

HASSOCKS PARISH COUNCIL

To: All Members of the Policy, Resources and Communications Committee
(Kate Bailey, Judith Foot, Frances Gaudencio, Peter Gibbons, Ian Weir, Sue Hatton and Georgia Cheshire) with copies to all other Councillors for information

A meeting of the POLICY, RESOURCES and COMMUNICATIONS COMMITTEE will be held on Wednesday 18 April 2018 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.

Ian Cumberworth
Parish Clerk
12 April 2018

AGENDA

1. APOLOGIES

2. DISCLOSURE OF INTERESTS

To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under Hassocks Parish Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

3. MINUTES

- 3.1 To accept Minutes of the Meeting held 16th January 2018 (previously Circulated).

4. PUBLIC PARTICIPATION

5. CLERK'S REPORTS

5.1 PENSIONS DISCRETIONS POLICY.

In April 2017 (PRC/ 17/750) members formally adopted a Pensions discretion document to enter into the West Sussex County Council Pension scheme. As a condition of the scheme members are required to review the discretions policy annually and to provide minuted evidence that the Council has done so. Members are requested to consider and review the attached document and indicate whether they are content to retain the existing document or whether they wish to make adjustments. **(Appendix A)**

5.2 RISK MANAGEMENT

Members are required to review the Council's risk register on an annual basis to provide assurance that risks are being managed effectively. The attached paper **(Appendix B)** sets out the register that has been reviewed and amended to reflect the current risk profile of the Council. Members are therefore requested to consider the content of the document to gain assurance that risks are being managed appropriately.

5.3 ASSET REGISTER

The Asset register has been reviewed and assets plotted onto 'Parish online' which is a Geographical Information System (GIS), this has allowed us to plot the specific locations of the Council assets on electronic maps of the parish. In addition as part of this exercise we have also undertaken a condition survey of individual assets and remedial action taken to undertake repairs where necessary. The asset register has been redrafted and now incorporates the current insurance valuations. Members are requested to note the revision of the register which will be used to form the basis of the forthcoming insurance review. **(Appendix C)**

5.4 DATA PROTECTION

The law is changing from the 25th May 2018 therefore the Council will be required to make a number of changes to their current arrangements to comply with the change in law. Arrangements have been put in place to register the Council with the Information Commissioner Office (ICO) which is a legal requirement.

Although Data protection regulations have been in place for many years the law is changing which will put greater responsibility and accountability for the Council.

This will include how we manage and exchange information, retention of personal data, using data only for the purposes intended, introducing consent notices to enable the Council to utilise individual personal information (e.g. mailshots/magazine etc.)

The Council is currently in the process of reviewing its current arrangements to reflect the changes in the law. Potential implications for the Council will be:

- Council will need to consider appointing a Data Protection Officer, at present a number of companies are offering this service.
- Registration with the Information Commissioner
- Website – Cookie policy
- Consent Notices
- Use of Hassocks Parish Council e-mail accounts only for Council Business

A copy of the proposed revised Data Protection policy (**Appendix D**) and Privacy Policy (**Appendix E**) are attached for consideration which has been amended to reflect changes in the law.

5.5 Communications Policy – Members are requested to consider the attached policy (**Appendix F**) and indicate whether they wish to make any amendments to the current policy.

5.6 Business Plan (verbal update) Cllr Frances Gaudencio

5.7 Trakker/action list – for information only (Attached)

6. Urgent Matters at the discretion of the Chairman for noting and/or inclusion on a future agenda.

7. DATE OF NEXT MEETING

22nd May 2018

EXCLUSION OF PUBLIC AND PRESS In view of the confidential nature of the business about to be transacted Councillors will be referred to the Confidential agenda. If any members of the public or press are present they will be requested to withdraw from the meeting.

8. Staff Matters

FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting. The Confidential section of the meeting may not be filmed or recorded. If a member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

Please Note

All members of the public are welcome to attend meetings of the Parish Council and its Committees.

Item 4 – a period of 15 minutes will be set aside for the public statements and questions relating to the published non-confidential business of the Meeting.

It may be necessary to consider particular items in confidential session and where this arises, these items will be considered at the end of the agenda.

Hassocks Parish Council Employer Discretions Policy

The Local Government Pension Scheme (LGPS) is a statutory scheme. The rules and regulations governing the scheme are laid down under Act of Parliament.

There are some provisions of the Scheme that are discretionary. Discretionary powers allow employers such as the Parish Council to choose how, or if, they apply certain provisions.

This document aims to summarise the discretions the Parish Council exercises as an employer in relation to the Local Government Pension Scheme.

Scope

This policy applies to all employees of Hassocks Parish Council who are eligible to join, or have been a member of the Local Government Pension Scheme.

Policy Provisions

The discretions have been grouped under the following headings:

1. Joining Hassocks Parish Council (HPC).
2. During your employment with HPC.
3. Leaving your employment with HPC.
4. Adjustments to your pension rights following ill health.
5. Early payment of deferred benefits.
6. Internal Dispute Resolution Procedure.
7. Loss of pension rights as a result of a fraudulent offence or grave misconduct.
8. Re-employment with HPC.
9. Following your death.

The pension discretions within this policy were approved by the Parish Council on x the April 2017.

All pension discretions will be reviewed at least on a four-yearly basis, or as and when circumstances change.

1.

Joining Hassocks Parish Council Pension Scheme

1.1 How much will it cost?

(Determination of Pension Contributions - Regulation 9(2) & 9(3) & 9(4) & A55 (9) of the LGPS regulations 2013)

You will pay between **5.5%** and **12.5%** of your actual pay which may include overtime. The rate you pay depends on the band you fall into.

Assessment of pay bandings normally takes place on an annual basis each April.

Your pension contributions will however be reassessed during the course of the year if you have a change in employment, or where a material change which affects your pensionable pay takes place.

If your contribution rate changes as a result, your contributions will be adjusted at the point at which the change occurs.

The decision regarding the timing of the review of the bandings will be reviewed from time to time.

You can find out how much you need to pay by using the LGPS contribution calculator by following the link below;

<https://www.westsussex.gov.uk/about-the-council/pensions/local-government-pension-scheme-lgps/i-am-thinking-of-joining/how-much-will-i-pay-in/>

1.2 Can I transfer my previous pension into the LGPS? (Extension of period for a scheme member to elect to transfer previous pension rights- Regulation 100 (6) of the LGPS regulations 2013)

You are allowed to transfer previous pension into the LGPS. Your request to move them must be made within 12 months of starting scheme membership.

The Parish Council will consider an extension on a case by case basis if it is clear that you were unable to meet the normal time period due to circumstances beyond your control.

1.3 When will my pension contributions be deducted? (Deduction of contributions from a member's pay -Regulation 85 (1) of the LGPS regulations 2013)

The monthly payslip provided by Mulberry & Co will include the amount of the contribution from you as an employee. This amount will then be paid to West Sussex County Council by the 20th of each proceeding month by the Parish Clerk.

1.4 What elements of my pay are pensionable? (Determination of elements of pay on which pension contributions should be assessed - Regulation 20 (1) (a) & (b) of the LGPS regulations 2013)

Pension contributions must be paid on all the salary, wages, fees and other payments you receive as an LGPS member and any benefit specified in your contract of employment as being pensionable (not including the amount paid for using your home as an office).

Any element of pay that is being paid to you and complies with the definitions as described in the LGPS 2013 Regulations listed above including non-contractual overtime will be regarded as pensionable.

Certain payments such as travel and subsistence expenses and pay in lieu of notice are excluded from this.

