



# Cantley with Branton Parish Council

## **DISPENSATION PROCEDURE GUIDE**

### **1. INTRODUCTION UNDER THE LOCALISM ACT 2011("THE ACT")**

A Member or Co-opted Member who has a Disclosable Pecuniary Interest in a matter that is under consideration, may not participate in the consideration of that matter unless he/she has first obtained a dispensation from the 'relevant authority'. Previously dispensations were issued by the Standards Committee of the District Council, but as Parish/Parish Councils are defined as a 'relevant authority' under the Act, they are now responsible for determining requests for a dispensation by a Parish/Parish Councillor under Section 33. This guide explains –

- (a) The purpose and effect of dispensations.
- (b) The procedure for requesting dispensations.
- (c) The criteria which are applied in determining dispensation requests.
- (d) The terms of dispensations.
- (e) General dispensations.

### **2. PURPOSE AND EFFECT OF DISPENSATIONS**

In certain circumstances Councillors may be granted a dispensation that enables them to take part in Council business where this would otherwise be prohibited because they have a Disclosable Pecuniary Interest.

Provided Councillors act within the terms of their dispensation there is deemed to be no breach of the Code of Conduct or the law. Dispensations may allow the Councillor to participate in any –

- (a) Discussion of the matter at the meeting(s); and/or
- (b) Vote taken on the matter at the meeting(s). If a dispensation is granted, the Councillor may remain in the room where the meeting considering the business is being held. Please note: If a Parish Councillor participates in a meeting where he/she has a Disclosable Pecuniary Interest and he/she does not have a dispensation, they may be committing a criminal offence under Section 34 of the Localism Act 2011

### **3. PROCEDURE FOR MAKING REQUESTS**

Any Councillor who wishes to apply for a dispensation must complete a Dispensation Request Form (see Appendix 1) and submit it to the Proper Officer of the Parish Council, the Parish Clerk, as soon as possible before the meeting for which the dispensation is required.

#### **4. CONSIDERATION BY THE PARISH COUNCIL**

The Parish Council can either delegate authority to the Parish Clerk to grant dispensations, or reserve such decisions for the Parish Council. Alternatively the Council might wish to delegate the power to grant dispensations for certain grounds to the Clerk e.g. ground (a) below, which is fairly objective, but deal with other applications through a meeting of the Council, or possibly by delegating to the Clerk, after consultation with the Chairman of the Council, or Vice Chairman in cases of conflict of interest. A dispensation may be granted to a Councillor who has a Disclosable Pecuniary Interest to participate in any discussion of a matter at a meeting and/or to participate in any vote on the matter if it is considered that –

- (a) So many Members of the Council/Committee have Disclosable Pecuniary Interests that it would impede the transaction of the business (i.e. the meeting would be inquorate) or
- (b) Without the dispensation the representation of different political groups on the Council (if these exist) would be so upset as to alter the likely outcome of any particular vote;
- (c) The dispensation is in the interests of persons living in the authority's area; or
- (d) It is otherwise appropriate to grant a dispensation. If the adopted Code prevents a Councillor speaking or voting where they have an interest other than a Disclosable Pecuniary Interest, the Council may wish to extend the provisions of the above paragraph to apply in the same way to those interests, but this is at the discretion of the Council. The Parish Clerk should formally notify the Councillor of their decision and reasons in writing at the earliest opportunity.

#### **5. CRITERIA FOR DETERMINATION OF REQUESTS**

The following are examples of criteria that may be appropriate in determining a request for a dispensation, but the Council will need to determine the factors they consider relevant. –

- (a) The nature of the Councillor's prejudicial interest, e.g. is it trivial or remote?
- (b) The need to maintain public confidence in the conduct of the Council's business.
- (c) In certain circumstances, the possible outcome of the proposed vote.
- (d) The need for efficient and effective conduct of the Council's business.
- (e) The Member has a particular expertise or knowledge in the matter that may be useful to its consideration (e.g. a Member could be allowed to speak, but not vote).
- (f) The interest is common to the Member and a significant proportion of the general public.
- (g) Any other relevant considerations.

#### **6. TERMS OF DISPENSATIONS**

Dispensations may be granted – To participate in any discussion of the matter; and/or

- (a) To participate in any vote on the matter;
- (b) For one meeting; or
- (c) For a limited period not exceeding 4 years.

#### **7. DISCLOSURE OF DECISION**

Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates. A copy of the dispensation will be kept with the Council's Dispensation Register.

## **8. GENERAL DISPENSATIONS**

The Council may wish to consider granting a general dispensation to all Councillors in situations where every Member is likely to have a Disclosable Pecuniary Interest.

**Drafted:** 24<sup>th</sup> January 2025

**Approved:** 5<sup>th</sup> February 2025

**Reviewed** 16<sup>th</sup> January 2026

**Approved:** 4<sup>th</sup> February 2026

**To be Reviewed:** Annually



**APPLICATION FOR A DISPENSATION**

I (name of councillor)....., hereby apply to Cantley with Branton Parish Council for a dispensation.

