ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

To the Members of the **Policy and Resources Committee**:
Cllrs S Hardstaff (Chairman), L Gregori (Vice Chairman), K Bird, L Gates, R Hughes, R Kidd, M Mumford & V Pond

(copies to all other Members of the council)

You are hereby summoned to attend a meeting of the **POLICY and RESOURCES Committee** to be held at the Town Council Offices, 68B, High Street, Andover on **Thursday 3 May 2018 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
27 April 2018

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1 **APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.

2 **DECLARATIONS OF INTEREST**
To receive and note any declarations of interest relevant to the agenda.

3 **MINUTES**
To agree the minutes of the Policy and Resources Committee meeting held on 8 March 2018 – attached at **Appendix A.**

4 **PUBLIC PARTICIPATION**
There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer will be given, or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.

5 **REGALIA (UPDATE)**
To receive a presentation on Civic Regalia.

6 **GENERAL DATA PROTECTION REGULATION – APPROVALS AND POLICIES**
To recommend to Full Council that Andover Town Council is the Data Controller for GDPR with delegated authority to the Policy and Resources Committee for regular Audits.
To recommend to Full Council that the Town Clerk is appointed the Data Protection Officer with assistance from the GDPR Officer.
To note the date for Training for Town Councillors – 24 May 2018.
To note that all Town Councillors will be given 'Town Council' emails.
To note the updated plan for implementing GDPR for the 25 May 2018 deadline.
To note the updated plan for implementing GDPR on a daily basis from 25 May 2018 and the now known staffing implications.
Report attached at **Appendix B.**

7 **COMMITTEE STRUCTURE (TERMS OF REFERENCE) FROM MAY 2018**
To recommend the Terms of Reference for Committees to full Council. Terms of Reference attached at **Appendix C.**

8 **TIMETABLE FOR INTERNAL AUDIT TO YEAR END 31 March 2018**

To note the timetable for the Internal Audit for the Year Ending 31 March 2018 – timetable attached at **Appendix D.**

To note an Interim Audit report following the Internal Auditors visit in February 2018 – report attached at **Appendix E.**

9 **FINANCE**

To receive and approve payments up to 19 April 2018 – attached at **Appendix F.**

10 **COMMITTEE WORK PROGRAMME**

To discuss items on the current Committee Work Programme and to make changes as necessary – attached at **Appendix G.**

11 **EXCLUSION OF THE PRESS AND PUBLIC**

To PASS a Resolution to exclude the Members of the Press and Public from the Meeting at Agenda Item 12 due to Confidential Contractual Matters and Item 13 relating to Confidential Staffing matters, Ref Section 11 of LG & HA 1989.

CONFIDENTIAL ITEMS

12 **CONFIDENTIAL MINUTES**

To approve the Confidential Minutes from 8 March 2018 – attached under separate cover for Members only.

13 **LOCAL TAX ISSUES**

To receive an update report.

14 **STAFFING STRUCTURE TIMETABLE**

To consider a revised Staffing Structure Timetable – report attached under separate cover for Members only.

The Chairman will close the meeting.

ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

A

Minutes of Policy and Resources Committee

Time and date
7.00pm, Thursday 8 March 2018

Place
Town Council Offices, 66C, High Street, Andover

Details of Attendance:
Cllr S Hardstaff (Chairman) (A)
Cllr L Gregori (Vice Chairman) (P)
Cllr Katherine Bird (P) Cllr Len Gates (P) Cllr Robin Hughes (P) (Arrived 7.08) Cllr Richard Kidd (P)
Cllr Michael Mumford (P) Cllr Veronika Pond (P)

Other Town Councillors Present: Cllr Revd. A Fitchet & Cllr B Long.

Officers Present: Wendy Coulter (Town Clerk) (taking the minutes)

Also Present: Borough and County Councillor Zilliah Brooks
Members of the Public: 0

PR 90/17 APOLOGIES FOR ABSENCE

Apologies for absence were received from the Chairman, Councillor S Hardstaff.
The Vice Chairman, Councillor L Gregori took the Chair for the meeting.

PR 91/17 DECLARATION OF INTEREST

There were no declarations of interests.

PR 92/17 MINUTES

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 11 January 2018.

RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 11 January 2018 be signed, by the Chairman, as a correct record.

PR 93/17 PUBLIC PARTICIPATION

There were no members of the public present.

PR 94/17 CORPORATE RISK ASSESSMENT 2017/2018

Members considered the Corporate Risk Assessment for 2017/2018. It was noted that the scoring matrix in the report required changing to reflect the scoring within the assessment. The Town Clerk was requested to change the Risk Assessment to reflect current issues rather than including future issues.
The Town Clerk was requested to change the report to explain more fully the impact score for the report prior to submission to full Council.
It was further noted that with reference to the Staffing Section, staff safety and working conditions required more focus.
It was proposed by Cllr L Gregori and seconded by Cllr M Mumford that the Corporate Risk Assessment be recommended to full Council, with amendments. A vote was taken, 6 for and 1 abstention.
RESOLVED: That the Corporate Risk Assessment for 2017/2018 be recommended to full Council, with amendments.

