

Upper Hardres Parish Council

Documents & Policies

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Communications Policy

As digital, social media and electronic communications continue to develop and become the norm, Upper Hardres Parish Council will, within its limited resources both human and financial, endeavour to move forward, improve and expand all channels of communications within the Council, between the Council and the people, businesses, statutory authorities or agencies it works with or serves, and the wider global audience.

Those who do have access to, or do not wish to move into the electronic age, must not be discriminated against, and must therefore be accommodated by having access to notices of Agendas, Minutes and planning applications via a parish council noticeboard.

As is required by statute, all communications both internal and external must be received, sent or distributed by the Clerk to the Council as the Proper Officer.

1. Communication Standards and Expectations from the Parish Council as a corporate body and Councillors individually

- All communications must be: civil, tasteful and relevant
- Does not contain anything that is knowingly: unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, sexual or racially offensive
- Does not contain content that is knowingly copied from other sources that requires copyright consent
- Does not contain personal information, other than basic contact details
- Any type of Parish Council communication shall not be used, have attached or enclosed within it any political party, information, advertising or promotion, in any form
- Any type of Parish Council communication shall not be used, have attached or enclosed within it any commercial advertising or promotion, in any form.

2. Communications received both external and internal

- The Parish Council expect that all communications received meet the above standards. Any communications received not meeting the above standards will either be ignored or the sender informed of this policy
- Subject to workload, working time limitations, and the subject matter, all communications will be responded to as soon as possible or as appropriate.

3. Website

The UHPC website has been developed as a tool to meet and enhance Open Government and Transparency requirements by facilitating electronic access to PC statutory information, act as an official notice board, and offer a direct line of communication to the Clerk to the Council.

The website is hosted at no cost to the parish council by HugoFox on a Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 compliant template. It was published in February 2020 and replaced the previous website which was hosted by KCC and was due to incur substantial costs.

The Clerk is webmaster and updates information on the website when necessary.

A specific website/email policy will be developed.

May 2018 (revised May 2021)

Community Engagement - Statement of Intent

Aims & Objectives

Upper Hardres Parish Council aims to encourage community involvement by using all available options such as our website, email list sign up, monthly parish magazine, annual newsletter, annual report, and noticeboards.

The Council will engage with all the community either as individuals, groups, organisations, clubs and societies.

The community will be able to access information both electronically and in hard copy from the Parish Clerk who works for 6 hours per week and is available by phone between 9am-5pm, Monday to Friday.

Opportunities

The community is encouraged to attend Parish Council meetings and take part in discussions, at the appropriate time and at the discretion of the Chairman.

The Parish Clerk welcomes members of the public to email, write or telephone within office hours to raise any issues of concern.

The Council will endeavour to bring to the attention of the community any consultations by other partners eg. City Council/County Council/KF&RS/Police etc.

Upper Hardres Parish Council will facilitate a meeting if there is a specific item that is in the interest of our parishioners eg. planning issues.

Roles of Members and Clerk

All Parish Council members abide by the Kent Code of Conduct and are available at reasonable times to speak with parishioners. Their contact details are on the Upper Hardres Parish Council website. The Clerk (who works 6 hours per week) is available by phone between 9am-5pm, Monday to Friday, and by email at any other time.

The aim of Upper Hardres Parish Council is to:
'improve the quality of life for our parishioners'

May 2018 (reviewed May 2021)

Complaints Procedure 1: Grievance and Discipline Resolution - council employees

Grievance and Discipline - Dispute Resolution

1.1 Conciliation and Mediation

Before resorting to formal procedures from the employee or from the Council it is the policy of the Council that discussions between both parties should be entered into with the express purpose of resolving the matter through a process of mediation seeking conciliation. Where necessary the Council will seek the services of an external expert to forward this process to reach a conclusion satisfactory to both parties in the dispute.

1.2 Redress of Grievance

You must apply in writing to the Chairman of the Council for redress of any grievance relating to your employment and/or any disciplinary decision applied to you. The Chairman shall report your application to a Grievance Panel meeting of the Council, held in the absence of the public and the press. You will have an opportunity to set out your grievance. The grievance will then be considered and a decision reached by the Panel.

