LINE = APTED HIGHWAYS  
THESE TWO FOOTPATHS DON'T APPEAR ON HIGHWAYS REGISTER.

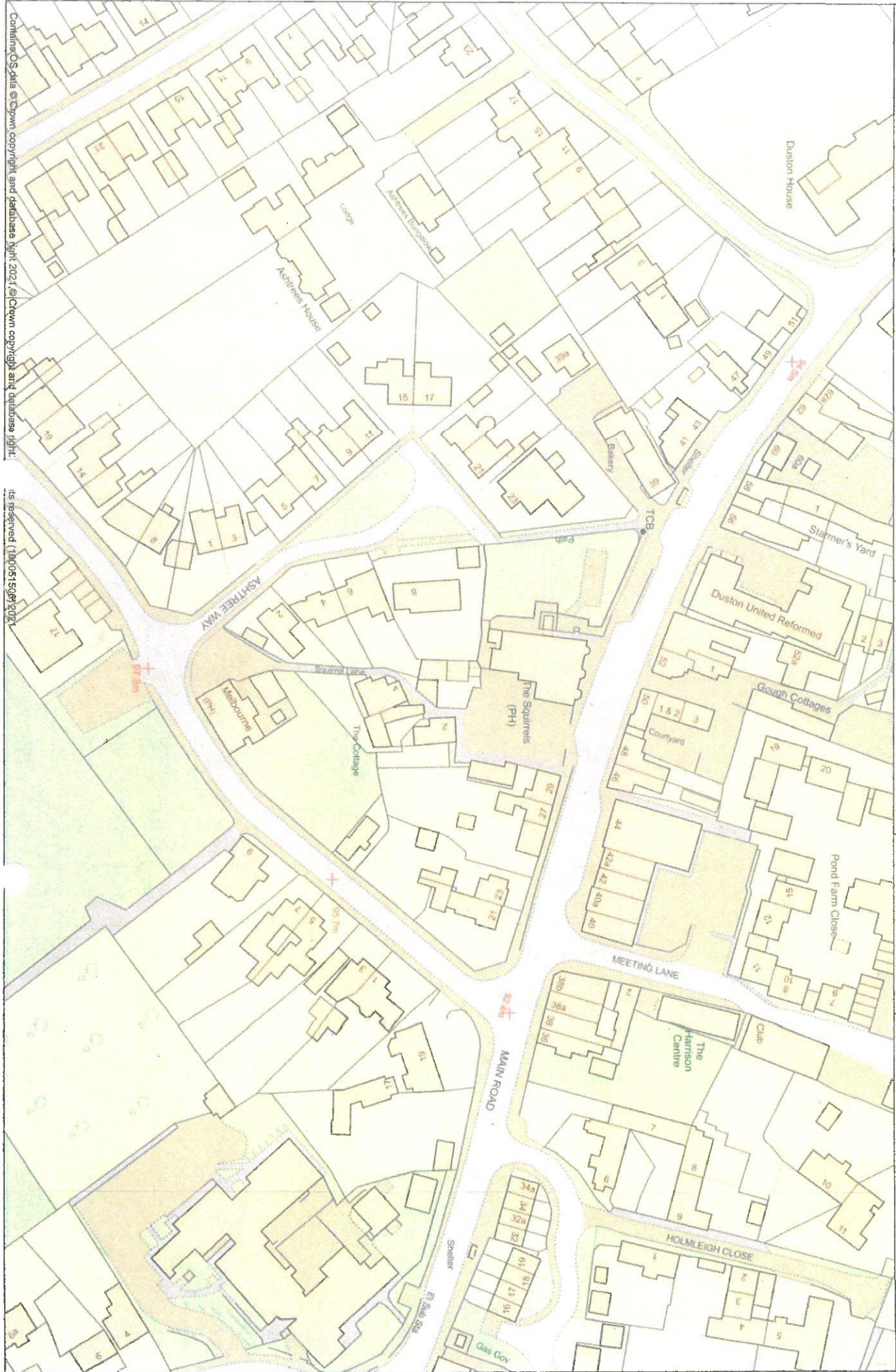


# GENERAL MAP

Duston

Author: G. Youens

Date: 01/10/2021



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