PR 95/17 INVESTMENT STRATEGY

Cllr L Gregori, as author of the proposed Investment Strategy explained to Members that the Town Council, from 1 April 2018, had to have an Investment Strategy. All the monies that the Town Council holds come under Treasury Management. The Town Council can no longer retain all monies in one place.
The Responsible Financial Officer (RFO) is required to report on yield and what the Town Councils investments are. The RFO makes the decision as to where the Town Councils monies are invested.
Specified Investments mean Bank Accounts.
Cllr Gregori explained that the Investment Strategy clearly outlines the Town Council responsibilities and requirements.
It was proposed by Cllr K Bird and seconded by Cllr M Mumford that the Investment Strategy be recommended to full Council for adoption. A vote was taken which was unanimous.
RESOLVED: That the Investment Strategy be recommended to full Council for adoption.

PR 96/17 BUSINESS PLAN 2018

Members considered a proposal for a Business Plan for the Town Council to be conducted by an outside contract. Members were concerned that there did not appear to be Terms of Reference for which to work to and that other Town and Parish Councils did not seem to have Business Plans.
It was agreed that the Business Plan should be conducted in-house. Each Committee should be asked what their priorities are and staff should be asked what their priorities are.

It was proposed by Cllr K Bird and seconded by Cllr M Mumford that the proposal for the Business Plan be accepted. A recorded vote was requested: Cllrs K Bird and M Mumford for. Cllrs L Gregori, L Gates, R Kidd and R Hughes against.

PR 97/17 COMMITTEE STRUCTURE FROM MAY 2018

Members considered a revised Committee Structure following Resolutions from both the Assets & Amenities Committee and Community Engagement Committee to recommend merger from May 2018.
Members were concerned about the Terms of Reference for each committee and recommended that the Committee's themselves consider the Terms of Reference prior to approval by Full Council.
It was requested that the number of Members on each Committee should also be considered by the separate committees and then brought back to the Policy and Resources Committee prior to approval by full Council.
Member requested changes to the delegated budgets:
Andover Challenges to come under Assets & Communities Committee
Planning Committee should include: Street Naming, Street Trading, CIL and 106 Monies.

It was proposed by Cllr K Bird and seconded by Cllr V Pond that the new Committee Structure be recommended to Full Council for approval. A Vote was taken which was unanimous.
RESOLVED: That the new Committee Structure be recommended to Full Council for approval.

The number of committees that Members should sit on was discussed. There was disagreement over the number of Committees Members should sit on and whether it should be restricted.

It was proposed by Cllr L Gates and seconded by Cllr K Bird that Members be restricted to 3 Committees each. A Vote was take, 2 for, 4 against, 1 abstention.

Members continued to consider the Terms of Reference for the Committees. It was agreed that amendments were needed and that the Terms of Reference should be sent back to all Committees for reconsideration. The Policy and Resources Committee would reconsider the Terms of Reference at the next committee meeting.

PR 98/17 REVISED BUDGET STRUCTURE – FROM APRIL 2019

Members noted a revised Budget Structure which could be adopted from April 2019.

PR 99/17 ANNUAL REPORT

The contents of the Annual Report were noted.

PR 100/17 GENERAL DATA PROTECTION REGULATION (UPDATE)

The report on the GDPR was noted and it was agreed that all Members needed to be aware of the implications. It was noted that a further report and policies would be brought back to the next meeting of the Committee.

PR 101/17 REGALIA (UPDATE)

Members reiterated that the Town Council should request that the Regalia be on loan to the Town Council. The Town Clerk confirmed that such a request had already been sent to Test Valley Borough Council.
It was suggested that the Town Council could commission a new set of Regalia rather than taking on the old 'Borough' Regalia.
It was agreed that a full report with all the options should be brought back to the next meeting of the committee for consideration.

PR 102/17 FINANCE

Members received the payments up to 27 February 2018. It was proposed by Cllr L Gregori and seconded by Cllr V Pond that the payments be approved. A Vote was taken which was unanimous.
RESOLVED: That the payments up to 27 February 2018 be approved.

PR 103/17 COMMITTEE WORK PROGRAMME

Members noted the Committee Work Programme. It was noted that quarterly reports on the Town Councils investments would need to be included.
This was proposed by Cllr K Bird and seconded by Cllr R Hughes. A vote was taken which was unanimous.
RESOLVED: That the Work Programme include quarterly reports on the Town Councils investments.

It was noted that the Committee meeting had reached the maximum time of 2 hours. It was proposed by Cllr L Gates and seconded by Cllr K Bird that the meeting be extended by half an hour. A vote was taken which was unanimous.
RESOLVED: That the Policy and Resources Committee meeting of 8 March 2018 be extended by half an hour.

PR 104/17 EXCLUSION OF THE PRESS AND PUBLIC

It was agreed to pass a resolution to exclude the Press and Public from the meeting at item no 16 due to confidential contractual matters and Item 17 relating to confidential staffing matters, Ref Section 11 of LG & HA 1989.
Proposed by Cllr L Gates and seconded by Cllr K Bird. A vote was take which was unanimous.
RESOLVED: That the Press and Public be excluded from the meeting at item no 16 due to confidential contractual matters and Item 17 relating to confidential staffing matters, Ref Section 11 of LG & HA 1989.

CONFIDENTIAL ITEMS

PR 105/17 LOCAL TAX ISSUES

Members considered local tax issues.