Only sums that are liable for income tax may be specified as pensionable

1.5 What happens if my pay is reduced or I go on unpaid leave?

If you have a period of reduced contractual pay or no pay due to sickness or injury or you have a period of relevant child related leave (e.g. maternity/paternity/adoption leave) or reserve forces service leave, the Parish Council needs to provide the pension fund with the "assumed pensionable pay" you would have received during that time.

We will calculate what your pay would have been for the period when you were on reduced contractual pay or no pay.

The assumed pensionable pay is calculated as the average of the pensionable pay you received for the 3 months before the pay period in which you went on to reduced pay or no pay. This figure is then grossed up to an annual figure and then divided by the period of time you were on reduced pay or no pay.

If you received a lump sum payment which was pensionable within the 3-month period mentioned above, the Parish Council will decide whether or not this should be included in the assessment of your assumed pensionable pay.

Each case will be assessed on its merits to ensure that your assumed pensionable pay for the period concerned is not more than you would have received had you not had a period of absence.

1.6 Can I combine my previous pension benefits to my current period of scheme membership? (Extension of period for scheme member to elect to un-aggregate former deferred Benefits -Regulation 22 (7)(b) and 22 (8)(b) and of the LGPS regulations 2013)

If you have previous LGPS pension benefits (deferred benefits), when you re-join the LGPS you have **12 months** from re-joining to ask to keep your deferred benefits separate from your new pensions account. If you do not ask to keep your deferred benefits separate, your benefits will be automatically joined with the benefits in your new pensions account (or, where the deferred benefits arose from the ending of another job you in which you were working in addition to your current job, your pension benefits will automatically be joined with the pension account from your on-going job). The Parish Council will consider an extension to the time limit on a case by case basis if it is clear that you were unable to meet the normal time period due to circumstances beyond your control.

1.7 Can I transfer my previous pension into the LGPS? (Extension of period for a scheme member to elect to transfer previous pension rights- Regulation 100 (6) of the LGPS regulations 2013)

You are allowed to transfer previous pension into the LGPS. Your request to move them must be made within 12 months of starting scheme membership.

The Parish Council will consider an extension on a case by case basis if it is clear that you were unable to meet the normal time period due to circumstances beyond your control.

2.

During your employment with Hassocks Parish Council

2.1 Does the Parish Council have a shared cost Additional Voluntary Contribution (AVC) arrangement? (Establishment of a Shared Cost AVC (SCAVC) facility -Regulation 17(1) of the LGPS regulations 2013)

No, a shared cost AVC scheme is where the Parish Council contributes AVCs as well as yourself. The Parish Council **does not** intend to exercise this discretion.

The Parish Council does operate a non-shared AVC scheme where you can invest money through an AVC provider, often an insurance company or building society.

The scheme provider for Hassocks Parish Council is Standard Life via West Sussex County Council. AVCs are deducted directly from your pay and attract tax relief.

2.2 Non-shared AVC scheme

<http://www.lgps2014.org/content/additional-voluntary-contributions-avcs>

2.3 Does the Parish Council have a shared cost Additional Pension Contribution (APC) arrangement? (Establishment of a Shared Cost APC (SCAPC) facility – Regulation 16(2)(e) & (4)(d) of the LGPS regulations 2013)

No, a shared cost APC scheme is where the Parish Council contributes APCs as well as yourself, when you have chosen to pay additional monies to increase your pension benefits.

The Parish Council **does not** intend to exercise this discretion.

The LGPS operates an APC scheme where you can purchase extra pension for your retirement (but the Parish Council will not share the cost of this). If you are in the main section of the scheme, you can pay more in contributions to purchase up to £6,675 of extra pension.

Any extra pension you purchase is payable each year in retirement and is payable on top of your normal LGPS benefits.

Any extra regular contributions are taken from your pay, which you will receive tax relief on.

You can also pay APCs by a one-off lump sum.

For more information regarding APC's, including an online calculator please see the link below.

<http://www.lgps2014.org/content/additional-pension-contributions-apcs>

2.4 What happens if I have an industrial injury?

(Local Government (Discretionary Payments) (Injury Allowances) Regulations, Regulation 3 (Reduction in Remuneration), 4 (Loss of employment through permanent incapacity), 6 (Allowances for pensioners), 7 (Death benefits) and 8 (Considerations in determining amount of allowances) 2011)

If you have an industrial injury during the course of your work and suffer a (temporary) reduction in pay or loss of employment through permanent incapacity you may be entitled to receive an industrial injury allowance.

Each case will be looked at on a case by case basis. You do not have to be a member of the LGPS to receive the allowance.

The Parish Council does not intend to exercise the above discretion in the event you die as a result of an injury or disease sustained during employment.

However, if you die in service and are a member of the Local Government Pension Scheme, the LGPS ensures that your family is supported. It provides:

- a lump sum death grant of three years pay, no matter how long you have been a member of the LGPS, provided you are under 75 at the date of death. For part-time employees, it is three times your actual part-time pay;
- an ongoing pension for your husband, wife, civil partner or nominated co-habiting partner. This increases every year in line with the cost of living and is payable for the rest of their life; and
- children's pensions for your eligible children. These increase every year in line with the cost of living.

If you sustain a bodily injury during the course of your work which results in death, an amount of money or benefit may be payable to you under the Hassocks Parish Council Personal Accident Insurance.

3.

Leaving your employment with Hassocks Parish Council

3.1 Can I receive a refund of my contributions?

(Contribution Equivalent Premium (CEP) in excess of the Certified Amount (CA) recovered from a refund of contributions can be recovered from the Pension Fund – Regulation 92 of the LGPS Regulations 1997 and Regulation A49(1) & (2) of the Administration Regulations 2007)

If you are entitled under the scheme to receive a refund of contributions, this will be subject to deduction of fund tax and a Contribution Equivalent Premium (CEP) which is the payment to reinstate you into the state scheme as if you had never paid into the LGPS.

This is due to you paying a lower rate of tax and National Insurance contributions whilst paying into the LGPS.

3.2 Can I convert scheme AVC's into membership credit? (Regulation 15(1) (b) of the LGPS (Transitional Provisions and Savings) Regulations 2014 and Regulation 66(9) (b) of the 1997 Regulations)

In certain circumstances, you can use your AVC fund to buy membership in the pension scheme. An application should be made within 30 days of leaving. However, the Parish Council will consider an extension on a case by case basis if it is clear there was no fault on your part for not being able to meet the normal time period.

3.3 Can I request to take partial/flexible retirement? (Whether all or some benefits can be paid if an employee reduces their hours or grade Regulation 30(6) of the LGPS Regulations 2013 and Regulation 11(2) of the (Transitional Provisions and Savings) Regulations 2014 and Flexible retirement and waiving of any actuarial reduction - Regulation 30(8) of the LGPS Regulations 2013)

You can request to take partial/flexible retirement. The Parish Council will consider your request on a case by case basis.

Partial/flexible retirement lets you continue working reduced hours, or reduced grade basis and, depending on when your membership of the LGPS commenced, draw all, part or none of your accrued pension benefits subject to certain qualifying criteria.

To be eligible to make a request for Flexible Retirement under the LGPS regulations, you must:

- Be actively making contributions to the LGPS.
- Be aged 55 or over.
- Have two years or more membership in the local government pension scheme.
- Be taking at least a 20% reduction in your hours and/or your salary.