Please indicate the type of interest that you have:

Disclosable Pecuniary Interest ☐

Other Interest ☐

Please describe the nature of your interest:

Please indicate whether this dispensation is for you to participate in a discussion only or in discussion and with a vote:

Discussion only ☐

Discussion and vote ☐

Please indicate the period of time that you would like the dispensation for (not exceeding four years):

Please explain the reason(s) why you are seeking the dispensation:

Signed: ..... Print name: .....

Date of application: .....

**Please submit this form to the Clerk to Council at least 10 days prior to the council meeting**

DECISION :

Dispensation given: YES / NO

Length of Dispensation : .....

Date: ..... Minute Number: .....

Signed: ..... Clerk to the Council



# Cantley with Branton Parish Council

## MEETING ATTENDANCE POLICY

This policy is designed to promote efficient administration of meetings, avoid inquorate meetings and permit timely rescheduling of meetings where necessary. It will also provide accountability for Members.

### **Apologies for Absence**

Members shall give as much advance notice as possible of absence from all meetings either by mentioning at a previous meeting, email or telephone to the Parish Clerk.

The deadline for receipt of an apology for absence shall be the end of office hours on the same day as the meeting.

Apologies for absence shall be made directly in advance and not via a third person such as another Member at the meeting.

### **Extended Periods of Absence**

A Councillor who does not attend any meetings for a period of six consecutive months will automatically cease to be a Member of the Council unless the reason for absence is approved by the Council before the end of the period <sup>1</sup>.

If absence becomes necessary for extended periods, Councillors are advised to submit a request to the Parish Clerk giving the reason for absence, for approval by the Council.

### **Recording and Publishing Attendance**

For all meetings of the Council, the Clerk will record Members' attendance, or non attendance with or without apologies, in a centrally held spreadsheet kept for that purpose. The Minutes of these meetings will show Members in attendance and Members absent with and without apologies.

**Reviewed:** 16<sup>th</sup> January 2026

**Approved:** 4<sup>th</sup> February 2026

**Review Due:** Annually or sooner should legislation dictate.

<sup>1</sup> Local Government Act 1972, S. 85



# Cantley with Branton Parish Council

## GRIEVANCE POLICY

### Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work. ([https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf)). It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
  - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to 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.
  - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
  - any changes to specified time limits must be agreed by the employee and the Council
  - an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final

- information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can use all stages of the grievance procedure If the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of City of Doncaster Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

#### **Informal grievance procedure**

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with

his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the staffing committee or, if appropriate, another member of the staffing committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

### **Formal grievance procedure**

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the staffing committee.
6. The staffing committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

### **Investigation**

7. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

### **Notification**

9. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
  - the names of its Chairman and other members
  - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
  - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
  - a copy of the Council's grievance policy
  - confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting
  - confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
  - findings of the investigation if there has been an investigation
  - an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).



## **The grievance meeting**

10. At the grievance meeting:
  - the Chairman will introduce the members of the sub-committee to the employee
  - the employee (or companion) will set out the grievance and present the evidence
  - the Chairman will ask the employee questions about the information presented and will want to understand what action does he/she want the Council to take
  - any member of the sub-committee and the employee (or the companion) may question any witness
  - the employee (or companion) will have the opportunity to sum up the case
  - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.
11. The Chairman will provide the employee with the sub-committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

## **The appeal**

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the staffing committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
13. Appeals may be raised on a number of grounds, e.g.:
  - a failure by the Council to follow its grievance policy
  - the decision was not supported by the evidence
  - the action proposed by the sub-committee was inadequate/inappropriate
  - new evidence has come to light since the grievance meeting.
14. The appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the staffing committee. The appeal panel will appoint a Chairman from one of its members.
15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.
16. At the appeal meeting, the Chairman will:
  - introduce the panel members to the employee
  - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
  - explain the action that the appeal panel may take.

17. The employee (or companion) will be asked to explain the grounds of appeal.
18. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
19. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
20. The decision of the appeal panel is final.

**Adopted:** by the Parish Council – January 2020

**Reviewed:** 12<sup>th</sup> January 2024

**Approved:** by the Parish Council – 7<sup>th</sup> February 2024

**Reviewed:** 16<sup>th</sup> January 2026

**Approved:** 4<sup>th</sup> February 2026



# Cantley with Branton Parish Council

[www.cantleywithbrantonparish.co.uk](http://www.cantleywithbrantonparish.co.uk)

## LONE WORKING POLICY

### **Purpose of this policy and procedure**

The council recognises that our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

### **The scope of this policy**

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

### **Policy**

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

### **Definition**

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night
- A groundsman tending to green space
- Office workers who work alone in the premises, and,
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

### **Responsibilities**

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

## Managers

- Will try to avoid the need for lone working as far as is reasonably practicable;
- Ensure that the worker is competent to work alone;
- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures;
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained;
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment;
- Must raise the alarm if staff cannot be contacted or do not return as anticipated
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

## Lone workers

- Take reasonable care of themselves and others who may be affected by their work
- To follow any instruction given by management or the council
- Raise with their line manager any concerns they have in relation to lone working
- Not to work alone where there is adequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone

## Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Buddies should ensure they maintain and share up to date contact details (see below)

## **Risk Assessments**

Managers must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and updated as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

## **Ways in which lone working risks can be reduced**

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated lone working, the council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a groundsman lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant staff and where appropriate, councillors.