PR 106/17 STAFFING LEVELS

Members considered the Town Council's staffing levels.

The Chairman closed the meeting at 9.32pm.

Chairman Date

ANDOVER TOWN COUNCIL

B

Report

GDPR – APPROVALS AND POLICIES	
Produced for: Policy & Resources Committee	**Date of Report:** Tuesday 24 April 2018

Summary of Key Issues

To recommend to Full Council that Andover Town Council be the Data Controller for GDPR with delegated authority to the Policy and Resources Committee for regular Audits.
To recommend to full Council the adoption of the GDPR Policies and Privacy Statement.
To recommend to full Council the updated Standing Orders to include GDPR provision.
To note the internal Policies and Procedures for Data Processors (Officers).
To recommend to Full Council that the Town Clerk is appointed the Data Protection Officer with assistance from the GDPR Officer.
To note the date for Training for Town Councillors – 24 May 2018.
To note that all Town Councillors will be given 'Town Council' emails.
To note the updated plan for implementing GDPR for the 25 May 2018 deadline.
To note the updated plan for implementing GDPR on a daily basis from 25 May 2018 and the now known staffing implications.
To note the 'Policy' for each Legal Reason for collecting and processing data.

Current Situation

By 25 May 2018 all organisations that process personal data in the UK will have to implement GDPR.
The Town Council Officers have made significant progress to ensure that the Town Council is compliant by the deadline of 25 May 2018.

Full Council – Data Controller

Under GDPR a Data Controller must be assigned. This is usually the Company or Organisation itself. In the Town Council's case, as a Corporate Body, the Town Council is the Data Controller. This must be formally agreed by the Town Council.

GDPR Policies and Privacy Statement

Under GDPR the Town Council must have a GDPR related policy for all aspects of its 'Business'. For the Town Council that will be Allotments, General Council, Staff and Councillors.
When corresponding with anyone that the Town Council deals with, a Privacy Statement must be provided.
Attached at **Annex 1** are the relevant policies for the Town Council and an example Privacy Statement. It is suggested that these be recommended to Full Council for adoption and implementation.

Internal GDPR Policies and Procedures

All Officers of the Town Council will be classified as Data Processors under the GDPR. Attached at **Annex 2** are the Policies and Procedures that all Officers will be expected to follow for GDPR.

'Policy' for each Legal Reason for collecting and processing data

The Town Council must have a 'Policy' for each Legal Reason the Town Council collects and processes personal data. Attached at **Annex 3** are the Policies for each Legal Reason.

Town Clerk – Data Protection Officer

Under GDPR a Data Protection Officer must be appointed to oversee the Data Controllers day to day management of GDPR. Following advice from HALC and South East Employers it had been confirmed that this can be the Town Clerk.

GDPR – Training

The Town Councils staff will have in-house training on GDPR on Wednesday 2 May 2018. This will ensure they understand GDPR and the implications and expectations for them when dealing with the general public and personal information.

In-house training will be provided to all Town Councillors on Thursday 24 May 2018. A record will be kept of attendance.

It is expected that all Councillors will attend as it is vital that they are aware of GDPR and its implications particularly as they deal with the members of public on a regular basis and may receive emails which are defined as 'personal information' on behalf of the Town Council.

Town Council Emails

Members may be aware that the email addresses for the staff have been changed over the past month. The email addresses now end in @andovertc.co.uk

They have been changed as the previous provider could no longer host the emails. The new provider is based in Andover and all the emails are now kept on the Town Councils own server to ensure security and GDPR compliance. In order to ensure that all Town Councillors are also complying with GDPR, each Councillor will be provided with a Town Council email and a secure password. Town Councillors will be equipped with a tool to carry out their duties as a Town Councillor. Therefore, the 'Town Council' as a Corporate Body has the ownership of that data and the authority to check and audit the data. The GDPR Officer will retain access to the accounts as an Audit must be carried out every quarter on all personal data held by the Town Council and this will include ALL email accounts.

Plan for Implementing GDPR by 25 May 2018

Step 1 – Data Mapping Exercise

'Map' all the personal data that the Town Council holds and to 'map' the movement of that data. This must be done for all formats, i.e. digital and paper. (Ongoing)

Step 2- Assessment of Data held

Assess the data that is held. Is it held for a 'Legal Basis'(Being collated and identified)

Step 3 – Prepare Privacy Statements

Prepare Privacy Statements, send out the consent forms. (Privacy statement completed, consent forms being sent out).

Step 4 – Consent to hold current data

Obtain consent from individuals whose personal data is held for Legal Basis. (Ongoing)

Step 5 – Policies and Procedures

Write policies and procedures for the processing of all personal data. (Completed, to be approved by Council on 10 May 2018)

Step 6 – Policies and Procedures for handling personal data

Write policies and procedures for data processors to use on a daily basis for handling personal data. (Completed, to be approved by Council on 10 May 2018)

Write policy and procedure for data processors to respond to an individual exercising their statutory rights concerning their personal data (Ongoing – to be approved by Council 10 May 2018).

Write policy and procedure for data processors to respond to and manage a personal data breach (Ongoing – to be approved by Council 10 May 2018).