Flexible Retirement will have a cost attached to it and a business case must be made setting out the reason for supporting the flexible retirement

3.4 Can I retire early without my employer's consent?

(Whether to 'switch on' the 85 Year Rule for a member voluntarily drawing benefits on or after age 55 and before age 60- Schedule 2, para 2(2) of the (Transitional Provisions and Savings) Regulations 2014) and Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits pre 1st April 2014 membership where the employer has 'switched-on' the 85 Year Rule – Schedule 2, para 2(3).

Yes. The scheme now allows you to retire from age 55 without the need for our consent. However, if you retire between 55 and 60 and had protection under what is called the "85 year rule" (i.e. if you add your age and length of service in whole years and this equates to 85) this will not automatically apply in full and your benefits might therefore be subject to actuarial reduction as you will be receiving them earlier than you would have done. The regulations allow us as your employer to 'switch on' the 85 year rule. Your benefits may still be subject to an actuarial reduction however, it may be less than if the 85 year rule was not 'switched on'.

As the Parish Council would have to meet the cost of 'switching on' the 85 year rule if you chose to retire between age 55 and 60, it will only consider doing so if there are exceptional or compassionate grounds for doing so.

If the Parish Council chooses to switch on the 85 year rule in your case it then has the discretion on compassionate grounds (as defined in the new regulations) to waive the pre 1st April 2014 reduction.

Where this is the case, it would be subject to the approval of the Parish Council. Any costs incurred will be paid for by the Parish Council.

3.5	Will my pension be reduced if I receive my pension benefits early?
	<p>Yes. The Parish Council does not normally agree to waive the costs of your actuarial reduction, and your pension and lump sum will therefore be reduced as you will be receiving your pension earlier than you would have done.</p> <p>However, there may be exceptional or compassionate grounds that may justify the Parish Council waiving the actuarial reduction.</p> <p>Where this is the case, the grounds for doing so must be included in the business case for the early release of pension and is subject to the relevant approval processes.</p> <p>The Parish Council will treat each case fairly based on the circumstances and merits of the case. Any costs will be paid for by the Parish Council.</p>
3.6	Benefits reduction table
	http://www.lgps2014.org/content/when-can-i-take-it
3.7	If I am made redundant what payments will I be entitled to?
	<p>Regulation 5, 6 – Discretion under the local Government (Early Termination of Employment) (Discretionary Payments) (England & Wales) Regulations 2006</p> <p>If you are made redundant aged 55 and over, and have at least two years' service you will be entitled to receive immediate payment of your LGPS retirement benefits. These benefits will be made without reduction.</p> <p>If you are aged below 55 when you are made redundant, you cannot receive the immediate payment of your LGPS benefits.</p> <p>They will instead be deferred and will be increased annually in line with the cost of living increase and will become payable from your scheme's normal retirement age (State Retirement Age with a minimum age of 65).</p>
3.8	If my employment is terminated on the grounds of the efficiency of the service will I be entitled to compensation?
	<p>Regulation 6 – Discretion under the Local Government (Early Termination of Employment) (Discretionary Payments) (England and Wales) Regulations 2006</p> <p>The Parish Council may choose to pay a lump sum payment, to compensate you, in the event that your employment is terminated on the grounds of the efficiency of the service. The amount of payment will be determined in accordance with the scheme policy and conditions and will not be any more than you would be entitled to if your employment was terminated on the grounds of redundancy.</p>
3.9	What happens if my lump sum compensation payment is incorrect?
	(Power to enable employers to decide the steps taken to recover overpayments on lump sum compensation - Regulation 8 Early Terminations of Employment (Discretionary Compensation) Regulations 2006)
3.10	How is final pay for fee earners calculated?
	<p>(Final pay period to be used where a member's pay consists of fees Regulation 22(1)(b) of the LGPS Regulations 1997 and Regulation B11 (2) of the Benefit Regulations 2007 and Regulation 3(6), 4(6)(c), 8(4), 10(2)(a) and 17(2)(b) of the (Transitional Provisions and Savings) Regulations 2014.</p> <p>In a few cases the calculation of final pay in the LGPS is based on fees (rather than standard rates of pay). This can apply to scheme members such as Returning Officers</p>

who oversee Council elections. The level of fees however can vary over a number of years, which can lead to an unfairly low level of pay if the fees in the final 3 years prior to leaving, or retirement, are lower than those received in previous years.

The Parish Council will consider, on a case by case basis, final pay being calculated as the average of all such fees for any three consecutive years ending 31st March within the period of ten years ending with the last day you were an active member.

3.11 If I have a drop in pay is my pension protected?

(Issue a certificate of protection of pension benefits where eligible non-councillor member fails to apply for one (drop in pay/restrictions occurring pre 1st April 2008 – Regulation 23(4) of the LGPS 1997 Regulations)

If the Parish Council makes an over, or underpayment of your lump sum compensation, we will let you know. If an underpayment has been made immediate steps will be taken to make the appropriate payment. The Parish Council will also seek to recover any overpayment. In the case of an overpayment the Parish Council will consider a reasonable time limit for the overpayment to be repaid. Your final year's pay when you leave the LGPS will still be used to work out your benefits. This means that any future pay increases will be included in the final pay used to work out these benefits.

3.12 Can I receive additional pension?

(Whether to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency - Regulation 31 of the LGPS Regulations 2013)

Awarding additional pension may be used in exceptional circumstances and only where there are likely to be significant benefits to the Parish Council.

- The Parish Council can choose to award you an additional pension up to the value of £6,675.

4.

Adjustments to your pension following ill health

If your employment is being terminated for reasons of ill health and you are in the pension scheme, we must decide whether or not you are entitled to an ill health retirement pension.

To help us decide this we need to obtain a certificate from an independent registered medical practitioner who will assess whether "as a result of "ill health or infirmity of mind or body", you are permanently incapable of "discharging efficiently the duties of the employment you were engaged in" and, if so, whether you are not "as a result of ill health or infirmity of mind or body", immediately capable of undertaking any "gainful employment" (see definition below).

The LGPS has 3 tiers of ill-health provision.

- Tier 1: If you are unlikely to be capable of undertaking gainful employment before your Normal Pension Age. (State Retirement Age with a minimum age of 65)

- Tier 2: A) If you are not entitled to Tier 1 benefits.

B) are unlikely to be capable of undertaking any gainful employment within three years of leaving your employment;
but c) are likely to be able to undertake gainful employment before reaching Normal Pension Age.

- Tier 3: If you are likely to be capable of undertaking gainful employment within three years of leaving their employment, or before Normal Pension Age.
The following discretions relate to the LGPS ill-health provisions.

4.1 What happens if I am able to work again or the medical advisor deems me fit to work?

(Determine whether a person in receipt of a Tier 3 ill health pension has started gainful employment – Regulation 37(3) & (4) of the LGPS Regulations 2013 and Recovery of payments following commencement of gainful employment - Regulation 37(3) of the LGPS Regulations 2013)

If you have received an award under tier 3 the Parish Council has to review your award after 18 months. We cannot continue to pay you a tier 3 award for more than 3 years, (provided you are not in "gainful employment", or considered capable of undertaking such employment).

You must inform the Parish Council immediately if you obtain 'gainful employment' at any time between your tier 3 ill health pension award commencing and the expiry of the three years.

For the purposes of a tier 3 award, "gainful employment" is considered to be paid employment for at least 30 hours each week for a contract period of at least 12 months. As part of a review of a tier 3 ill health award, the Parish Council may cease payment of the award from the date you gain obtained gainful employment, or were considered by an independent medical adviser as capable of undertaking gainful employment. Additionally, if you are still receiving your tier 3 ill health pension after you have obtained gainful employment, or where a medical advisor has determined you as capable of undertaking gainful employment, the Parish Council will seek to recover any overpayment made to you.