Below are some example strategies that could be implemented (on their own or combined):

- Signing-in and Out book
- Electronic (or hard copy) diaries to be kept up to date with meeting/visit/lone working details
- Agreed times and method of contact
- Buddy scheme

### **Buddy scheme**

The following information should be written down and kept by the lone worker and their buddy, next of kin and manager (see the Lone Working Buddy Form):-

- Name and contact details of the lone worker
- Name, relationship and contact details of the buddy
- Name, relationship and contact details of the lone worker's next of kin
- Name, relationship and contact details of the lone worker's manager
- Any 'code word' that would indicate that the lone worker needs assistance
- Note: All these details must be kept securely in line with data protection legislation

If you change your contact details, you must let your buddy and manager know.

In circumstances where a buddy system is appropriate as a way of reducing the risks identified in the risk assessment, the buddy must have relevant details about your lone working, that may include;

- where you are going (address or area if there is no address);
- details of the purpose (i.e. preparing the hall, grass cutting, meeting);
- contact details of anyone you intend to meet (any additional contact details for the location you are visiting);
- your mode of transport;
- when you are expected to return;

Your buddy must know what to do if you do not return or make contact at the anticipated/agreed time.

## **Health and wellbeing**

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks

caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

### **Reporting incidents**

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, buddy or councillor or colleague to let them know (or ask someone to do so on your behalf).

Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

This is a non-contractual procedure which will be reviewed from time to time.

**Reviewed:** 16<sup>th</sup> January 2026

**Approved:** 4<sup>th</sup> February 2026

**To be Reviewed:** February 2028

## **Notes**

The Health and Safety Executive have extensive advice and guidance on homeworking, lone working, including guidance on the risks of lone working.

Homeworking: [www.hse.gov.uk/toolbox/workers/home.htm](http://www.hse.gov.uk/toolbox/workers/home.htm)

Lone working: [www.hse.gov.uk/toolbox/workers/lone.htm](http://www.hse.gov.uk/toolbox/workers/lone.htm)

Risks of lone working: [www.hse.gov.uk/pubns/indg73.pdf](http://www.hse.gov.uk/pubns/indg73.pdf)

## **Guidance**

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

## **Important notice**

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.



# Cantley with Branton Parish Council

## MEDIA POLICY

### 1. Introduction

This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act ~~1998~~ 2018, other legislation which may apply and the Council's standing orders and financial regulations. The Council's financial regulations and relevant standing orders referenced in this policy are available via the Council's publication scheme.

Failure to follow the Parish Council's policy could lead to a breach of the Code and the risk of adverse publicity, which could damage the Parish Council's reputation. Without proper co-ordination it would be difficult to ensure that the messages put out by the Parish Council are consistent and accurate.

However, if communication is managed effectively, the Parish Council will be able to create and seize opportunities to communicate with partners and the public and build an accurate and positive reputation.

The Parish Council throughout the year:

- receives enquiries from the media;
- issues news releases;
- organises photo opportunities;
- arranges interviews;
- produces its own newsletter within the local press.

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

This policy does not seek to regulate Parish Councillors in their private capacity but does provide advice and guidance on their sensible use of conventional and social media. The Parish Council's communications with the media seek to represent the corporate position and views of the Parish Council. If the views of Parish Councillors are different to the Parish Council's corporate position and views, they will make this clear. Subject to the obligations on Parish Councillors not to disclose information referred to in section 13 and not to misrepresent the Parish Council's position, Parish Councillors are free to communicate their position and views.

In all cases, the Parish Council's approach, in accordance with the Code, to the media should:

- be lawful;
- be cost effective;
- be objective;
- be even-handed;
- be appropriate;



- have regard to the Parish Council's Equality & Diversity Policy;
- be issued with care during periods of heightened sensitivity.

## **2. The Parish Council's approach to publicity**

The media plays an important role in informing residents about what the Parish Council does and how it spends their money. It is therefore vital that the Parish Council communicates effectively with the media and wherever possible takes a positive approach to meeting media requests for information and interviews so that:

- The Parish Council is recognised as one which is open, accountable, accessible and willing to listen;
- There are opportunities to share and celebrate the Parish Council's successes;
- Information is provided about policies and services as well as the democratic process so that people feel more informed about the Parish Council and its work;
- Negative issues are handled clearly and decisively.

The main media are the local and regional press together with local radio and television stations. It is unlikely that Cantley with Branton would be involved in media communications at a national, international or specialist level but this policy is written to ensure that it is relevant to these cases should they occur.

It is also recognised that the internet is the fastest growing area of the media and that many broadcasters and newspapers include information on the villages.