Should you be dissatisfied with the Panel's decision you have the right to make an appeal to the Appeals Panel of the Council.

Under the provisions of the 1999 Employment Relations Act s.10 you have the right to have a representative of your choice present at any Grievance or Disciplinary hearing.

1.3 Disciplinary Rules

Before any disciplinary action is taken by the Council, a notice in writing giving details of the matter, either signed by the Chairman and authorised by the Council, or your line manager in accordance with their delegated responsibilities, shall be given to you. You (together with an adviser if you wish) will have a full opportunity to answer the complaint at a meeting of the Council's Disciplinary Panel held in the absence of the public and the press. Should you be dissatisfied with the Panel's decision you have the right to make an appeal to the Appeals Panel of the Council.

Complaints Procedure 2: Council administration and procedures

1. Upper Hardres Parish Council is committed to providing a high standard of service for the benefit of all members of the community who live or work within the parish.

2. This complaints procedure is **only** applicable to complaints about council administration and procedures.

3. This complaints procedure does NOT apply to the following:

- (i) A complaint by a Councillor against an employee
- (ii) A complaint about a Councillor
- (iii) A complaint by one Councillor against another.

The matters in item 3 are actioned under (i) employment legislation (ii & iii) The Code of Conduct.

4. Procedures:

- (i) A complaint must be made within 12 months of the matter/s which are subject to the complaint
- (ii) The complaint must be submitted in writing or by email to the Clerk of the Council
- (iii) Should the complainant not wish to submit the complaint to the Clerk, it may be submitted to the Chairman
- (iv) The complaint will be acknowledged within 7 working days
- (v) The Clerk or Chairman will in the first instance investigate and try to settle the complaint and report in full to the next full meeting of the Council
- (vi) Should a settlement not be reached, the Council will be required to convene a meeting of the Governance Committee (or 3 appointed council members) of the Parish Council
 - (a) The committee will convene and consider if the matter should be considered without the press and the public present and set a date for a hearing
 - (b) 14 working days' notice of the hearing date must be given. The Clerk and/or Chairman and the complainant will be invited to attend and make representation
 - (c) The decision of the committee must be communicated within 20 working days of the hearing
 - (d) To ensure openness, a summary of the complaint and decision will be reported via an agenda item to the next full meeting of the council.

Equality and Diversity Policy

Introduction

Upper Hardres Parish Council is committed to providing and promoting equal opportunities, eliminating discrimination and encouraging diversity in the Community.

Upper Hardres Parish Council aims to create a culture that respects and values each other's differences and which promotes dignity, equality and diversity.

Purpose

Upper Hardres Parish Council recognises that supporting equality is of primary importance. This policy will help Councillors and employees of the Council to develop sound and effective policies that impact on the local community, whilst ensuring that the Council meets its duty under the Equality Act 2010.

Scope

This policy applies to all employees, volunteers, contractors and elected members of Upper Hardres Parish Council.

It is the responsibility of any employee and Councillor of Upper Hardres Parish Council to ensure that they do not discriminate in any way. All employees and Councillors have a duty to uphold equal opportunities principles. Any breach of this policy will be dealt with appropriately.

Equality Act 2010

The Equality Act 2010 applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people will be affected by the activities, policies and services provided.

The Equality Act 2010 places a Public Sector Duty on Upper Hardres Parish Council to work to:

1. Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Act
2. Advance equality of opportunity between persons who share a protected characteristic and persons who don't share it
3. Foster good relations between persons who share a relevant protected characteristic and persons who don't share it

No individual will be discriminated against. This includes, but is not limited to the following characteristics (known as protected characteristics under the Act)

4. Age
5. Disability
6. Gender
7. Marital status and civil partnerships
8. Pregnancy and maternity
9. Race
10. Religion and beliefs
11. Sexual orientation
12. Ethnic origin
13. Nationality

Equality Commitments

Upper Hardres Parish Council supports for the principles and practices of the Equality Act 2010 and recognises that it is the duty of all Councillors and employees to accept their personal responsibility for fostering a fully integrated community at work by respecting and adhering to the principles of equality for all.

Upper Hardres Parish Council will actively promote equality throughout the organisation through the application of policies which will ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential, skills, experiences and abilities.

