GENERAL PROCEDURE AND POLICY DOCUMENT 2026

ANNUAL BUDGET

The Clerk to prepare a draft budget, in November of the preceding year, for initial consideration by the Parish Council at its November meeting.

The draft budget, with any revisions, will be further considered at the January meeting, and will inform the Precept request to be agreed at that meeting. The Precept request is to be submitted to BDBC by 31 January.

The budget to be agreed as final at the March meeting.

Any unbudgeted expenditure requires minuted approval.

EDI – EQUALITY, DIVERSITY AND INCLUSION POLICY

1. STATUTORY REQUIREMENTS AND DUTIES

The Equality Act 2010 places an Equality Duty on public bodies and organisations carrying out public functions. Its main aim is to support good decision making by ensuring public bodies consider how different people will be affected by their activities. It also helps to deliver policies and services that are efficient and effective, accessible, and that meet different people's needs, as much as is reasonably possible.

The Public sector Equality Duty includes a general duty and specific duties.

The three main aims of the general duty are to:

1 eliminate unlawful discrimination, harassment and victimisation

2 advance equality of opportunity between people from different groups

3 foster good relations between people from different groups.

Specific duties require public bodies to:

4 publish information to show their compliance with the Equality Duty annually

5 set and publish at least one measurable equality objective every four years which will further the three aims of the Equality Duty.

2. THE AIM OF THE PARISH COuNCIl'S EDI POlICy IS TO PROMOTE AWARENESS OF AND COMPlIANCE WITH DuTIES 1-5 ABOvE

This principles of EDI extend to – but are not limited to – the provision of services; the work of parish councillors and employees in the community; relationships with parishioners, partner organisations and contractors.

The Parish Council's EDI priorities are:

EDI-1: For the Parish to be inclusive, treating and welcoming all equally

EDI-2: For any provision and services to be accessible to all

EDI-3: To ensure fair treatment for all, meeting individual needs

EDI-4: To provide equality, diversity and equal opportunities in the workplace.

The scope of the Policy is to protect all from unlawful discrimination – and specifically in relation to the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.

Protection from unlawful discrimination in the workplace includes

– To oppose and avoid all forms of unlawful discrimination in relation to members and

employees, in terms of remuneration and benefits, terms and conditions, dealing with grievances and discipline, requests for flexible working and leave, selection for projects, promotion, training or other developmental opportunities.

Ensuring equality, diversity and equal opportunities in the workplace includes

– creating a working environment which promoting dignity and respect for all, and which encourages and values individual contributions and differences

HEATH & SAFETY POLICY

1 GENERAL STATEMENT

1.1 The 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.

1.2 The Council will meet its responsibilities under the Heath and Safety at Work Etc Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

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

2 AIMS OF THE HEALTH & SAFETY AT WORK POLICY

To provide as far as is reasonably practicable

2.1 A safe place of work and a safe working environment.

2.2 Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.

2.3 Systems of work that are safe and without risks to health.

2.4 Obtaining specialist technical advice and assistance on matters of Health & Safety when necessary.

2.5 Sufficient information, instruction and training where appropriate for employees, contractors and volunteers to carry out their work safely.

2.6 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

3 ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY AT WORK

3A As the Council's Safety Officer, the Clerk will

3A.1 Keep informed of relevant Health and Safety policy legislation.

3A.2 Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.

3A.3 Make effective arrangements to implement the Health & Safety at Work Policy.

3A.4 Ensure that matters of Health & Safety are discussed at meetings of the Parish Council.

3A.5 Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures. Consider requesting contractors to supply a written method statement prior to starting major works. Maintain a file of risk assessments, summarised in the Minutes.

3A.6 Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health & Safety at Work requirements

3A.7 Ensure that work activities by the Council do not unreasonably jeopardise the

Health & Safety of members of the public.

3A.8 Maintain a central record of notified accidents.

3A.9 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.

3A.10 Act as the contact and liaison point for the Health & Safety Inspectorate.

3B All employees, contractors and voluntary helpers will

3B.1 Cooperate fully with the aims and requirements of the Health & Safety at Work Policy and comply with Codes of Practice or work instructions for Health & Safety.

3B.2 Take reasonable care for their own Health & Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.

3B.3 Take reasonable care for the Health & Safety of other people who may be affected by their activities.

3B.4 Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health & Safety.

3B.5 Not misuse any plant, equipment tools or materials so as to cause risks to Health & Safety.

3B.6 Report any accidents or hazardous incidents to the Clerk.

MEETINGS – POLICY FOR REPORTING AT

Upton Grey Parish Council

1. INTRODUCTION

1.1 This policy provides guidance to members of the public or press who wish to photograph or record proceedings at any Parish Council meeting.

1.2 The Parish Council supports the principles of openness and transparency when conducting its meetings. Sound recording, photographing, filming, and use of social media at meetings which are held in public is permitted:

(a) subject to the provisions of this policy; and

(b) if the Chairman is satisfied that it will not be disruptive or distracting to the good order and conduct of the meeting.

1.3 No restrictions will be placed on anyone using social media at a public meeting subject to the limitations regarding photography and audio/visual recording set out in this policy.

1.4 Meetings or parts of meetings which take the form of hearings, or which discuss sensitive employment or contractual information, may not be suitable for recording. It will be at the Chairman's discretion to determine whether the recording of a meeting will be permitted.