## **3. Identifying Newsworthy Items**

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

## **4. Handling Media Enquiries**

The Parish Clerk co-ordinates all media enquiries to the Parish Council. Members and Parish Council staff who are directly approached by the media should not attempt to answer questions themselves without establishing the full facts. If members are in any doubt they should consult the Parish Clerk. Parish Council staff should refer all media enquiries to the Parish Clerk in the first instance. The Council should not pass comments on leaks, anonymous allegations or allegations about individual staff and Members. The phrase "no comment" should not be used as a response to a media enquiry.

The Parish Council is open and accountable and should always try to explain if there is a reason why it cannot answer a specific enquiry.

## **5. Press Releases**

The use of press releases is a key technique for publicising Parish Council activities, decisions and achievements. An official Parish Council release is made on behalf of the Parish Council as a whole; it will be written and issued by the Parish Clerk and Chairman. Official Parish Council releases will follow a corporate style appropriate for the media being targeted and a central record will be maintained. All releases will accurately reflect the corporate view of the Parish Council, contain relevant facts and may include an approved quotation from an appropriate Parish Councillor.

Parish Council press releases will not promote the views of specific political groups, publicise the activities of individual Parish Councillors, identify a Member's political party or persuade the general public to hold a particular view. All official Parish Council releases will be placed on the Parish Council's website within three working days of issue.

## **6. Interviews**

Any member of staff or elected member who is contacted by a journalist requesting an interview in their capacity as a representative of the Parish Council should refer the matter to the Parish Clerk. The person put forward for interview will depend on the situation and the information required by the journalist. Officers should never give their opinion on specific Parish Council policy but must keep to the corporate line and key messages, their role being to provide expertise and factual knowledge only in support of the Parish Council's approved and agreed policies.

## **7. Media Coverage of Meetings**

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

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

## **8. Publicity during Elections**

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

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

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

Accounts may need to be closed for a defined period before local and national elections in order to comply with legislation which affects local authorities. Parish Council Members are reminded that they must not misuse Parish Council resources for inappropriate purposes. Any queries regarding publicity during a purdah period should always be referred to the Parish Clerk for further advice.

## **9. Non-Parish Council Related Media**

Officers and Members of the Parish Council who have contact with the media in a personal capacity or as members of non-Parish Council related organisations must not refer to their Parish Council posts and must make it clear to the journalist concerned that they are speaking in a personal capacity or on behalf of the non-Parish Council related organisation.

## **10. Managing Negative Issues**

From time to time the Parish Council has to respond to negative issues. It is important that these situations are managed carefully so as to limit the potential for negative publicity. Members and Officers must alert the Parish Clerk as soon as a potentially negative issue which may attract media interest is known. They should not wait until contact is made by the media. Members and Officers must be prepared to work together to prepare holding statements, other information and carry out research even if no media have contacted the Parish Council about an issue.

## **11. Correcting Inaccurate Reporting**

Should the media publish or broadcast something inaccurate about the Parish Council, a quick decision needs to be taken on any action necessary to correct it. The issue should be discussed with the Parish Clerk to decide what action is appropriate. This could be a letter or news release, a conversation with the journalist concerned, a personal letter to the editor or legal advice. It will also be necessary to decide who is the most appropriate person to take the agreed action. It should be noted that in the case of minor inaccuracies which have little or no impact on the message being conveyed, it can sometimes be counterproductive to complain; each case should be judged individually.

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

## **12. Parish Council News Items**

The Parish Council enters its own quarterly news item into the Arrow Publication and Today Publication, which is published and delivered free to all households in the parish. It aims to promote Parish Council policies, services, activities and initiatives. The content is created in-house. Ideas for articles will be welcomed and should be passed directly to the Parish Clerk. Content will be agreed by the Parish Council prior to publishing.

## **13. Freedom of Information and Data Protection**

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

In addition care should be taken when processing personal data. The Data Protection Act ~~1998~~ **2018** prevents the use of personal information other than for the purposes for which it was supplied. Members should bear this in mind when using any personal data which may be supplied to them by their constituents. The Parish Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Parish Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Parish Council's standing orders, under contract or by common law.

Parish Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Parish Council, a copy of which is available via the Parish Council's web site.

**Approved:** 4<sup>th</sup> February 2026

**Review:** February 2028



# Cantley with Branton Parish Council

## COMMUNITY ENGAGEMENT POLICY

### Introduction

The purpose of this policy is to guide Cantley with Branton Parish Council's communication activity and public engagement. The Council aims to ensure that there are effective channels of communication both from the Council to the public and from the public to the Council.

### Aims

Cantley with Branton Parish Council aims to:

- Understand the role of community engagement and its importance
- Work more closely with residents, business and community groups
- Engage with as many people as possible in decision making, monitoring services and planning for the future
- Ensure that through the use of a wide range of approaches to public involvement and community engagement that residents are encouraged to share their views, ideas and concerns with the Council
- Use the views of the residents as an integral part of the decision-making process; and
- Ensure that residents have opportunities to be heard at every stage

### Objectives

The Council is committed to creating and maintaining effective working relationships with all sectors of the community, based on trust, openness and constructive challenge. The Council's objectives include:

- Improving communication through the establishment of new channels of engagement
- Improving residents understanding of the role of the Council and Councillors
- Improving engagement with local communities, with more people feeling that they are involved in their area; and
- Improving satisfaction with local public services and the area.