Upper Hardres Parish Council is committed to:

14. Promoting equality opportunity for all persons
15. Promoting a good and harmonious environment in which all persons are treated with respect and valued
16. Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
17. Fulfilling its legal obligations under the Equality Act 2010

Policy Review

Upper Hardres Parish Council will review this Policy as is necessary and appropriate, and at a minimum on an annual basis.

May 2018 (reviewed May 2021)

Filming, Videoing, Photography, Audio Recording and use of social media at Council Meetings

Upper Hardres Parish Council supports the principles of openness and transparency and allows filming, recording and taking photographs at its meetings that are open to the public. It supports the relevant and respectful use of social networking (eg. Twitter, Facebook) to communicate with people about events happening in the parish.

Out of courtesy to members of the public attending meetings, and to discuss any specific requirements, anyone wishing to film, record, photograph etc, is requested to contact the Council at least one week before the start of the meeting. The Chairman will be informed of any filming/recording to take place.

The Chairman of the meeting will have absolute discretion to terminate or suspend any of these activities if, in their opinion, continuing to do so would prejudice proceedings at the meeting.

The circumstances in which termination or suspension may occur include:

1. Public disturbance, disruption or suspension of the meeting;
2. The meeting agreeing formally to exclude the press and public from the meeting due to the exempt/confidential nature of the business being discussed in accordance with statutory procedures;
3. Where it is considered that continued recording/photography/filming may infringe the rights or privacy of an individual or intimidate them;
4. When the Chairman considers that a defamatory statement has been made.

The Council requests those recording proceedings do not edit any film / recordings / photographs in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being photographed / filmed / recorded.

The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance. The use of recording / filming / broadcasting equipment will be silent and will not distract those involved in the democratic process or impinging on the decision making or block viewing from the public seating area.

To protect their privacy, members of the public attending or speaking at the meeting must not be filmed.

At the beginning of each meeting the Chairman will make an announcement that the meeting may be filmed, recorded or photographed, and meeting agendas will include the following:

“The Council, members of the public and the press, may record, film or photograph this meeting where the public and the press are not lawfully excluded.

To protect their privacy, members of the public attending a meeting should not to be filmed without their permission.”

General Data Protection Regulation Policy

May 2026 *(to be reviewed annually)*

Introduction

Upper Hardres Parish Council (UHPC) collects and uses certain types of personal information about councillors, residents, staff and other individuals who encounter the council and its employees.

UHPC may be required by law to collect and use certain types of information to comply with statutory obligations related to employment.

This policy is intended to ensure that personal information is dealt with properly and securely, and in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other related legislation.

GDPR applies to all computerised data and manual files if they come within the definition of a filing system and includes UHPC's website domain and official email address.

Personal Data is defined as information that identifies an individual. A sub-set of personal data is known as 'personal sensitive data'. This special category data is information that relates to a person's:

- Race or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Physical or mental health
- An individual's sex life or sexual orientation
- Genetic or biometric data for the purpose of uniquely identifying a natural person.

Personal sensitive data is given special protection, and additional safeguards apply if this information is to be collected and used.

UHPC does not intend to seek or hold sensitive personal data about staff or clients except where it has been notified of the information, or it comes to light via legitimate means (e.g., a grievance) or needs to be sought and held in compliance with a legal obligation or as a matter of good practice.

To mitigate risk, all electronic communications will be conducted through the council's clerk@upperhardres-pc.gov.uk email address. The Data Protection Principles (Article 5 of the GDPR) sets out six data protection principles which must be followed at all times:

- 1) Personal data shall be processed fairly, lawfully and in a transparent manner.
- 2) Personal data shall be collected for specific, explicit, and legitimate purposes, and shall not be further processed in a manner incompatible with those purposes.
- 3) Personal data shall be adequate, relevant, and limited to what is necessary for the purpose(s) for which it is being processed.
- 4) Personal data should be accurate and, where necessary, kept up to date.
- 5) Personal data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose / those purposes.
- 6) Personal data shall be processed in such a way that ensures appropriate security of the data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures. In addition to this, UHPC is committed to always ensuring that, anyone dealing with personal data shall be mindful of the individual's rights under the law.