1.5 Failure to follow the provisions within this policy may result in the Chairman refusing to allow the proceedings to be photographed or recorded.

1.6 For the purposes of this policy 'recording' includes sound recording, photographing, filming, and use of social media. Social media includes, but is not limited to Twitter, Facebook and blogs.

2. BEFORE THE MEETING

2.1 Those wishing to record proceedings at a meeting are recommended to contact the Clerk as early as possible before the start of the meeting so that arrangements can be discussed, and the agreement of the Chairman be sought.

2.2 The name, organisation (if applicable) and contact details of the person wishing to record proceedings are required and to be provided before the meeting if possible.

3. AT THE MEETING

3.1 Notices will be displayed in the meeting room advising that proceedings may be recorded, and the Chairman will make an announcement to this effect at the beginning of the meeting if a request has been received.

3.2 Members of the public attending a meeting to ask a question will be deemed to have given consent to being photographed or recorded.

3.3 Members of the public seated in the public seating area who actively object, should not be photographed, filmed or recorded if this does not undermine the broader transparency of the meeting.

3.4 Photography or filming must take place from a fixed position in the meeting room approved by the Chairman, to ensure that the view of Councillors, officers, public and press, is not obstructed.

3.5 The use of flash photography or additional lighting will only be permitted if agreed in advance with the Clerk and the Chairman.

3.6 Photography or audio/visual recording will be stopped if the Chairman feels it is disrupting or inhibiting the meeting in any way. 03/03/25 42

3.7 If someone refuses to stop recording when requested to do so the Chairman will ask the person to leave the meeting. If the person refuses to leave, the Chairman will adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

3.8 Anyone asked to leave a meeting because they have refused to comply with the Chairman's request to do so, may be refused permission to record future meetings.

4. AFTER THE MEETING

4.1 Photographs and audio/visual recordings must not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being expressed in a way that may ridicule or show lack of respect towards those being photographed or recorded.

4.2 If someone fails to comply with this policy the Chairman may refuse to allow this person to record any future meetings.

4.3 The responsibility for how any photographs or audio/visual recording is used rests with the person who made the recording and not the Council.

SAFEGUARDING POLICY

1. Policy Statement

- Everyone has a duty to safeguard children, young people and vulnerable adults.
- The Parish Council will undertake all reasonable measures to promote the safety of children, young people and vulnerable adults.
- This Policy applies to Parish Council members, employees, volunteers, contractors and hirers.
- The Parish Council has no direct powers or responsibilities for Community or Children's groups, services or activities. The primary responsibility for the welfare of children or vulnerable adults rests with the responsible adult – parent / carer.
- When on premises owned or managed by the Parish Council, or attending events organised by the Parish Council, children, young people or vulnerable adults do so with the consent of and under direct supervision by a parent, carer, or other responsible adult.

2. Definitions

2.1 Children and young people

- Anyone under the age of 18 years.

2.2 Vulnerable adult

- Anyone over 18 who is:
- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation,

or may be in need of community care services.

2.3 Child abuse

- Somebody may abuse or neglect a child by inflicting harm,

or by failing to act to prevent harm.

3. Informing the Appropriate Authorities

While safeguarding is a general responsibility, it is not a general responsibility to determine if any abuse is taking place. Any concerns should be reported to the appropriate authorities.

Children's Services is dealt with by Hampshire County Council.

From the website *http://www3.hants.gov.uk/childrensservices/*childrenandyoungpeople/child-protection.htm

'If you have any concerns because you think that a child might be being abused you should contact the Children's Services Department.

- 'During office hours (8.30am - 5pm) Children's Services: 0300 555 1384
- 'At all other times out-of-hours Service: 0300 555 1373
- 'For all emergency situations call 999.'

4. Law Enforcement

For any crime or suspected crime relating to children and young people or vulnerable adults call 999 for a live incident requiring immediate response; if nothing to be achieved by emergency response, report to Hampshire Constabulary online or call 101.

SCHEME OF DELEGATION

Upton Grey Parish Council

1. Introduction

1.1 This scheme is based the NALC Model Scheme of Delegation 2020.

1.2 The power to delegate functions is set out in the Local Government Act 1972 s101.

1.3 The Clerk is the:

- The Proper Officer to carry out functions as provided by the Local Government Act 1972.
- The Responsible Financial Officer in accordance with the Accounts and Audit Regulations in force at any given time.

2. Delegated Powers and Responsibilities

The Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- Day-to-day administration of services, together with routine inspections and control.
- Authorisation to call any extra meetings of the Council or Committee as necessary, having consulted with the Chairman of the Council / Committee
- Authorisation to respond immediately to any correspondence, requiring or requesting information relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.
- Authorisation of routine expenditure in accordance with Financial Regulations and manage timely transfer of funds between the Council's bank accounts to maintain adequate cashflow.

- Preparation and submission of comments to Planning Applications where the Council's agreed stance is known.
- Handling of requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1988 or General Data Protection Regulation (whichever is in force at the time of request).
- Issuing press releases and statements to the press on the Council's know policies.
- Up-dating and managing the content of the Council's website.
- Co-ordination of the Council's newsletter articles.
- Disposal of Council records according to legal restrictions and the Council's record Management Policy.
- Take appropriate actions arising from emergencies in consultation with the Chairman / Vice Chairman of the Council.

The Scheme will be reviewed and amended as required.