### Cantley with Branton Parish Council and Community Engagement

The Parish Council will facilitate community engagement in the following ways:

- Making information on what decision are being considered and how residents can influence or contribute to the discussion in good time. Methods used to ensure

engagement will be – through the Parish Council website, notice board, Facebook page, quarterly newsletter, posters, consultations, reports, and word of mouth.

- All meetings of the Parish Council and its committees are open to the public and press and there is a period set aside for residents to speak. Residents can access agendas for meetings via the Parish Council web site and notice boards. The Parish Council website, notice boards and agendas explain the procedure for residents wishing to speak at meetings. Facilities also exist where residents can, where appropriate or necessary, make written reports, present petitions or have a case presented on their behalf to councillors.
- Planning applications are considered at Council meetings held monthly. The opportunities for people to speak applies equally to these agenda items. Equal opportunity is given to applicants / supporters, objectors and local community groups.
- The Parish Clerk is required to play a neutral role so that residents can be fully involved and be confident that they are receiving unbiased information and support. This neutral involvement will allow more flexibility in the service and the personal element of the contact, will hopefully encourage more involvement from the hard to reach members of the community.
- Details of how to contact the Clerk will be displayed on notice boards, council website and the Facebook page.
- The Parish Council will produce a list of annual council and committee dates to include the start times of the meetings.
- The Parish Council will publish the agenda 3 clear days prior to a meeting.
- The Parish Council will be open and accountable in its dealing with residents and the community.
- The Parish Council will be receptive to requests from residents or communities and will attempt to be flexible in order to ensure their opinions are known not only to the Parish Council but also to other organisations. This may be by including an item for discussion on an agenda or allowing a local group to put their opinions into an official report undertaken by the Parish Council.

## **Communication**

Cantley with Branton Parish Council is committed to improving community engagement by:

- Continuing all the above activities and services into the future and improving relationships with community groups, including developing measures to harness the views and opinions of people and groups who are often missed out of community engagement activities.
- Cantley with Branton Parish Council will be proactive and will be willing to consider any reasonable opportunities that support its purpose of getting information available and increasing contributions from the community, especially those difficult to reach.
- When dealing with controversial issues that affect a particular community then consideration will be given to holding a public meeting.
- Consultations and surveys are to be considered when necessary and appropriate and results will be made available.
- Identifying and embracing opportunities to work with other local community groups when the need arises.
- Publicising the positive results that have been achieved from working relationships between the Council and other community groups; in order to encourage new relationships / partnerships to be formed and to raise community spirit.
- Promoting elections and the importance of the democratic process and the value of being a councillor.

- Promoting the value to the parish of volunteering.
- The Parish Council will review its community Engagement Strategy on an annual basis to ensure that it remains relevant.

### **Provision of Information to the Community**

Cantley with Branton Parish Council will make available to the community information relating to who we are, what we do, what we spend and how we spend it, how we make decisions, our policies and procedures and the services we offer. Information will be provided to the community in the following ways;

- Contact details for the Clerk and all Councillors are displayed on the Council's website
- The Council's website address is widely published and the site contains all the information an individual might wish to know about the work of the Parish Council and its individuals, including meeting minutes, policy documents, financial statements, annual report and how to contact anyone associated with the Council.
- Information such as agendas are published on the three notice boards located in the Parish and on the website.

### **Freedom of Information**

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council website.

### **Outcomes**

The outcomes which we are striving for and against which the success of this policy will be measured are:

- Improved communication through the establishment of new channels of engagement
- More residents understanding the role of Councillors and getting the best effect
- Improved engagement with local communities, with more people feeling that they are involved in decision-making.
- Improved satisfaction with service provided by the Council.

**Reviewed:** 19<sup>th</sup> January 2026

**Approved:** 4<sup>th</sup> February 2026

**Review:** February 2027



# Cantley with Branton Parish Council

## **SCHEME OF DELEGATION**

**This Scheme of Delegation was adopted by  
Cantley with Branton Parish Council  
on 4<sup>th</sup> March 2026**

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## **1. DISCHARGE OF THE SCHEME**

- 1.1 The Parish Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
- 1.2 This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed every two years and when there are staffing changes.
- 1.3 Those with delegated responsibility are referred to by job title, Parish Clerk (Proper Officer).
- 1.4 One of the purposes of the document is to clearly define the parameters within which Officers of the Council can act without reference to Councillors. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.5 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.6 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its committees. This element of the scheme incorporates the Terms of Reference of the committees.

## **2. PRINCIPLES OF DELEGATION**

- 2.1 Section 101 of the Local Government Act 1972 provides:
  - That a Council may delegate its powers (except those incapable of delegation) to a committee, or an officer.
  - A Committee may delegate its powers to an officer.
  - The delegating body may exercise Powers that have been delegated.
- 2.2 Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and with the law.
- 2.3 Inside of reserved powers (see 5 below) in an emergency the Parish Clerk is empowered to carry out functions of the Council.
- 2.4 Where the Parish Clerk is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Chair of the Council and must ensure that they obtain appropriate legal, financial, and other specialist advice before action is taken.