Step 7 – Ensure Town Council has adequate Insurance

Insurance cover to be reviewed to ensure cover should a data breach occur (Completed)

Plan for Implementing GDPR on a daily basis

Step 1 – Data Mapping Exercise
'Map' all personal data which is expected to be received (i.e. emails from members of public) (Completed & ongoing)
Step 2 – Policies
Write Policy for each Legal Reason for collecting and processing data. (Completed, to be approved by full Council on 10 May 2018)

Step 3 – Procedures
Write procedure for dealing with personal data on each Legal Reason and Town Council Service. (Completed & included within Policy/Procedure for GDPR (Internal))
Step 4 – Quarterly Audit
The Data Protection Officer (Town Clerk) will be required to carry out a quarterly audit on the personal data held by the Data Processors (Staff) which must be reported back to the Data Controller (Full Council).

Reminder……
The message that is being given to organisations is, it is not IF you make a breach under GDPR, it is WHEN……

Impact on the Town Council
A full project plan is being completed and the full impact on the Town Council is still not fully identified.
However, the following steps must be carried out before 25 May 2018.
The Town Council must formally acknowledge that it, as a corporate body, is the Data Controller. Steps are taken to ensure that the 'Council' regularly audits the information held and ensures that the Town Council is complying with its obligations.
It is suggested that this is carried out via P&R Committee, provided the Town Council formally delegates authority to do so.
ALL Town Councillors will need to attend GDPR training so that they are aware of their obligations. This will take place on Thursday 24 May 2018 and a record kept of the training.
The Standing Orders of the Council are now required to reflect GDPR and an amended set of Standing Orders are attached at **Annex 4**, which require recommending to full Council for approval.
The GDPR will be carefully monitored over the coming weeks and a further report will be provided to the Policy and Resources Committee on 14 June 2018. It is anticipated that further details of the 'GDP Act' will have been released by then.

Financial Implications
As mentioned above, the failure to comply with GDPR or a breach of GDPR will result in penalties of up to 20 million Euros or 4% of Annual Turnover, whichever is the greater.
The costs of Insurance to cover the Town Council against these costs are in the region of £3,600 per annum.
The staffing cost to administer the compliance is included in the confidential report later on the agenda.
Training will be provided by the Town Clerk and staff and therefore will not incur additional cost.

Legal and Policy Implications
The Town Council must comply with GDPR.

Recommendations
To recommend to Full Council that Andover Town Council be the Data Controller for GDPR with delegated authority to the Policy and Resources Committee for regular Audits.
To recommend to full Council the adoption of the GDPR Policies and Privacy Statement.
To note the internal Policies and Procedures for Data Processors (Officers).
To recommend to Full Council that the Town Clerk is appointed the Data Protection Officer.
To recommend to full Council the adoption of the updated Standing Orders to include GDPR provision.
To note the date for Training for Town Councillors – 24 May 2018.
To note that all Town Councillors will be given 'Town Council' emails.
To note the updated plan for implementing GDPR for the 25 May 2018 deadline.
To note the updated plan for implementing GDPR on a daily basis from 25 May 2018.
To recommend to full Council the 'Policy' for each Legal Reason for collecting and processing data.

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.
Tel: 01264 335592 Email: townclerk@andover-tc.gov.uk Website: www.andover-tc.gov.uk
Distribution: To all Councillors

Andover Town Council – Allotments

Privacy Policy

What it covers:

This policy covers the treatment of personally identifiable information that Andover Town Council collects when you are using the Andover Town Council website, when you make contact both in person and in writing, when you email us, or when you complete and submit an online form via our website. Andover Town Council holds and processes personal data in accordance with all current legislation relating to data protection.

The General Data Protection Regulation (GDPR) standardizes data protection law across all 28 EU countries and imposes strict new rules on controlling and processing personally identifiable information (PII). It also extends the protection of personal data and data protection rights by giving control back to EU residents. GDPR replaces the 1995 EU Data Protection Directive and comes into force on May 25, 2018. It also supersedes the 1998 UK Data Protection Act.

We will continually review and update this privacy policy to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

This policy explains how we use and share your information.

We record your personal information:

To manage your membership of the allotments association, we will process personal data about our members, such as your full name, postal address, e-mail address, landline and/or mobile phone numbers. If relevant, we may also collect and hold data such as details about your plot and /or polytunnel rentals, that is capable of being tailored to specific requirements or particular needs.

Why we collect and hold the information about you:

The personal data that you provide to us, for example by filling in forms on our website (www.info@andover-tc.gov.uk) or by corresponding with us by phone, e-mail and post or otherwise, is collected. It is then used in relation to applications for membership, requests to rent a plot or polytunnel, entering our annual show, or any other communications relating to your membership of the association, as follows:

- To manage your application for membership of the association
- To manage your application for rental of a plot or polytunnel
- To administer your membership of the association
- To notify you of events that the association is organising for members

- To send periodic emails – the email address you provide when applying for membership, may be used to send you information and updates pertaining to your membership
- To provide you with our monthly newsletter
- To enable compliance with statutory and legal obligations
- To respond to any complaint that you might make
- To contact you in an emergency
- To answer general enquiries that you may make
- To maintain the history of the allotment association officials

How we use your information:

Andover Town Council Allotments Association will only hold your information for as long as necessary. All employees who have access to your personal data and are associated with the handling of that data have to respect the confidentiality of your data. All your communications to us are protected against unauthorised access by third parties.