UHPC is committed to always complying with the Data Protection Principles. This means that we will:

- Inform individuals as to the purpose of collecting any information from them, as and when requested.
- Identify who we will share the information with and how long UHPC will retain this information.
- Be responsible for checking the quality and accuracy of the information.
- Regularly review the records held to ensure that information is not held longer than is necessary, and that it has been held in accordance with the data retention policy.
- Ensure that when information is authorised for disposal it is done in accordance with our disposals policy.
- Ensure appropriate security measures to safeguard personal information whether it is held in paper files or on our computer system and always follow the relevant security policy requirements.
- Share personal information with others only when it is necessary and legally appropriate to do so.
- Set out clear procedures for responding to requests for access to personal information known as subject access requests.
- Report any breaches of the GDPR. Under section 21 of UHPC's Standing Orders, responsibility for ensuring compliance with GDPR rests with the Data Protection Officer (DPO) who is the Proper Officer of the Authority.

Conditions for Processing

- The individual has given consent that is specific to the processing activity.
- The processing is necessary for the performance of a contract, to which the individual is a party, or is necessary for the purpose of taking steps with regards to entering a contract with the individual, at their request.
- The processing is necessary for the performance of a legal obligation to which we are subject.
- The processing is necessary to protect the vital interests of the individual or another.

Use of Personal Data

UHPC collects and uses certain types of personal information about staff, councillors, residents, and other individuals who encounter or communicate with the Council. In each case, the personal data must be treated in accordance with the data protection principles. Any wish to limit or object to the use of personal data should be notified to the DPO in writing. If, in the view of the DPO, the objection cannot be maintained, the individual will be given written reasons why the council cannot comply with their request.

Staff, Councillors, and Volunteers

The personal data held about staff, councillors and volunteers will include contact details, employment history, information relating to career progression, information relating to DBS checks, right to be employed within the UK, and photographs. The data is used to comply with legal obligations placed on UHPC in relation to employment. UHPC may pass information to other regulatory authorities where appropriate. Personal data will also be used when giving references.

It should be noted that information about disciplinary action may be kept for longer than the duration of the sanction. Although treated as "spent" once the period of the sanction has expired, the details of the incident may need to be kept for a longer period.

UHPC may hold personal information in relation to other individuals who they have contact with such as volunteers. Such information shall be held only in accordance with the data protection principles and shall not be kept longer than necessary.

UHPC will take reasonable steps to ensure that members of staff and councillors will only have access to personal data where it is necessary for them to carry out their duties. All staff will be made aware of this policy and their duties under the GDPR.

UHPC will take all reasonable steps to ensure that all personal information is held securely and is not accessible to unauthorised persons.

Disclosure of Personal Data to Third Parties

The following list includes the most usual reasons that UHPC will authorise disclosure of personal data to a third party:

- To give a confidential reference relating to a current or former employee.
- For the prevention or detection of crime.
- For the assessment of any tax or duty.
- Where it is necessary to exercise a right or obligation conferred or imposed by law upon UHPC (other than an obligation imposed by contract).
- For, or in connection with, legal proceedings (including prospective legal proceedings).
- For obtaining legal advice.

UHPC may receive requests from third parties to disclose personal data it holds about staff or other individuals. This information will not generally be disclosed unless one of the specific exemptions under data protection legislation which allow disclosure applies, or where necessary for the legitimate interests of the individual concerned or UHPC.

All requests for the disclosure of personal data must be sent to the DPO, who will review and decide whether to make the disclosure, ensuring that reasonable steps are taken to verify the identity of that third party before making any disclosure.

Subject Access Requests

Any individual who makes a request to see any personal information held about them by UHPC is making a subject access request. All information relating to the individual, including that held in electronic or manual files should be considered for disclosure. A subject access request must be made in writing. UHPC may ask for any further information reasonably required to locate the information and will require identification to be provided prior to information release.

Other Rights of Individuals

Right to restrict processing

An individual has the right to object to the processing of their personal data and to block or suppress the processing. Where such an objection is made, it must be sent to the DPO who will assess whether there are compelling legitimate grounds to continue processing which override the interests, rights and freedoms of the individuals, or whether the information is required for the establishment, exercise or defence of legal proceedings. The DPO shall be responsible for notifying the individual of the outcome of their assessment within 20 working days of receipt of the objection.