## **3. Authority to Act**

- 3.1 It will be appropriate for the Parish Clerk to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.
- 3.2 The Parish Clerk and Committees have the responsibility to act within the Council's approved policies, procedures, and framework and within the law in conjunction with

this delegated scheme.

#### **4 CONFLICTS OF INTEREST**

- 4.1 Under the Local Government Act 1972, section 117 the Parish Clerk must make a formal declaration about council contracts in which they have a financial interest.
- 4.2 Where the Parish Clerk has a conflict of interest in any matter, he/she shall not participate in that matter unless approved by the Council and this is formally recorded in the Council minutes.

#### **5 COUNCIL RESERVED POWERS**

- 5.1 The following matters are only to be resolved by the full Council:
- Appointment of the Parish Clerk/Responsible Financial Officer and other council officers following a recommendation from the Staffing Committee.
  - To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation, and other Council policies.
  - To approve and adopt the Policy Framework.
  - To approve and adopt the Budget.
  - To agree and/or amend the terms of reference for Committees.
  - To adopt the schedule of meetings for the ensuing year.
  - To determine matters involving expenditure for which budget provision is not made or is exceeded.
  - To set the Precept.
  - To make bylaws.
  - To borrow money.
  - To annually approve the statutory annual return.
  - To approve eligibility for the General Power of Competence.

#### **6 DELEGATION TO COMMITTEES - SAFEGUARDS**

- 6.1 The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a committee or Officer.

#### **7 DELEGATION TO COMMITTEES**

##### **Staffing Committee**

**Membership:** 4 Councillors

**Quorum:** 3 Councillors

**Meetings:** When required, to ensure that Cantley with Branton Parish Council complies with the requirements of employment law and follows best practices in providing good working conditions for staff

##### **Terms of Reference:**

The Staffing Committee will be responsible for the following:

- 1) **Selection**/Recruitment of Parish Clerk/ Responsible Financial Officer and other staff as required
- 2) Recruitment and selection procedures
- 3) Annual staff appraisal and development
- 4) Review of staff contracts, grievance, and discipline policies every two years
- 5) Review of staff and accommodation requirements

- 6) Management of rights relating to leave, time off and illness
- 7) To ensure that the Clerk has everything required for managing other staff
- 8) To ensure the health and safety of all staff and carry out risk assessments
- 9) To keep up to date with developments in employment law
- 10) The Staffing Committee will serve as the disciplinary or grievance panel
- 11) To agree the members to sit on an appeals panel to hear appeals against a decision on a grievance

## **8 DELEGATION TO PARISH CLERK**

### **(a) Parish Clerk**

1. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chair (if practicable in the circumstances).
2. Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees and councillors.
3. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures, and budget.
4. The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget and the Clerk shall consult with the Staffing Committee members when such work is to be sanctioned.
5. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council.
6. Power to release press statements on any activities of the Council subject to prior consultation with the Chair.
7. Power to act on own initiative to implement the Council's policies and objectives.
8. Power to take appropriate steps to ensure the Council does not exceed its powers.
9. Power to manage all the Council's facilities and resources in accordance with the Council's policies.
10. In liaison and after conferring with the Chair, to make such Civic arrangements as are necessary.
11. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.
12. The Proper Officer shall be responsible for signing all the Council's Official Notices as set out in the Standing Orders.

13. As Proper Officer/Responsible Financial Officer, the Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget.
14. The Parish Clerk, in consultation with Councillors, to make comment on planning applications submitted to Cantley with Branton Parish Council by City of Doncaster Council within the statutory 21 day consultation period if the deadline is before the next Council meeting.

**(b) Responsible Financial Officer**

1. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.
2. The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities,
3. The Responsible Financial Officer shall ensure the approved precept request is issued to the billing authority.

Reviewed: 19<sup>th</sup> January 2026  
Approved: 4<sup>th</sup> February 2026  
Review: February 2028

## **Freedom of Information Policy and Publication Scheme**

Council are asked to consider the Freedom of Information Policy alongside the existing Publication Scheme and note that the two documents serve different but complementary purposes under the Freedom of Information Act 2000.

The Parish Council previously operated under a single Freedom of Information policy which incorporated the Publication Scheme; however, this approach was less detailed.

The separation of the documents was therefore undertaken to provide greater clarity, improved transparency, and more thorough procedural guidance.

The Publication Scheme continues to set out the information routinely made available by the Council on a proactive basis in line with the ICO Model Publication Scheme, while the Freedom of Information Policy now provides clear guidance on the handling of individual requests.

The Clerk confirms that the two documents are consistent, compliant with statutory requirements, and operate together.