4.2 What if my condition has not improved or has deteriorated? (Determine whether a person in receipt of Tier 3 ill health pension following review is unlikely to be capable of undertaking gainful employment before normal pension age because of ill health – Regulation 38(3) of the LGPS Regulations 2013)

If you have a tier 3 ill health pension and your condition has not improved, or has deteriorated, the Parish Council will decide whether you have an entitlement to a tier 2 ill health pension. A decision to convert your tier three award to a tier two award can be taken at any time and must be no later than 3 years of the date that payment of your benefits under tier 3 has stopped, or before you reach your normal retirement age.

5.

Early Payment of Deferred Benefits

5.1 Can I receive my deferred pension early?

(Whether to grant pre 1 April 1998 leavers early payment of their deferred benefits on or after age 50 on compassionate grounds – Regulation D11(2)(C) of the LGPS Regulations 1995) and Regulation 31(2) of the LGPS Regulations 1997 and (Whether to grant application for early payment of deferred benefits on or after age 55 and before age 60 – Regulation 30(2) & (5) of the Benefit Regulations 2007 and 30(8) of the LGPS Regulations 2013)

Your deferred benefits are normally payable from your normal retirement age which is linked to your state retirement age, with a minimum age of 65.

You can choose to take early payment of your deferred benefits from age 55 without your former employer's consent. However, you must be aware that your benefits will normally be reduced to take into account early payment. Hassocks Parish Council may choose to waive, on compassionate grounds, the actuarial reduction applied to benefits payable. Each case will be considered fairly based on the circumstances and merits of the case and is subject to approval by the Parish Council.

5.2 Can I receive my deferred pension early due to my poor health?

(Decide whether a deferred beneficiary meets permanent ill health and reduced likelihood of gainful employment criteria – Regulation 31(4) of the Benefits Regulations 2007 and 38(3) of the LGPS Regulations 2013)

Hassocks Parish Council will decide whether or not you can receive your deferred pension early.

To help him/her make this decision he/she has to obtain a certificate from an independent registered medical practitioner to determine:

- Whether you are suffering from a condition that renders you "permanently incapable of discharging efficiently the duties of their former employment because of ill-health or infirmity of mind or body".and, if so
- Whether as a result of that condition you are "unlikely to be capable of undertaking any gainful employment "before reaching normal pension age, or for at least three years, whichever is the sooner.

6.

Internal Dispute Resolution

6.1 What do I do if I don't agree with a decision that has been made regarding my pension?

(Decide procedure to be followed by adjudicator when exercising stage one IDRP functions – Regulation 74(4) of the LGPS Regulations 2013) (Whether to extend six-month period to lodge stage one IDRP appeal – Regulation 74(6) of the LGPS Regulations 2013)

If we have taken a decision in relation to your membership of the LGPS which you are not satisfied with you have the right to make a formal complaint to the Chairman of the Parish Council.

7.

Loss of pension rights as a result of a fraudulent offence of grave misconduct

7.1 Is my pension benefit affected if I leave employment due to a fraudulent offence or grave misconduct?

(Payment of a refund of contributions in misconduct cases and Forfeiture of pension rights as a result of offences or misconduct – Regulation 88(2), 111(2) & (5), 112(1), 113(2), 115(2) & (3) of the LGPS 1997 Regulations and Regulation A47(2), A72(1) (3), A73(1) (2), A74(2), A76 (2) (3) of the Administrations Regulations 2008 and – Regulation 19(2), 91(1) (4) (8), 92(1) (2), 93(2), 95 of the LGPS 2013 Regulations)

If you leave your employment with Hassocks Parish Council due to a fraudulent offence, grave misconduct, negligence, or any work related criminal offence that results in financial loss to the Parish Council, the Parish Council will, in exceptional

circumstances, seek to reduce the value of your pension benefits commensurate with the offence.

There is no automatic entitlement to a refund on your pension contributions, if you leave your employment with less than 3 month's scheme membership, as a result of a fraudulent offence or grave misconduct and the Parish Council would seek to withhold any such amount where considered appropriate.

Each case will be referred to the Chairman of the Parish Council for consideration.

8.

Re-employment with Hassocks Parish Council

8.1 Do I still receive my annual compensation if I am re-employed by the Parish Council?

(Reduction of annual compensation on re-employment "abatement"-Regulation 17 Early Terminations of Employment (Discretionary Compensation) Regulations 2000)

Your annual compensation may be adjusted or suspended throughout your re-employment with the Parish Council.

This is to make sure that you are not receiving any more than the value of pay you would have received when you left your former employment.

8.2 If I received added year's compensation will this be affected if I am re-employed by the Parish Council?

(Reduction of added years due to re-employment -Regulation 19 Early Terminations of Employment (Discretionary Compensation) Regulations 2000)

When your re-employment ends, your compensatory added years will be adjusted in order that the value of any LGPS pension you are in receipt of, together with your annual compensation, does not exceed what you may have expected to receive as a benefit had you remained in continuous employment with the County Council to age 65.

9.

Following your death

9.1 If I received compensatory added years how will my surviving spouse's compensatory added years be paid?

(Joint entitlement to spouse's compensation (polygamous marriages). Regulation 21(4) Early Termination of Employment (Discretionary Compensation) Regulations 2000.

Surviving spouses or civil partners annual compensation payments will be split on an equal share basis in the event that you are survived by more than one spouse or civil partner.

9.2	Will my spouse receive annual compensation on re-marriage or cohabitation? Suspension of spouse's compensation during a period of remarriage or Cohabitation. Regulation 21(5) & (7) Early Termination of Employment (Discretionary Compensation) Regulations 2000.
	The Parish Council will continue payment of a spouse's compensation to existing pensioners, as well as to new pensioners, who remarry or cohabit after 31st March 1998.
9.3	How will my children's compensation payment pension be paid? (Payment and apportionment of children's compensation -Regulation 25(2) Early Termination of Employment (Discretionary Compensation) Regulations 2000.)
	Eligible children's annual compensation payments will be paid on an equal share basis

Hassocks Parish Council 19th April 2017 (PRC17/750) – adopted

Reviewed 17th April 2018

APPENDIX B (1)

HASSOCKS PARISH COUNCIL – RISK ASSESSMENT – REVIEW 2018

The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or mitigate the risks, insofar as is practically possible. Making sure that all employees and councilors are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to

In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

FINANCIAL AND MANAGEMENT				
Key , High , Medium , Low				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Precept	Adequacy of precept	L/M	<p>To determine the precept amount required, the Parish Council regularly receives budget update information and the precept is an agenda item at full Council. At the Precept meeting Council receives a budget update report, including actual position and projected position to end the year and indicative figures or costings obtained by the Clerk.</p> <p>With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from the District Council. This figure is submitted by the Clerk in writing to the District Council.</p> <p>The Clerk informs Council when the monies are received</p>	<p>Existing arrangement adequate</p> <p>The Council is developing its business plan which will inform the Councils budget strategy going forward.</p> <p>Existing arrangement adequate</p>
Financial Records	Inadequate records	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Financial Regulations were reviewed during 2017/18 to reflect the increasing size of the authority and are based on NALC model documents.