Right to rectification

An individual has the right to request the rectification of inaccurate data or incomplete data without undue delay. Where any request for rectification is received, it should be sent to the DPO and where adequate proof of inaccuracy is given, the data shall be amended as soon as reasonably practicable, and the individual notified within 20 days. Where there is a dispute as to the accuracy of the data, the request and reasons for refusal shall be noted alongside the data and communicated to the individual. The individual shall be given details of how to appeal to the Information Commissioner.

An individual also has a right to have incomplete information completed by providing the missing data, and any information submitted in this way shall be updated without undue delay.

Right to erasure

Individuals have a right, in certain circumstances, to have data permanently erased without undue delay. This right arises in the following circumstances:

- Where the personal data is no longer necessary for the purpose or purposes for which it was collected and processed.
- Where consent is withdrawn and there is no other legal basis for the processing.
- Where an objection has been raised under the right to object, and there is no overriding legitimate interest for continuing the processing.
- Where personal data is being unlawfully processed (usually where one of the conditions for processing cannot be met).

Where the data must be erased to comply with a legal obligation

The DPO will make a decision regarding any application for erasure of personal data and will balance the request against the exemptions provided for in the law. Where a decision is made to erase the data, and this data has been passed to other data controllers, and / or has been made public, reasonable attempts to inform those controllers of the request shall be made.

Right to object

An individual has the right to object to:

- Processing based upon legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling).
- Direct marketing (including profiling).
- Processing for purposes of scientific /historical research and statistics.

Where such an objection is made, it must be sent to the DPO who will assess whether there are compelling legitimate grounds to continue processing which override the interests, rights and freedoms of the individuals, or whether the information is required for the establishment, exercise or defence of legal proceedings.

The right to lodge a complaint with the Information Commissioner's Office

The Information Commissioner can be contacted on 0303 123 1113 and or via ico.org.uk.

Right to portability

If an individual wants to send their personal data to another organisation they have a right to request that UHPC provides their information in a structured, commonly used, and machine readable format. This right is limited to situations where UHPC is processing the information based on consent or performance of a contract. If a request for this is made, it should be forwarded to the DPO.

Breach of any Requirements of the GDPR

All breaches of the GDPR, including a breach of any of the data protection principles shall be reported as soon as it is discovered, to the DPO. Once notified, the DPO shall assess:

- The extent of the breach.
- The risks to the data subjects because of the breach.
- Any security measures in place that will protect the information.
- Any measures that can be taken immediately to mitigate the risk to the individuals.

Unless the DPO concludes that there is unlikely to be any risk to individuals from the breach, it must be notified to the Information Commissioner's Office within 72 hours of the breach having come to the attention of UHPC

The Information Commissioners Office will be told details of the breach, including:

- The volume of data at risk, and the number and categories of data subjects.
- The contact point for any enquiries.
- The likely consequences of the breach.
- The measures proposed or already taken to address the breach.

If the breach is likely to result in a high risk to the affected individuals then the DPO shall notify data subjects of the breach without undue delay unless the data would be unintelligible to those not authorised to access it, or measures have been taken to mitigate any risk to the affected individuals.

Data subjects shall be told:

- The nature of the breach.
- Who to contact with any questions.
- The measures taken to mitigate any risks.

The DPO shall then be responsible for instigating an investigation into the breach, including how it happened, and whether it could have been prevented. Any recommendations for further training or a change in procedure shall be reviewed by UHPC and a decision made about implementation of those recommendations.