The Allotment Association tries to keep the information held about you accurate and up to date. If, however, you find errors or inaccuracies in your data, we will erase, complete or amend that information upon request.

Information Sharing:

We may need to pass your information to other people and organisations that provide the service. These providers have to keep your details securely, and use them only to fulfil your request.

We will not sell or rent your personally identifiable information to anyone.

Protecting your information:

We have a Data Protection, Privacy Policies, Privacy Statement and a set of Information Security processes. These define our commitments and responsibilities to your privacy and cover a range of information and technology security areas.

- Information will be protected against unauthorised access.
- Confidentiality of information will be assured.
- Integrity of information will be maintained.
- Regulatory and legislative requirements will be met.
- Information security training is given to all staff.

- All breaches of information security, actual or suspected, will be reported to, and investigated by the GDPR Officer and sent to the Information Commissioner's Office (ICO).

You have the right to:

- **information** about the processing of your personal data
- **obtain access to** the personal data held about you
- ask for incorrect, inaccurate or incomplete personal data to be **corrected**
- request that personal **data be erased** when it's no longer needed or if processing it is unlawful
- **object** to the processing of your personal data for marketing purposes or on grounds relating to your particular situation
- request the **restriction** of the processing of your personal data in specific cases
- receive your personal data in a machine-readable format and send it to another controller ('**data portability**')
- request that decisions based on **automated processing** concerning you or significantly affecting you and based on your personal data are made by natural persons, not only by computers. You also have the right in this case to express your point of view and to contest the decision.

Cookies:

A cookie is a collection of information that some websites leave on your computer to identify you if you use or return to the site. We currently use cookies in the following areas of the site;

- The page localisation system - a cookie is used to store the last address you searched for. The data in this cookie is encrypted. This enables individual pages to show information that is localised to your address. We do not assign a name to the address. Pressing the "clear" button on the address selector form will clear the address data from this cookie. For extra security, the data stored can only be read by pages on the andovertowncouncil.gov.uk domain.
- The homepage customisation system - a cookie is used to store where you have placed the widgets on your screen and which are viewable.

- The online mapping system - a cookie is used to store the last address you searched for. The data in this cookie is encrypted. This enables individual pages to show information that is localised to your address. We do not assign a name to the address. Pressing the "clear" button on the address selector form will clear the address data from this cookie.

It is only when you complete a form that requests personal information or email Andover Town Council that you can be identified. When completing forms you may be asked for a variety of personal information such as name, address, post code etc.

The Council also automatically receives and records information on server logs from your browser including your IP address and the page you requested.

Questions or suggestions:

If you have any questions or suggestions regarding this policy or have any concerns about the processing of your personal data by Andover Town Council, send an email to admin@andovertc.co.uk

Contact information:

You may write to Committee & GDPR Officer, Andover Town Council, 68b High Street, Andover, Hampshire, SP10 1NG to ask for a copy of your information. We will acknowledge receipt of your request and fully respond within forty days.

Andover Town Council Privacy Policy

What it covers:

This policy covers the treatment of personally identifiable information that Andover Town Council collects when you are using the Andover Town Council website, when you make contact both in person and in writing, when you email us, or when you complete and submit an online form via our website. Andover Town Council holds and processes personal data in accordance with all current legislation relating to data protection.

The General Data Protection Regulation (GDPR) standardizes data protection law across all 28 EU countries and imposes strict new rules on controlling and processing personally identifiable information (PII). It also extends the protection of personal data and data protection rights by giving control back to EU residents. GDPR replaces the 1995 EU Data Protection Directive and comes into force on May 25, 2018. It also supersedes the 1998 UK Data Protection Act.

We will continually review and update this privacy policy to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

This policy explains how we use and share your information.

We record personal information if you:

- subscribe to or apply for services that require personal information,
- report a fault and give your contact details for us to respond,
- Contact us and leave your details for us to respond.

Why we collect and hold the information about you:

Information may be collected on a paper or online form, by telephone, email, or by a member of our staff, or another local authority.

- deliver public services
- confirm your identity to provide some services
- contact you by post, email or telephone
- understand your needs to provide the services that you request
- understand what we can do for you and inform you of other relevant services and benefits
- update your customer record
- prevent and detect fraud and corruption in the use of public funds
- allow us to undertake statutory functions efficiently and effectively
- make sure we meet our statutory obligations

- fulfilling your request for information or services

How we use your information:

Andover Town Council will only hold your information for as long as necessary. All employees who have access to your personal data and are associated with the handling of that data have to respect the confidentiality of your data. All your communications to us are protected against unauthorised access by third parties.

The Council tries to keep the information we have about you accurate and up to date. If, however, you find errors or inaccuracies in your data, we will erase, complete or amend that information upon request.

We will process your information for the following purposes:

- for the service you requested.
- to allow us to be able to communicate and provide services and benefits appropriate to your needs.
- to ensure that we meet our legal obligations.
- where necessary for the law enforcement functions.
- to prevent and detect fraud or crime.
- to process relevant financial transactions including grants and payments for goods and services supplied to the Council

Information Sharing:

We may need to pass your information to other people and organisations that provide the service. These providers have to keep your details securely, and use them only to fulfil your request.