# Cantley with Branton Parish Council

[www.cantleywithbrantonparish.co.uk](http://www.cantleywithbrantonparish.co.uk)

## **FREEDOM OF INFORMATION POLICY** **PUBLICATION SCHEME**

### The Publication Scheme

In line with section 20 of the Freedom of Information Act 2000, the Information Commissioner has now developed and approved a new model publication scheme which was adopted, without modification, by the Parish Council at its meeting on 3rd December 2008 and reviewed in 2019, 2023 and 2024.

The scheme commits a Parish Council to:

- Proactively publish or otherwise make available as a matter of routine information, including environmental information, held by the Council and falls within the classes outlined below.
- Specify the information which is held by the Council and falls within the classes below
- Proactively publish or otherwise make available as a matter of routine information in line with the statements contained within the scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the Council makes available under the scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available
- Publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council is satisfied that it is not appropriate to do so. Where reasonably practicable, datasets will be published in an electronic form that is capable of re-use. Where the Council is the sole owner of any relevant copyright work contained in a dataset, the information will be made available for re-use in accordance with the Re-use of Public Sector Information Regulations 2015, where they apply, or otherwise under the provisions of the Freedom of Information Act 2000.
- Make the publication scheme available to the public.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law or exempt under the Freedom of Information Act.
- Information in draft form
- Information no longer readily available as it is contained in files which are in archive storage, or is difficult to access for similar reasons.

Method by which information published under the scheme will be made available;

- The information is included on the Parish Council's website: and a copy is posted on the village notice boards.
- Information can also be obtained from the Clerk to the Council by e-mailing: [cwbpc@outlook.com](mailto:cwbpc@outlook.com) or by telephoning 07761525584. If necessary an appointment to view documentation will be made within a reasonable timescale following the request.

- The Council will adhere to requirements under disability and discrimination legislation and any other legislation to provide information in other forms and formats.

Charges which may be made for information published under the scheme:

- Material on the website is free of charge
- Charges for routinely published material will be kept to a minimum.
- Charges may be made for actual disbursement incurred, e.g. photocopying, postage/packing plus the cost directly incurred as a result of viewing information
- Charges may also be made for making datasets, or parts of datasets, that are relevant copyright works available for re-use. Any such charges will be made in accordance with the Re-use of Public Sector Information Regulations 2015, where they apply, or under any other statutory powers available to the Parish Council.
- Where a charge is to be made, confirmation of the amount payable will be provided to the applicant in advance. Payment may be requested prior to the provision of the information.
- Charges may also be made for information provided under the scheme where they are legally authorised.
- Where a charge is made this will be confirmed to an applicant in advance\* The Parish Council may also request payment prior to providing the information if it so wishes.
- \*For the time being the cost will be 10 pence per sheet plus any postage charges

### **Datasets and Re-use of Public Sector Information**

The Parish Council will publish any dataset it holds that has been requested, and any updated versions it holds, unless it is satisfied that it is not appropriate to do so.

Where reasonably practicable, datasets will be published in an electronic format that is capable of re-use.

If a dataset contains information that is a relevant copyright work and the Parish Council is the only owner of that copyright, the Council will make the information available for re-use in accordance with the Re-use of Public Sector Information Regulations 2015, where they apply, or otherwise under the provisions of section 19 of the Freedom of Information Act 2000.

The term “*dataset*” has the meaning given in section 11(5) of the Freedom of Information Act 2000. The term “*relevant copyright work*” has the meaning given in section 19(8) of that Act.

Reviewed and adopted in June 2019

Reviewed: August 2023

Adopted: 6<sup>th</sup> September 2023

Reviewed: 12<sup>th</sup> November 2024

Adopted: 4<sup>th</sup> December 2024

Details of documents available for inspection are contained in **Appendix 1**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	Hard copy from the Clerk Website Parish notice boards Newsletter in local publication	See Attached
Who's who on the Council and its Committees	Website or Hard copy from the Clerk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or Hard copy from the Clerk	
Location of main Council office and accessibility details	Kilham Hall Meeting Rooms, Kilham Hall, Kilham Lane, Branton, DN3 3PF Accessible Friday 1pm to 3pm	
Staffing structure	Hard copy from the Clerk	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	Hard copy from the Clerk	
Annual return form and report by auditor	Hard copy from the Clerk Website	
Finalised budget	Hard copy from the Clerk Website	
Precept	Hard copy from the Clerk Website	
Borrowing Approval letter	Hard copy from the Clerk	
Financial Standing Orders and Regulations	Hard copy from the Clerk Website	
Grants given and received	Hard copy from the Clerk	
List of current contracts awarded and value of contract	Hard copy from the Clerk	



Members' allowances and expenses	Hard copy from the Clerk	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Council minutes displayed on notice boards, website and from the Clerk	
Parish Plan (current and previous year as a minimum)	Taken to November PC Meeting and placed on website with papers. Previous years AP on website under Finances	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy from the Clerk Website from 2009	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	Hard copy from the Clerk	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Council minutes displayed on notice boards, website and from the Clerk	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish notice boards and website	
Agendas of meetings (as above)	Parish notice boards, website and at meetings	
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Displayed on notice boards, website and from the Clerk	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from the Clerk Website	
Responses to consultation papers	Hard copy from the Clerk	
Responses to planning applications	Hard copy from the Clerk, in the Council Minutes CDC Website on the relevant Planning Application	
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b>	Hard copy from the Clerk	