FINANCIAL AND MANAGEMENT Key , High , Medium , Low				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
	Financial irregularities	L	The records are subject to both internal and external audit. Money can only be withdrawn from the bank account under signature of two councillors, who are independent of the financial record keeping. Segregation of duties are in place where feasible.	Current arrangements adequate.
Bank and Banking	Inadequate checks Bank mistakes Loss Charges	L L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. If the bank makes occasional errors in processing cheques this would be discovered when the Clerk/Deputy Clerk reconciles the bank accounts once a month when the statements arrive. Errors would be dealt with immediately by informing the bank and awaiting their correction.	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary, Monitor the bank statements monthly.
Cash	Loss through theft or dishonesty	L	Council has Financial Regulations which set out the requirements for handling transactions.	Existing procedure adequate. Review the Financial Regulations when necessary.
Reporting and Auditing	Information Communication	L	A monitoring statement is produced regularly at each main Council meeting, discussed and approved at the meeting.	Existing communication procedures adequate. Budget monitoring reports were introduced 2017/18 and reported to Policy Resources & Communications Committee periodically.

FINANCIAL AND MANAGEMENT Key , High , Medium , Low				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Direct costs Overhead expenses Debts	Compliance	L	This includes, bank reconciliation, and a breakdown of receipts and payments balanced against the bank. Council should regularly audit internally to comply with the Fidelity Guarantee.	Council appoints an appropriate Internal auditor to provide assurance on the control environment.
	Goods not supplied but Billed	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Review the Financial Regulations when necessary.
	Incorrect invoicing	L	At each Council meeting the list of invoices paid is distributed to Councillors, and considered	
	Cheque payable Incorrect	L	Each Councillor who signs the cheque also checks each invoice against the cheque book and associated paperwork and initials the chq stub as evidence of this.	
	Loss of stock	L	The Council has minimal stocks, these are checked and monitored periodically where necessary.	
Grants and support - payable	Unpaid invoices	L	Unpaid invoices to the Council for use of the playing field are pursued by the clerk/deputy clerk and reported to Council as appropriate.	
	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minutes and listed accordingly.	Existing procedure adequate.

FINANCIAL AND MANAGEMENT Key , High , Medium , Low				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Grants - receivable	Receipts of Grant	L	The Parish Council does not presently receive any regular grants. One off grants would come with terms and conditions to be satisfied.	Procedure would need to be formed, if required.
Best value Accountability	Work awarded Incorrectly	L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought.	Existing procedure adequate. This area has been refreshed as part of the Financial Regulation review earlier this year.
	Overspend on services	L	If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	
Salaries and associated costs	Salary paid incorrectly Wrong deductions of NI or Tax Unpaid Tax & NI contributions to HMRC	L	The Parish Council authorises the appointment of all employees. All staff are paid on National Joint Council (NJC) rates. All salary calculations/Tax/NI and pension contributions are calculated by a payroll provider and paid over directly by the Council. All is subject to the internal audit.	Existing procedure adequate
Employees	Insufficient resources available to continue to operate effectively.	L/M	Vacant posts would be advertised and another appointment made. In the event of the Clerks role being vacant assistance of neighbouring parish clerks would be sought or utilise locum support.	Existing procedures adequate
	Fraud by staff	L		Existing procedures adequate

FINANCIAL AND MANAGEMENT Key , High , Medium , Low				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
	Actions undertaken by staff	L	Financial Regulations in place. Segregation of duties in operation to reduce the risk of fraud The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud.	Existing procedures adequate.
	Health & Safety	L	The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.	Monitor working conditions, safety requirements and Insurance regularly.
Councillor allowances	Councillors over-paid Income tax deduction	L	No allowances are currently allocated to Parish Councillors with the exception of the Chairs allowance	Existing procedure adequate
Election costs	Risk of an election cost	L/M	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the District Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. However reserves are held to cover the likely cost based upon the estimated cost supplied by the district council from time to time.	Existing procedure adequate
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements	Existing procedure adequate

FINANCIAL AND MANAGEMENT Key , High , Medium , Low				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings.	Existing procedure adequate
Minutes/Agendas/Notices Statutory Documents	Accuracy and legality	L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements.	Existing procedure adequate. Guidance/training to Chair should be given (if required).
	Business conduct	L	Business conducted at Council meetings should be managed by the Chair.	Members adhere to Code of Conduct and Standing Orders.
Members interests	Conflict of interest	L/M	Although not a requirement, the declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda. Guidance notes have been provided to members.	Existing procedure adequate.
	Register of Members interests	L	Register of Members Interest forms should be reviewed regularly by Councillors.	Members take responsibility to update their Register.
Insurance	Adequacy	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place.	Existing procedure adequate.
	Cost	L	Employers and Employee liability insurance is a necessity and must be paid for.	Review insurance provision annually.

FINANCIAL AND MANAGEMENT Key , High , Medium , Low				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise

	Compliance Fidelity Guarantee	L	Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Review of compliance.
Data protection	Policy	M	The Council is registered with the Information Commissioner.	Ensure annual review of registration. Changes in legislation in May 2018 will impact on the Council therefore current arrangements will need to be reviewed to ensure the Council remains compliant
Freedom of Information Act	Policy	L	The Council has a model publication scheme for Local Councils in place.	Monitor and report any impacts of requests made under the Freedom of Information Act.
	Provision	L	The Council is able to request a fee if the work will take more than 15 hours.	
Code of Conduct	Failure to comply with and thus be reported to the MSDC Monitoring Officer	L	The clerk is therefore able to offer suitable advice re compliance. Councillors are offered training. The clerk has access to NALC resources if further support is required.	Existing procedure adequate. This will be reviewed in 2018/19

PHYSICAL ASSET Key High , Medium , Low					
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise	
Assets	Loss or Damage Risk/damage to third party(ies)/property	L/M	Annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Existing procedure adequate. Fundamental review of Assets completed in 2017/18.	
Maintenance	Poor performance of assets or amenities	L/M	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council.	Existing procedure adequate. Ensure inspections carried out.	
	Loss of income or Performance	L	All assets are insured and reviewed annually.		
	Risk to third parties	L	All public amenity land is inspected regularly.		
Notice boards	Risk/damage/injury to third parties	L	Parish Council has a number of notice boards sited within the park and village.	Condition inspections carried out. Existing procedure adequate.	
Street furniture	Risk/damage/injury to third parties	L	The Parish Council is responsible for a number of streetlights, dog bins, litter bins, bus shelters around the village and covered by insurance. Periodic condition inspections are undertaken all reports of damage or faults are reported to Council and/or dealt with.	Existing procedure adequate	
Playing Fields – Adastra Park	Risk/damage/injury to third parties	L	There is a formal programme of inspections carried out, all reports of damage or faults are reviewed by the Clerk and appropriate action taken. Independent monthly play equipment inspections are undertaken which is supplemented by an annual condition	Existing procedure adequate	

PHYSICAL ASSET

Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
			<p>survey undertaken by the Councils insurers</p> <p>Appropriate insurance cover is obtained. A grounds man is responsible for ensuring the preparation of the playing fields in Adastra Park in conjunction with a contractor to ensure appropriate standards are maintained.</p>	
Allotments	Risk/damage/injury to third parties	L	<p>Documented arrangements in operation. Managed in partnership with Hassocks Allotment Association. Inspection regime in operation supported by a maintenance regime.</p>	Existing arrangements adequate.
Burial Grounds	Risk/damage/injury to third parties	L	<p>Documented arrangements in operation. Operated in conjunction with local undertaker(s)</p>	Arrangements were independently reviewed 2017/18 to provide assurance on frameworks in operation.
Council records – paper	Loss through: theft fire damage	L/M	<p>The Parish Council records are stored at the Parish offices.</p> <p>Records include historical correspondence, minute books and copies, leases for land or property, records such as personnel, insurance, salaries etc. Recent materials are in a (filing cabinet) and older more historical records in cupboards</p>	<p>Document storage arrangements to be reviewed to ensure they meet the Councils standards.</p> <p>Deeds/leases security to be reviewed to reduce the risk of damage from fire</p>
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	L/M	<p>The Parish Council's electronic records are stored and backed up remotely via a third-party contractor.</p>	Existing procedure adequate.