We will not sell or rent your personally identifiable information to anyone.

Protecting your information:

We have a Data Protection, Privacy Policies, Privacy Statement and a set of Information Security processes. These define our commitments and responsibilities to your privacy and cover a range of information and technology security areas.

- Information will be protected against unauthorised access.
- Confidentiality of information will be assured.
- Integrity of information will be maintained.

- Regulatory and legislative requirements will be met.
- Information security training is given to all staff.
- All breaches of information security, actual or suspected, will be reported to, and investigated by the GDPR Officer andsent to the Information Commissioner's Office (ICO).

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- **obtain access to** the personal data held about you
- ask for incorrect, inaccurate or incomplete personal data to be **corrected**
- request that personal **data be erased** when it's no longer needed or if processing it is unlawful
- **object** to the processing of your personal data for marketing purposes or on grounds relating to your particular situation
- request the **restriction** of the processing of your personal data in specific cases
- receive your personal data in a machine-readable format and send it to another controller ('**data portability**')
- request that decisions based on **automated processing** concerning you or significantly affecting you and based on your personal data are made by natural persons, not only by computers. You also have the right in this case to express your point of view and to contest the decision.

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- The page localisation system - a cookie is used to store the last address you searched for. The data in this cookie is encrypted. This enables individual pages to show information that is localised to your address. We do not assign a name to the address. Pressing the "clear" button on the address selector form will clear the address data from this cookie. For extra security, the data stored can only be read by pages on the andovertowncouncil.gov.uk domain.

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If you have any questions or suggestions regarding this policy or have any concerns about the processing of your personal data by Andover Town Council send an email to admin@andovertc.co.uk.

Contact information:

You may write to Committee & GDPR Officer, Andover Town Council, 68b High Street, Andover, Hampshire, SP10 1NG to ask for a copy of your information. We will acknowledge your request and respond fully within forty days.

Andover Town Council Privacy Policy - Staff

What it covers:

This policy covers the treatment of personally identifiable information that Andover Town Council collects when individuals are using the Andover Town Council website, when they make contact both in person and in writing, when they email us, or complete and submit an online form via our website. Andover Town Council holds and processes personal data in accordance with all current legislation relating to data protection.

The General Data Protection Regulation (GDPR) standardizes data protection law across all 28 EU countries and imposes strict new rules on controlling and processing personally identifiable information (PII). It also extends the protection of personal data and data protection rights by giving control back to EU residents. GDPR replaces the 1995 EU Data Protection Directive and comes into force on May 25, 2018. It also supersedes the 1998 UK Data Protection Act.

We will continually review and update this privacy policy to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

This policy explains how we use and share personal information.

We will record personal information if an individual:

- subscribes to or applies for services that require personal information,
- reports a fault and gives their contact details for us to respond,
- Contacts us and leaves their details for us to respond.

Why we collect and hold the information:

Information may be collected on a paper or online form, by telephone, email, or by a member of our staff, or another local authority.

- deliver public services
- confirm the individual's identity to provide some services
- contact individuals by post, email or telephone
- understand individual's needs to provide the services that they request
- understand what we can do for the individual and inform them of other relevant services and benefits
- update individual's customer record
- prevent and detect fraud and corruption in the use of public funds
- allow us to undertake statutory functions efficiently and effectively
- make sure we meet our statutory obligations

- fulfilling individual's request for information or services

How we use the information:

Andover Town Council will only hold individual's information for as long as necessary. All employees who have access to personal data and are associated with the handling of that data have to respect the confidentiality of that data. All communications to us are protected against unauthorised access by third parties.

The Council tries to keep the information we have about individuals accurate and up to date. If, however, we find errors or inaccuracies in the data, we will erase, complete or amend that information upon request.

We will process your information for the following purposes:

- for the service requested.
- to allow us to be able to communicate and provide services and benefits appropriate to their needs.
- to ensure that we meet our legal obligations.
- where necessary for the law enforcement functions.
- to prevent and detect fraud or crime.
- to process relevant financial transactions including grants and payments for goods and services supplied to the Council

Information Sharing:

We may need to pass individual's information to other people and organisations that provide the service. These providers have to keep details securely, and use them only to fulfil their request.

We will not sell or rent individual's personally identifiable information to anyone.

Protecting your information:

We have a Data Protection, Privacy Policies, Privacy Statement and a set of Information Security processes. These define our commitments and responsibilities to privacy and cover a range of information and technology security areas.

- Information will be protected against unauthorised access.
- Confidentiality of information will be assured.
- Integrity of information will be maintained.

- Regulatory and legislative requirements will be met.
- Information security training is given to all staff.
- All breaches of information security, actual or suspected, will be reported to, and investigated by the GDPR Officer and sent to the Information Commissioner's Office (ICO).

Individuals have the right to:

- **information** about the processing of their personal data
- **obtain access to** the personal data held about them
- ask for incorrect, inaccurate or incomplete personal data to be **corrected**
- request that personal **data be erased** when it's no longer needed or if processing it is unlawful
- **object** to the processing of their personal data for marketing purposes or on grounds relating to their particular situation
- request the **restriction** of the processing of their personal data in specific cases
- receive their personal data in a machine-readable format and send it to another controller ('**data portability**')
- request that decisions based on **automated processing** concerning them or significantly affecting them and based on their personal data are made by natural persons, not only by computers. They also have the right in this case to express their point of view and to contest the decision.