Reviewed May 2026

Appendix 1

Information Asset Register (personal data kept or processed by UHPC):
Stored by / method:

1. Councillor contact details	Clerk, paper and digital
2. Councillor declarations of interest	Clerk, paper and digital
3. Clerk employment and recruitment records	Clerk, digital
4. Minutes of meetings	Clerk, paper and digital
5. Correspondence/emails with local residents	Clerk, paper and digital
6. Arrangements with volunteers	Clerk, digital
7. Contracts with contractors/suppliers	Clerk, digital
8. Bank details of contractors/suppliers	Clerk, digital
9. Electoral register	Clerk, paper and digital
10. Communications with other local authorities	Clerk, paper and digital
11. Communications with third parties	Clerk, paper and digital
12. Local Planning Applications	Clerk, paper and digital
13. Historical Parish Minutes books	Clerk, paper
14. Email addresses of local residents (<i>who have given express consent to receive emails</i>)	Clerk, digital

Appendix 2

Publications produced by UHPC:

1. Minutes and Agendas
3. Standing Orders
4. Financial Regulations
5. Policies
6. End of Year Accounts
7. Notices / newsletters / reports
8. Asset Register and Inventory Register
9. Information Asset Register
10. Website

Health & Safety Policy

Introduction

Under the Health & Safety at Work Etc. Act 1974, s.2, local councils have a legal responsibility to ensure the safety of its employees and others and must recognise and accept its responsibilities.

Although the Employers Health & Safety Policy Statements (Exception) Regulations 1975/1584 confirm that employers with fewer than 5 employees are exempt from the s.2(3) duty, Upper Hardres Parish Council recognises it is good practice to have a Health & Safety Policy in place.

Upper Hardres Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council

The Council will meet its responsibilities under the Health and Safety at Work Etc Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment. Employers' Liability insurance is in place.

The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk, as the Council's Safety Officer, in fulfilling the Council's responsibilities for ensuring safe working conditions.

Aims of the Health and Safety Policy

To provide as far as is reasonably practicable:

- A safe place of work and a safe working environment
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities
- Systems of work that are safe and without risks to health
- Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely
- Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

Arrangements and Responsibilities for carrying out the UHPC Health & Safety Policy

As UHPC's Safety Officer, the Clerk will:

- Keep informed of relevant health and safety legislation
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy
- Make effective arrangements to implement the Health and Safety Policy
- Ensure that matters of health and safety are regularly discussed at meetings of the Parish Council
- Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments, summarised in the minutes
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements. All contractors will be required to abide by the terms of the contractors' service level agreement and specified scope of work and will be given a copy of the Council's Health & Safety Policy
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public
- Maintain a central record of notified accidents
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure
- Act as the contact and liaison point for the Health and Safety Executive.

All employees, contractors and voluntary helpers will:

- Comply with Codes of Practice or work instructions for health and safety
- Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available
- Take reasonable care for their own health and safety when using computer screens and, where appropriate, to consult the HSE Guide 'Working with VDUs' available from the Clerk
- Take reasonable care for the health and safety of other people who may be affected by their activities
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety
- Assess the need for, and conduct a risk assessment for, any manual handling to ensure any risk of injury is reduced
- Not misuse any plant, equipment tools or materials
- Contractors to have their own public liability insurance in place
- Report any accidents or hazardous incidents to the Clerk.

Additional matters

In accordance with the Insurance Policy, the Council will undertake regular inspections of Bossingham Playing Field, noting any items deemed hazardous. These will be reported to the Clerk and the Council

so that immediate remedial work/repair/replacement may be organised. Playing Field inspections will be discussed as an item on the agenda and the risk assessment updated as necessary.

May 2018 (reviewed May 2021)

Privacy Policy

This privacy policy sets out how Upper Hardres Parish Council uses any information that you give us when you use our **website** as a guest, registered member/user, or when you register for any online current or future services, or register for the **UHPC Email List**.

WEBSITE

Collection of non-personal data

Our website host, HugoFox, may collect certain non-personal data when you visit our web site, such as the type of browser you are using, the type of operating system being used and the domain name of your internet service provider (or ISP) Collection of Personal Data.

We will only collect personal data (as defined by the General Data Protection Act 2018) when it is required by us to provide you with a current or future service. (Example parish newsletter or notification service)

How the information is collected and used

We may use non-personal data to analyse the use of our website (which pages are visited etc) which will allow us to improve the design and content to meet changing needs or requirement. In the ordinary course of parish business, we use your personal data solely to provide the service or information requested. We DO NOT rent out or sell on your personal data.

It is possible, although extremely unlikely, that we may be forced to disclose personal data in response to legal process or when we believe, in good faith, that the law requires it. For example, in response to a court order, subpoena or law enforcement request.