HASOCKS PARISH COUNCIL FIXED ASSETS REGISTER									
Date of acquisition	Description	Location	Cost	Value	Condition	Insured value	Disposal amount	Disposal reason	
Community Assets - Land									
1936	Adastra Park	Keymer Road	1						
1931	Talbot Field	Hurst Road, BN6 9NL	1						
	Garden of Remembrance	Keymer Road							
2003	Burial Ground	Keymer Road	7,000						
	Memorial Wall x 2	Burial Ground							
1991	Allotments / woodland	Parklands Road	10,000						
1991	Parklands Copse	Parklands Road	"						
	Orchard Lane								
Community Assets - buildings									
2002	Parish Office	Keymer Road	282,413			343,765			
2010	Sports Pavilion	Adastra Park	400,000			386,752			
2002	Adastra Gr/equipment stores	Adastra Park	11,559			13,660			
War Memorial									
		Stonepound							
		south west side	1,000		Fair				
General Conts									
1992	Regalia	Parish Office	250		Good	"			
	Regalia	Parish Office	250		Good	"			
	Regalia	Parish Office	613		Good	1,807			
Community									
	Street lights brackets		6,195						
	Street lights columns		103,840						

Date of acquisition	Description	Location		Cost	Value	Condition	Insured value	Disposal amount	Disposal reason
Community Assets - street furniture									
1995	Bus Shelter	south of Little Copse Rd	London Road **a	660		Fair	**a		
1997	Bus Shelter	north S/Pound x roads	London Road **a	738		Good	**a		
2003	Bus Shelter	after Belmont Close	London Road **a	2,212			**a		
1994	Bus Shelter - with a seat	south of S/Pound x roads	Brighton Road **a	738			**a		
2013	Bus Shelter - with a seat	west of S/Pound x roads	Hurst Road **a	4,380			**a		
2015	Bus Shelter	at Spitefield Bridge	Keymer Road	4,400			3,641		
2007	Bus Shelter	Near Ockley Way	Ockley Lane **a	4,000			**11,257		
	Noticeboard		Parish Office			Good	b		
	Rotunda notice board		Dale Avenue			Good	b		
	Noticeboard		Clayton Rec Ground			Good	b		
1975	Seat - wooden	Corner	Stonepound East	200		fair	*		
1994	Seat - wooden	In bus stop	Stonepound South	200			*		
	Seat - wooden	next to Bus Stop	Stonepound North	200		fair	*		
	Seat - wooden	next to Bus Stop	Stonepound West	200		average	*		
	Seat - metal x 2	each side of junction	Grand Ave/Keymer Rd	750		average	*		
	Seat - 1 metal/1 wood	at junction	Keymer Rd/Ockley Lane	750		fair	*		
2009	Seat - wooden J Challen	at Hassocks Hardware	Dale Avenue	510		Good	*		
	Seat - 1 metal & 1 wood	on Green	Dale Avenue	750		Good	*		
2014	Seat - wooden	at junction	Grand Ave/Ockley Lane	862		Good	*		
2010	Seat - wooden	at junction	Chancellors Pk & K/Rd	375		Good	*		
	Seat - wooden	outside Library	Keymer Road	375		Good	*		
	Seat - wooden	opposite Orchard Lane	Grand Avenue	375		Good	*		
	Seat - wooden	Outside P/O sorting off.	Keymer Road	375		Good	*		
	Seat - wooden	at Charity shop - NO. 49	Keymer Road	375		Good	*		
	Seat - wooden	on Green	Shepherds Walk	375		Good	*		
1997	Seat - wooden	Countryside style	Hurst Road north side	200		Good	*		
1995	Seat - wooden	Countryside style	Talbot Field	200		fair	*		
	Seat - wooden	x 2	Talbot Field	200		fair	*19,323		
	Planters - metal	east side Grand Ave	Keymer Road	250		average	***		
	Concrete Planters 001 - 004	Shops	Keymer Parade	250		Good	***		
	Slate planter	Outside P/O sorting off.	Keymer Road	150		Good	*** 4,205		
2002	Bin	Trimline	Friars O/Rd twitten	35			****		
2002	Bin 002	Trimline	Windmill Ave @ Dr's	35			****		
2015	Bin 003	Jubilee Bin	Keymer Rd/Chancellors Pk	300		Good	****		
2015	Bin	Jubilee Bin	Keymer Rd o/s Wines	300		Good	****		
2015	Bin	Jubilee Bin	Keymer Rd o/s McCalls	300		Good	****		
2015	Bin 005	Jubilee Bin	K/ Rd at Wilmington Cl	300		Good	****		
2015	Bin	Jubilee Bin	K/Rd o/s Fish Shop	300		Good	****		
2015	Bin	Jubilee Bin	Grand Ave at K/Road	300		Good	****		

Date of acquisition	Description	Location	Cost	Value	Condition	Insured value	Disposal amount	Disposal reason
2015	Bin 001	Jubilee Bin		300	Good	****		
2015	Bin	Jubilee Bin		300	Good	****		
2015	Bin	Jubilee Bin		300	Good	****		
1990	Bin 007	Guppy Bin		260	good	****		
2015	Bin 006	Jubilee Bin		300	Good	****		
2016	Bin 004	Hooded trimline		108		****		
1995	Bin	Topsy		111	Broken	****		
1996	Finger Post	Clayton		500		b		
1996	Finger Post	Stonepound		500		b		
1996	Finger Post	Lodge Lane		500		b		
2013	Finger Post	Ockley Lane	1,000			b 3,259		
1999	Dog Bin	Number 97		100		****		
	Dog Bin	Number 84		100		****		
	Dog Bin	Number 86		100		****		
	Dog Bin	Number 83		100		****		
	Dog Bin	Number 89		100		****		
2017	Dog Bin	Number 91		100		****		
2017	Dog Bin	Number 93		100		****		
	Dog Bin	Number 90		100		****		
	Dog Bin	Number 92		100		****		
2002	Dog Bin	Number 94		150		****		
2002	Dog Bin	Number 95		150		****		
	Dog Bin	Number 96		100		****		
	Dog Bin	Number 88		100		****		
	Dog Bin	Number 87		150		****		
2016	Dog Bin	Number 404		150		**** 5,511		
			32,799					
Adastra Park								
	Garden of Remembrance							
	Bench 016	Left Hand side				*		
	Bench 033	Left Hand side				*		
	Bench 034	Left Hand side				*		
	Bench 035	Left Hand side				*		
	Bench 036	Right hand side				*		
		entrance to Mem Gar.	1,591		Fair			
		entrance to Mem Gar.	1,000		Fair			
	Car Park area - entrance							
	Keymer Village Sign	at entrance		0				
		Adastra Park						