(Current written protocols, policies and procedures for delivering our services and responsibilities) - Current information only	Website	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p> <p>Recording of Meetings Policy</p>	<p>Hard copy from the Clerk</p> <p>Website development from 2009</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy from the Clerk</p> <p>Website</p>	
Information security policy	<p>Hard copy from the Clerk</p> <p>Website</p>	
Records management policies (records retention, destruction and archive)	<p>Hard copy from the Clerk</p> <p>Website</p>	
Data protection policies	<p>Hard copy from the Clerk</p> <p>Website</p>	
Schedule of charges (for the publication of information)	<p>Hard copy from the Clerk</p> <p>Website</p>	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Hard copy from the Clerk	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Register of electors	
Assets Register Land Register and Disposal Register	<p>Hard copy from the Clerk</p> <p>Website</p>	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy from the Clerk	

Register of members' interests	Hard copy from the Clerk Website	
Register of gifts and hospitality	Hard copy from the Clerk	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy from the Clerk Newsletters on Website	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Hard copy from the Clerk Timetable of Events on Website	
Parks, playing fields and recreational facilities	Hard copy from the Clerk	
Seating, litter bins, clocks, memorials and lighting	Hard copy from the Clerk	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b> The council meeting recordings (if any are made) will include the availability of such recordings within its Publication Scheme.	Copy from the Clerk or on the Website	
<b>Re-use of Information</b>  Requests to re-use information published by the Parish Council should be made to the Clerk to the Council. Each request will be considered in accordance with the Re-use of Public Sector Information Regulations 2015 and relevant Freedom of Information legislation.	Clerk	

Contact details: Clerk to the Council: Mrs B Walton

Tel. No. 07761525584

Email: [ewpb@outlook.com](mailto:ewpb@outlook.com) [clerk@cantleywithbrantonparish.gov.uk](mailto:clerk@cantleywithbrantonparish.gov.uk)

**Schedule of charges**

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @10.p per sheet (black & white)	Actual cost *
	Photocopying @ 10.p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority



# Freedom of Information Policy

## **1. Purpose**

This policy outlines the Parish Council's approach to handling requests for information under the Freedom of Information Act 2000 (FOIA). It provides transparency in how the council operates, ensuring that individuals and organisations can access information held by the council, subject to exemptions.

## **2. Scope**

The policy applies to all information held by the Parish Council, including records, documents, emails, and other forms of communication, whether in physical or electronic form. It covers any request for information made under the Freedom of Information Act 2000.

## **3. Making a Request**

Requests for information can be made:

- In writing (by email or letter)
- Verbally (in person or by phone)
- Electronically (via email or the website)

Although requests can be made verbally, the council may ask for them to be confirmed in writing to ensure accuracy and clarity.

Requests should include:

- The requester's name and contact details
- A description of the information being requested
- The format in which the requester would prefer to receive the information (e.g., paper, email)

## **4. Timeframe for Response**

The council will aim to respond to all FOI requests within 20 working days from the date the request is received. If the council needs more time to process the request or if an exemption applies, the requester will be informed.

## **5. Exemptions**

Certain information may be exempt from disclosure under the Freedom of Information Act. These exemptions include, but are not limited to:



- Personal data (under the Data Protection Act 2018)
- Information held for law enforcement purposes
- Commercially sensitive information
- Information that could harm national security

If an exemption applies, the council will explain why the information cannot be provided.

## **6. Charges for Information**

In most cases, information will be provided free of charge. However, the council may charge for the time spent locating and preparing the information or for copying costs. If a charge applies, the requester will be informed in advance.

## **7. Refusal of Request**

In certain circumstances, the council may refuse to provide the requested information. Common reasons for refusal include:

- The request is too broad or vague
- The information is already publicly available
- The request falls under one of the exemptions

If a request is refused, the council will provide a clear explanation and, where possible, offer guidance on how to refine the request.

## **8. Review and Appeal**

If a requester is dissatisfied with the council's response or decision, they may ask for an internal review. The review will consider whether the response complied with the law and whether the correct exemptions were applied. If the requester is still dissatisfied after the review, they may appeal to the Information Commissioner's Office (ICO).

## **9. Publication Scheme**

In line with the Freedom of Information Act, the council maintains a Publication Scheme that provides information about the types of information the council routinely publishes, such as:

- Minutes and agendas for council meetings
- Annual accounts and financial reports
- Policies and procedures
- Contact details for councillors and staff

The Publication Scheme can be accessed on the Parish Council website or by request.

## **10. Monitoring and Review**

This policy will be reviewed every 3 years to ensure compliance with the Freedom of Information Act 2000 and any changes in legislation.

**Dated:** 22<sup>nd</sup> January 2026

**Approved:** 4<sup>th</sup> March 2026

**To be Reviewed:** January 2029