Cookies:

A cookie is a collection of information that some websites leave on your computer to identify you if you use or return to the site. We currently use cookies in the following areas of the site;

- The page localisation system - a cookie is used to store the last address you searched for. The data in this cookie is encrypted. This enables individual pages to show information that is localised to your address. We do not assign a name to the address. Pressing the "clear" button on the address selector form will clear the address data from this cookie. For extra security, the data stored can only be read by pages on the andovertowncouncil.gov.uk domain.

- The homepage customisation system - a cookie is used to store where you have placed the widgets on your screen and which are viewable.
- The online mapping system - a cookie is used to store the last address you searched for. The data in this cookie is encrypted. This enables individual pages to show information that is localised to your address. We do not assign a name to the address. Pressing the "clear" button on the address selector form will clear the address data from this cookie.

It is only when an individual completes a form that requests personal information or email Andover Town Council that they can be identified. When completing forms they may be asked for a variety of personal information such as name, address, post code etc.

The Council also automatically receives and records information on server logs from an individual's browser including their IP address and the page they have requested.

Questions or suggestions:

If an individual has any questions or suggestions regarding this policy or have any concerns about the processing of their personal data by Andover Town Council send an email to admin@andovertc.co.uk.

Contact information:

Individuals may write to Committee & GDPR Officer, Andover Town Council, 68b High Street, Andover, Hampshire, SP10 1NG to ask for a copy of their information. We will acknowledge their request and respond fully within forty days.

Andover Town Councillors Privacy Policy

What it covers:

This policy covers the treatment of personally identifiable information that an Andover Town Councillor collects, when you make contact both in person and in writing, when you email them. Andover Town Council holds and processes personal data in accordance with all current legislation relating to data protection.

The General Data Protection Regulation (GDPR) standardizes data protection law across all 28 EU countries and imposes strict new rules on controlling and processing personally identifiable information (PII). It also extends the protection of personal data and data protection rights by giving control back to EU residents. GDPR replaces the 1995 EU Data Protection Directive and comes into force on May 25, 2018. It also supersedes the 1998 UK Data Protection Act.

We will continually review and update this privacy policy to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

This policy explains how we use and share your information.

We record personal information if you:

- subscribe to or apply for services that require personal information,
- report a fault and give your contact details for us to respond,
- Contact us and leave your details for us to respond.

Why we collect and hold the information about you:

Information may be collected on a paper or online form, by telephone, email, or by a member of our staff, or another local authority.

Andover Town Councillors will collect, hold and use information about you, in order to:

- respond to queries and investigate concerns (casework)
- communicate council decisions that affect the local residents
- represent their ward and the people who live in it
- know their patch and be aware of any problems
- know and work with representatives of local organisations, interest groups and businesses
- represent their views at council meetings
- lead local campaigns on their behalf.

How we use your information:

Andover Town Councillors will only hold your information for as long as necessary. All councillors who have access to your personal data and are associated with the handling of that data have to respect the confidentiality of your data. All your communications to them are protected against unauthorised access by third parties.

The Councillors try to keep the information held about you accurate and up to date. If, however, you find errors or inaccuracies in your data, we will erase, complete or amend that information upon request.

We will process your information for the following purposes:

- for the service you requested.
- to allow us to be able to communicate and provide services and benefits appropriate to your needs.
- to ensure that we meet our legal obligations.
- where necessary for the law enforcement functions.
- to prevent and detect fraud or crime.
- to process relevant financial transactions including grants and payments for goods and services supplied to the Council

Information Sharing:

We may need to pass your information to other people and organisations that provide the service. These providers have to keep your details securely, and use them only to fulfil your request.

We will not sell or rent your personally identifiable information to anyone.

Protecting your information:

We have a Data Protection, Privacy Policy, Privacy Statement and a set of Information Security processes. These define our commitments and responsibilities to your privacy and cover a range of information and technology security areas.

- Information will be protected against unauthorised access.
- Confidentiality of information will be assured.
- Integrity of information will be maintained.
- Regulatory and legislative requirements will be met.
- Information security training is given to all staff.

- All breaches of information security, actual or suspected, will be reported to, and investigated by the GDPR Officer and sent to the commissioner's Office (ICO).

You have the right to:

- **information** about the processing of your personal data
- **obtain access to** the personal data held about you
- ask for incorrect, inaccurate or incomplete personal data to be **corrected**
- request that personal **data be erased** when it's no longer needed or if processing it is unlawful
- **object** to the processing of your personal data for marketing purposes or on grounds relating to your particular situation
- request the **restriction** of the processing of your personal data in specific cases
- receive your personal data in a machine-readable format and send it to another controller ('**data portability**')
- request that decisions based on **automated processing** concerning you or significantly affecting you and based on your personal data are made by natural persons, not only by computers. You also have the right in this case to express your point of view and to contest the decision.