Date of acquisition	Description	Location	Cost	Value	Condition	Insured value	Disposal amount	Disposal reason
	South & North Fields							
	Seat - wooden 001	Car Park						
2016	Seat - wooden 002	at side Adastra Hall	288		Good	*		
June 2016	Seat - wooden Leney 018	Adastra Park			Good	*		
	Seat - wooden Leney 020	South Field - first on left at Adastra Park	490		Good	*		
	Seat - wooden Price 025	South Field - 2nd on left at Adastra Park			Good	*		
2016	Seat - wooden x 2 024 & 025	South Field - perch bench	200		Good	*		
	Seat - wooden x 3 028, 029, 030	South Field - perch bench	300		Good	*		
	Seat - wooden 031	South Field			Good	*		
	Seat - wooden 032	East edge			Good	*		
	Bench	East edge			Good	*		
	Bench - wooden, Curry 050	Memorial - Helen Smith			Good	*		
	Bench - wooden, Emery 051	North Field			Good	*		
2014	Bench - wooden, Groves 052	North Field			Good	*		
2016	Picnic Table 053	North Field			Good	*		
	South Filed	South Filed			Good	*		
	Adastra Park							
	Skate Park - equipment							
2004	Quarter pipe	Skate park	4,523			d		
2004	Fun Box	Skate park	4,731			d		
	Four swings	Removed			Removed			
2004	Ramp glide rail	Skate park	651			d		
	Concrete ramp with grind	Skate park				d 11,597		
2014	Climbing Rock	Skate park	16,292			19,064		
	Adult Fitness Equipment							
2012	Adult Fitness	Hags Handle boat rowing				*****		
2012		SMP Mini skip	1,138		Good	*****		
2012		SMP Ski Stepper	945		Good	*****		
			1,230		Good	***** 4,338		
	Children's Play Park North Field equipment							
	Play Equipment							
2010	1 Junior Slide 2m	Junior Play ground	900		Good	e		
2010	2 Spinning bowl	Junior Play ground	2,214		Good	e		
	3 Multi point see-saw	Junior Play ground	1,456		Good	e		
	4 Balance Beams	Junior Play ground	563		Good	e		
	5 Classic carousel	Junior Play ground	3,400		Good	e		
	6 Tarantula climbing	Junior Play ground	11,946		Good	18,058		
2014	7 Nest swing	Junior Play ground	1,830		Good	e		
2010	8 Log walk	Junior Play ground	625		Good	e		
2013	9 Woodland Gnu	Junior Play ground	4,200		Good	e		

Date of acquisition	Description	Location	Cost	Value	Condition	Insured value	Disposal amount	Disposal reason
2003	10 Toddler Unit	Junior Play ground	6,006		Good	e		
	11 Rocking Horse Rocket	Junior Play ground	5,236		Average	e		
2004	12 Netted climbing unit	Junior Play ground	4,358		Good	e		
	13 Infant swings	Junior Play ground	1,863		Good	e 51,278		
	Playground - other	Picnic Table - East 044			Fair	*		
		Picnic Table - North 045			Fair	*		
		Bench - West 046			Good	*		
		Bench - South 047			Good	*		
		Bench - North 1 048			Good	*		
Feb-17		Bench - North 2 049	305		Good	*		
		Bin - North 1			Good	*		
	Sign 'stranger danger'	Bin - North 2			Average	****		
					Average	****		
					Average	****		
			78,281					
	Burial Ground							
2006	Bench 037	Memorial Richards			Good	*		
2005	Bench 038	Memorial Barry	560		Good	*		
2005	Bench 039	Memorial Ripley	560		Good	*		
2013	Bench 040	Memorial Alison R Nethercot	787		Good	*		
2008	Bench 041	Memorial Amy Lily Kimber	591		Good	*		
	Bench 042	Wooden			Poor	*		
2009	Bench 043	Memorial P C Jenner	672		Good	*		
			3,730					
	Furniture & Fittings - Parish Office							
	4 Desks, 4 chairs	Office			Good	"		
	4 x moveable draw sets	Office			Good	"		
	3 Tables, 5 chairs	Reception / office			Good	"		
	Stairlift	Stairs to C/Chamber			Good	"		
	Reception desk & drawers	Reception			Good	"		
	Mobile filing trays	Office			Good	"		
	Filing cabinet 3 drawer	Office			Good	"		
	2 x filing cupboards				Good	"		
	4 x Filing cabinets - 4 drawer	Reception			Good	"		
	4 x Telephones	Office			Good	"		
	3 x printers	Office			Good	"		
	Hoover	Cupboard			Good	"		
	Photocopier (leased)	Reception			Good	"		
2012	Projector, Screen & table	Council Chamber			Good	"		

Date of acquisition	Description	Location	Cost	Value	Condition	Insured value	Disposal amount	Disposal reason
	Overhead Projector	Viewrite Portable			Good	"		
	10 x Tables	Council Chamber			Good	"		
	42 x Chairs	Council Chamber			Good	"		
	Easel	Council Chamber			Good	"		
	Laminator	Office			Good	"		
						20,600		
I.T.								
Monitor	Benq Monitor	Office	71		Good	"		
Monitors	H.P W20272a Monitor x 3	Office		300	Good	"		
Hard drive	H.P. ProDesk 400 GI SFF	Office		350	Good	"		
Hard drive	H.P. ProDesk 400 GI SFF	Office		350	Good	"		
Hard drive	H.P. ProDesk 400 GI SFF	Office		350	Good	"		
Hard drive	H.P. 280 Gi	Office	329		Good	"		
Printer	HP Colour laserjet CP1215	Office	120		Good	"		
Printer	HP Colour laserjet Pro 200	Office		180	Good	"		
Printer	HP Laser jet P1005	Office		130	Good	"		
	NAS Box Buffalo Linkstation	Cupboard	172		Good	"		
	Dell PowerEdge T20	Office		120	Good	"		
	3 x External Hard drive	Cupboard	97		Good	"		
Server	HPE ProLiant Microserver Gen 8	Cupboard	358		Good	"		
	BT Broadband hub	Cupboard	0		Good	"		
2 of	HP 2 TB 6g SATA 7.2k H/Drive	Cupboard	472		Good	"		
10/01/2018	HP 250 G6 Lap Top	Office	600		Good	"		
			2,219	1,780		5,150		
Equipment - Groundsman								
	Iseki Tractor	Garage	9,100		Good	"		
	Balanced Trailer		476		Good	"		
2012	Hayter Mower		1,079		Good	"		
2002	Flymo	Garage	360		Good	"		
	Hedge cutter / trimmer		520		Good	"		
2017	Stihl	Garage	224		Good	"		
2014	Hedge cutter	Garage	215		Good	"		
	Leaf sweeper	Garage	785		Good	"		
2011	Line marker	Garage	500		Good	"		
	Watering machine		300		Average	"		
	Angle grinder	Garage	70			"		
	Battery charger		50			"		
	Knapsack sprayer	Garage	50			"		
	Split Roller 6'	Behind garage	764		Average	"		

Date of acquisition	Description	Location	Cost	Value	Condition	Insured value	Disposal amount	Disposal reason
	Aerator	Auto Turfman						
2015	Mower - Textron Jacobsen	Bowls Club	2,270		Good	"		
		Super Bowl	2,708		Good	"		
Assorted	Gardening Tools / ladders /		2,500			"		
			21,971			22,706		

HASSOCKS PARISH COUNCIL

DATA PROTECTION POLICY

APPENDIX D

1. Introduction

- 1.1 The council holds and processes information about employees, councillors, residents and customers, and other data subjects for administrative and commercial purposes.
- 1.2 When handling such information, the council, and all staff or others who process or use the information, must comply with the Data Protection principles as set out in the Data Protection Act 1998 (the Act).