Third Parties

Our website uses links to or gives access to other websites whose information practices or policies may be different to ours. We have no control over information that is submitted to or collected by such third parties and therefore we cannot be responsible for the protection and privacy of any information you provide whilst visiting such sites, as they are not governed by this privacy policy.

Transmission of Information

We cannot guarantee that any email sent from you to us or vice versa is received or that the content is or will remain secure during transmission. The latter is also applicable to information submitted via our website contact form.

Cookies

You can accept or decline cookies by modifying the settings on your browser. However, you may not be able to use all the interactive features of our website, if cookies are disabled.

UHPC EMAIL LIST

Requests to join the UHPC Email List are to be made to the clerk. Your email address will be used by the clerk to send information to you by email of occasional parish news updates and information, invitation to the Annual Parish Meeting, and your email address will be 'Blind Copied' on these emails. Your email address will not be shared with third parties. If you wish to Unsubscribe from the UHPC Email List at any time, you are invited to email the clerk with Unsubscribe in the subject line.

Public Participation at Council meetings

Parish Council meetings, including all full meetings or committees, are open meetings. This means that the press and the general public are able to attend.

There are only two exceptions:

(a) when Councillors have confidential matters to discuss and pass a resolution to move into a Part II (private) meeting which excludes the press and the general public

(b) The Annual Parish Meeting or extraordinary Parish Meeting where only registered electors of the Parish are entitled to speak and vote.

Public Speaking at meetings

The general public have NO rights to participate in the proceeding of the Council, unless invited to do so, following a resolution of the Council, and the public contribution being relevant to the agenda item under consideration or discussion.

The Parish Council have adopted the following provisions to encourage open communication and sharing of information:

(i) Agenda item – Public Participation - included on agendas

A member of the general public may, under this agenda item, raise in person, any matter, ask a question and/or address the Council on a specific subject/s. In all cases public comments and Council responses must be made through the Chairman of the meeting who has the authority to place a time restriction on proceedings. Time is limited to 5 minutes per speaker.

Members of the general public unable to attend may submit their comments, concerns or questions in writing or by emailing the Clerk to the Council, providing these are received by noon on the day preceding a published meeting. Depending on the matter raised the Clerk will respond, if appropriate, within 7 days of the meeting date.

(ii) Planning Application/s

Members of the general public will be granted the opportunity to address the meeting on planning applications published on the meeting agenda, without the legal requirement to suspend and re-convene the meeting.

The Applicant - 2 minutes

Objectors and/or supporters a collective time - 2 minutes

Other rules may apply to fully constituted Resident or Community Groups.

(iii) Ward Councillors attending

Ward Councillors (being Members of the Public) will be invited to address the meeting under a specific agenda item or at the discretion of the Chairman, without the legal requirement to suspend and re-convene the meeting.

May 2018 (reviewed May 2021)

Records Management (records retention, destruction and archive)

Financial records

Accounts kept for 8 years then destroyed (shredded).

Minutes

Recent Minutes stored at Clerk's home, archived Minutes stored at Bossingham Village Hall.

Planning Applications

Some historic/contentious Planning Applications stored at Bossingham Village Hall.

Recent application details letters from CCC stored at Clerk's home.

Two - three year's applications listed on website via HugoFox planning app.

Historic applications available on Canterbury City Council website planning pages.

Register of Electors

Current paper copy and digital copy kept at clerk's home, destroyed annually when new Register received from CCC.

To be updated as necessary.

May 2018 (reviewed May 2021)

IT Policy

Introduction

Upper Hardres Parish Council (UHPC) recognises the importance of effective and secure information technology (IT) and email usage in supporting its operations and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

Scope

This policy applies to all individuals who use UHPC's IT resources, including computers, networks, software, devices, data, and email accounts.

Acceptable use of IT resources and email

UHPC's IT resources and email accounts are to be used for official council related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

Device and software usage

Where possible, authorised devices, software, and applications will be provided by UHPC for work-related tasks. Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

Data management and security

All sensitive and confidential UHPC data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

Network and internet usage

UHPC's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

Email communication

Email accounts provided by UHPC are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted. Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

Password and account security

UHPC users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

Mobile devices and remote work

Mobile devices (including laptops) provided by UHPC should be secured with passcodes and/or biometric authentication.