2. Data protection principles

2.1 There are eight principles set out in the Act, which in summary state that data shall:

- be processed fairly and lawfully
- be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with the purpose
- be adequate, relevant and not excessive for the purpose
- be accurate and up-to-date
- not be kept for longer than necessary for the purpose
- be processed in accordance with the Data Subject's rights
- be kept safe from unauthorised processing, and accidental loss, damage or destruction
- not be transferred to a country outside the European Economic Area, unless that country has the equivalent levels of protection for personal data, except in specified circumstances

3. Responsibilities

- 3.1 Hassocks Parish Council is the Data Controller and must ensure that any processing of personal data for which they are responsible complies with the Act.
- 3.2 The Data Protection Officer is a designated representative, who acts on behalf of the council, and is responsible for:
- fully observing conditions regarding the fair collection and use of information
 - meeting the Council's legal obligations to specify the purposes for which information is used
 - collecting and processing relevant information, only to the extent that is required to fulfil operational needs/to comply with legal requirements
 - ensuring the quality of information used
 - applying strict checks to determine the length of time that information is held
 - ensuring that the rights of the people whom information is held are able to be fully exercised under the Act
 - taking appropriate technical and organisational security measures to safeguard personal information
 - ensuring that personal information is not transferred abroad without suitable safeguards

- ensuring that everyone managing and handling personal information
 - fully understands that they are contractually responsible for following good practice in terms of protection
 - is adequately trained to do so
 - are appropriately supervised

4. Storage and retention

4.1 Personal data is kept in paper-based systems and/or on a password-protected computer system.

4.2 The council will keep different types of information for differing lengths of time, depending on legal and operational requirements. More information can be found in the council's Document Retention Scheme.

5. Access to information

5.1 Any employees, councillors, residents, customers and other data subjects have a right to:

- ask what personal information the council holds
- ask what this information is used for
- be provided with a copy of the information
- be given details of the purposes for which the council uses the information and any other persons organisations to whom it is disclosed
- ask that any incorrect data held is corrected

5.2 If it is felt by the data subject that any personal information held is incorrect the individual may request that it be amended. The council must advise the individual within 21 days whether or not the amendment has been made.

6. Breach of policy

6.1 Compliance with the Act is the responsibility of all councillors, residents, customers and members of staff. Any deliberate or reckless breach of the policy may lead to disciplinary action and where appropriate, legal proceedings.

6.2 Any individual who believes that the council has breached any of the requirements of the Data Protection Act 1998 should raise the matter with the Clerk. Alternatively, a complaint can be made to the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

HASSOCKS PARISH COUNCIL PRIVACY POLICY (WEBSITE)

This privacy policy sets out how Hassocks Parish Council uses and protects any information that you give Hassocks Parish Council when you use this website.

Hassocks Parish Council is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Hassocks Parish Council may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from [date].

What we collect

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests
- other information relevant to customer surveys and/or offers

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our services.
- We may periodically send other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for surveys/consultation purposes. We may contact you by email, phone.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have previously agreed to us using your personal information, you may change your mind at any time by writing to or emailing us at (info@hassocks-pc.gov.uk)

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Hassocks Parish Council, Parish Centre, Adastra Park, Keymer Road, Hassocks, BN6 8QH.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

Appendix F

PRC Communications PR Policy and Procedure

The aims of the Communications policy are to engage with the community, through publicising information about the work of the PC, by consulting with the community on appropriate issues, to encourage the public to be involved in supporting the greater good of the community and to raise the profile of the role of the PC. This policy will be implemented in consultation and collaboration with the Clerk or.

ALL COMMUNICATIONS, WRITTEN OR OTHERWISE, WILL HAVE A DIRECT LINK TO THE WORK OF THE COMMITTEES, WORKING GROUPS OR EVENTS AT WHICH THE PC HAS A REPRESENTATIVE. THERE MAY ALSO BE LINKS TO INFORMATION AND ACTIVITIES OF THE DISTRICT AND COUNTY COUNCILS. ALL OF THIS WILL GIVE CLARITY AS TO WHAT SHOULD BE EXCLUDED.

WE NEED TO CLEARLY DEFINE THE PURPOSE OF EACH COMMUNICATION BECAUSE THAT WILL DETERMINE THE MEANS WE USE TO COMMUNICATE IT.

FOR EXAMPLE, THE PURPOSE OF A COMMUNICATION MAY BE TO:

- **INFORM EG. HPC ACTIVITIES**
- **CONSULT EG. PARKING STRATEGY**
- **ENCOURAGE PARTICIPATION EG. ECONOMIC GROUP, YOUTH GROUP**

INCLUSIVITY

Although official minutes of all meetings are in the public domain and will be on the website, content and news items using other media will be in plain language and in accordance with good practice within the Equalities Act 2010.

For example written communication, including posters and flyers must be accessible to those who are sight –impaired. All presentations and public consultations must be accessible

RESPONSIBILITIES

The clerk or assistant clerk will be responsible for communications and PR in collaboration with various councillors as below. S/he will be the office contact for implementation.

Final editing of the communication will be a collaboration between the Clerk and the Chairperson. Any requests for a radio, TV interview or press release should be referred immediately to the Chair of the PC and the Clerk. Advice on how to respond should be sought from the Clerk. The Chair and Clerk will decide which councillor should give an interview if it is to be neither of them.

Procedure with various types of communication

A) Regular news or information updates

All committees Chairs who are meeting as a Chairs group will provide regular items of their work to the Clerk on a quarterly basis for news items.

Examples:

Quarterly Newsletter based on a summary of work reported in the minutes and that could be of community interest.

Any news to be published on the relevant pages of the website

Articles written for community magazine Talk About

B) News and information relating to projects and specific target groups

Lead Councillors for working groups, or projects focused on various sections of the community, will provide copy for the Clerk who will agree appropriate means of communication. Responsibility for editing and oversight will be the Clerk's. The Chair of the relevant committee should be copied in at the outset.

C) Consultation events

Public consultation with the community will require criteria to be decided by appropriate committee with the advice of the clerk. These will include presentations, events and exhibitions.

D) Partner Organisations

Links to or information from Mid Sussex District Council or West Sussex County Council that we have been asked to publicise.

How

Information giving to the public will be through the following means:

*The Council's website and Facebook. Facebook will be used as a notice board and link to the website articles and news only and will have no capacity for responses from the PC. Minutes and agendas are all parts of news updates.

(*Twitter to be used as a link only to direct users to the Council's website articles or news. There will be no capacity for responses from the PC and the facility can be disabled and enabled as appropriate. Minutes and agendas are all part of news updates)

*Electronic newsletters to Subscribers signed up to receive Information from the PC. For example 'Mailchimp'

*Hard copy print in local magazines and / or other literature.

All the above will be subject to the workload of the Clerk and office staff and so will be kept under review and also the capabilities of the website to be kept under review

Adopted	November 2016 (FC 5.2 (1))
Reviewed	September 2017 (PRC17/21.1)
Reviewed	April 2018

APPENDIX G

POLICY RESOURCES & COMMUNICATIONS ACTION PLAN MONITORING SCHEDULE (for information)

Resolution Number	Detail	Date Raised	Action By	Date Completed
PRC17/30	<p>REVIEW OF STAFFING COMMITTEE-</p> <p>It was agreed that Cllr Weir would contact Cllr Sue Hatton and Cllr Fisher to confirm they were happy to continue to fulfil this role alongside Cllr Gaudencio and Cllr Weir.</p> <p>10/4 In light of the change in membership in January another nominee should be sought.</p>	17/10/2017	IW	