Email monitoring

UHPC reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Emails will be regularly reviewed and unnecessary emails deleted to maintain an organised inbox.

Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the Clerk or website or email administrator. Any email-related security incidents or breaches should be reported to the Clerk or email provider immediately.

Training and awareness

UHPC will provide regular training and resources to educate users about IT.

Compliance and consequences

Breach of this IT policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

Contacts

For IT-related enquiries or assistance, users can contact the Clerk at clerk@upperhardres-pc.gov.uk

The Clerk will engage professional IT support or contractors if appropriate to resolve issues.

All staff and councillors are responsible for the safety and security of UHPC's IT and email systems.

By adhering to this IT and Email Policy, UHPC aims to create a secure and efficient IT environment.

Website and email host: HugoFox.com

Reviewed May 2026

Information available under the Freedom of Information Act 2000

Upper Hardres Parish Council (UHPC), having adopted the requirements contained within the Freedom of Information Act 2000, will publish and/or make available the information detailed below, in accordance with the Publication Scheme.

All applications should be made to the clerk, by letter or email, which will be acknowledged. The Act requires that the information or a refusal be provided within 20 working days of receipt.

The Act excludes the provision of sensitive or confidential information, or information that is available from a higher authority or other statutory organisation or agency.

Data Protection Legislation also prohibits publication of certain categories of information.

updated May 2026

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do	www.upperhardres-pc.gov.uk clerk@upperhardres-pc.gov.uk	
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website Clerk	Free
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website and clerk Website and clerk	Free

Location of main Council office and accessibility details	n/a – no council office	
Staffing structure	n/a - one employee only	
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	www.upperhardres-pc.gov.uk clerk@upperhardres-pc.gov.uk	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
Finalised budget	Website	Free
Precept	Clerk	Free
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website (in meeting Minutes)	Free
List of current contracts awarded and value of contract	Clerk	Free
Members' allowances and expenses	Clerk	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	www.upperhardres-pc.gov.uk clerk@upperhardres-pc.gov.uk	
Annual governance statement in format included in the Annual Return form	Website	Free
Parish Plan	Clerk	Free
Annual Report to Parish or Community Meeting	Website	Free
Quality status	n/a	

Local charters drawn up in accordance with DLUHC's guidelines	n/a	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Clerk	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum Current and previous council year as a minimum	www.upperhardres-pc.gov.uk	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings	Website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	Website	Free
Bye-laws	n/a	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	www.upperhardres-pc.gov.uk clerk@upperhardres-pc.gov.uk	
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference 		

<ul style="list-style-type: none"> • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website Clerk	Free
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Website Clerk	Free
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website Clerk	Free
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	www.upperhardres-pc.gov.uk clerk@upperhardres-pc.gov.uk	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website Clerk	Free
Assets register, including details of public land and building assets	Website Clerk	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Website Clerk	Free

Register of members' interests	Clerk	Free
Register of gifts and hospitality	Clerk	Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	www.upperhardres-pc.gov.uk clerk@upperhardres-pc.gov.uk	
Allotments	None – n/a	
Burial grounds and closed churchyards	None – n/a	
Community centres and village halls	From Bossingham Village Hall Management Committee	Free
Parks, playing fields and recreational facilities	Clerk	Free
Seating, litter bins, notice boards	Clerk	Free
Bus shelters	Clerk	Free
Markets	None – n/a	Free
Public conveniences	None – n/a	Free
Agency agreements	None – n/a	Free

Exclusions

Employment practise and procedure:

Personal records, ie appraisals, staff salary details, disciplinary records etc by virtue of being personal data under the Data Protection Act 1998.

Contact details

Karley Hubbard, Parish Clerk
Upper Hardres Parish Council, Ye Olde Thatch, Split Lane, Stelling Minnis, CT46DT

tel 07872 417912

clerk@upperhardres-pc.gov.uk

The Clerk works from home and under duty of care to employees, members of the public will only be seen by prior appointment at a pre-arranged venue (eg. Bossingham Village Hall). Clerk's working hours are 6 hours per week.

Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 40p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class*

* actual cost incurred by the public authority

Reviewed May 2026