Cookies:

A cookie is a collection of information that some websites leave on your computer to identify you if you use or return to the site. We currently use cookies in the following areas of the site;

- The page localisation system - a cookie is used to store the last address you searched for. The data in this cookie is encrypted. This enables individual pages to show information that is localised to your address. We do not assign a name to the address. Pressing the "clear" button on the address selector form will clear the address data from this cookie. For extra security, the data stored can only be read by pages on the andovertowncouncil.gov.uk domain.
- The homepage customisation system - a cookie is used to store where you have placed the widgets on your screen and which are viewable.

- The online mapping system - a cookie is used to store the last address you searched for. The data in this cookie is encrypted. This enables individual pages to show information that is localised to your address. We do not assign a name to the address. Pressing the "clear" button on the address selector form will clear the address data from this cookie.

It is only when you complete a form that requests personal information or email Andover Town Council that you can be identified. When completing forms you may be asked for a variety of personal information such as name, address, post code etc.

The Council also automatically receives and records information on server logs from your browser including your IP address and the page you requested.

Questions or suggestions:

If you have any questions or suggestions regarding this statement or have any concerns about the processing of your personal data by Andover Town Council send an email to admin@andovertc.co.uk

Contact information:

You may write to Committee & GDPR Officer, Andover Town Council, 68b High Street, Andover, Hampshire, SP10 1NG to ask for a copy of your information. We will acknowledge receipt of your request and respond fully within forty days.

GDPR PRIVACY STATEMENT

(General Data Protection Regulations)

This is a privacy statement of Andover Town Council. Our registered office address is 68b High Street, Andover, Hampshire, SP10 1NG.

INTRODUCTION

- This is a statement to inform you of our policy about all the information we record about you. It sets out the conditions under which we may process any information that we collect from you or that you provide to us. Any information that identifies you ("Personal Information") is used to provide you with the services you require.
- We regret that if there are one or more points below that you are not happy with us holding, we have to hold this under General Data Protection Regulations (GDPR) law.
- We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our websites, customers and clients are entitled to know that their personal data will not be used for any purpose other than the lawful basis upon which it was provided for.
- We undertake to preserve the confidentiality of all information that you provide to Andover Town Council.
- Our policy complies with UK law accordingly implemented including that required by the GDPR.
- The law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data. We do this now by requesting that you read the information provided at www.knowyourprivacyrights.org.
- Except as set out in our GDPR policies (which can be found at www.andover-tc.gov.uk) we do not share, sell or disclose any personal data to any other organisation or third party.

THE BASIS ON WHICH WE PROCESS INFORMATION ABOUT YOU

The law requires us to determine under which of the six defined basis, we process different categories of your personal information. If a basis on which we process your personal information is no longer relevant, your personal information will be destroyed.

If the basis changes then as required by law, we will notify you of the change and of any new basis under which your personal data is being held.

ALLOTMENTS

Data is held on an internal Town Council database/software system and is used to send you Newsletters, Yearly Invoices, Receipts, Follow-Up letters and Terminations if necessary.

Tenancy Agreements are held for 1 year after the expiry of the agreement under the GDPR guidelines (subject to change).

EMAILS & WEBSITES

If you contact the Town Council via email or our website, your personal data i.e. email address, will be kept for the time it takes to answer your enquiry, unless another lawful reason becomes apparent, which we will notify you of, after which time it will be destroyed.

For details of our full Privacy Policy, please refer to www.andover-tc.gov.uk. Alternatively, you may write to us at Andover Town Council, 68b High Street, Andover, Hampshire, SP10 1NG and we will send you a hard copy.

Andover Town Council Privacy Policy & Procedures - Staff

(1) POLICY

What it covers:

This policy covers the treatment of personally identifiable information that Andover Town Council collects when individuals are using the Andover Town Council website, when they make contact both in person and in writing, when they email us, or complete and submit an online form via our website. Andover Town Council holds and processes personal data in accordance with all current legislation relating to data protection.

The General Data Protection Regulation (GDPR) standardizes data protection law across all 28 EU countries and imposes strict new rules on controlling and processing personally identifiable information (PII). It also extends the protection of personal data and data protection rights by giving control back to EU residents. GDPR replaces the 1995 EU Data Protection Directive and comes into force on May 25, 2018. It also supersedes the 1998 UK Data Protection Act.

We will continually review and update this privacy policy to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

This policy explains how we use and share personal information.

We will record personal information if an individual:

- subscribes to or applies for services that require personal information,
- reports a fault and gives their contact details for us to respond,
- Contacts us and leaves their details for us to respond.

Why we collect and hold the information:

Information may be collected on a paper or online form, by telephone, email, or by a member of our staff, or another local authority.

- deliver public services
- confirm the individual's identity to provide some services
- contact individuals by post, email or telephone
- understand individual's needs to provide the services that they request
- understand what we can do for the individual and inform them of other relevant services and benefits
- update individual's customer record
- prevent and detect fraud and corruption in the use of public funds

- allow us to undertake statutory functions efficiently and effectively
- make sure we meet our statutory obligations
- fulfilling individual's request for information or services

How we use the information:

Andover Town Council will only hold individual's information for as long as necessary. All employees who have access to personal data and are associated with the handling of that data have to respect the confidentiality of that data. All communications to us are protected against unauthorised access by third parties.

The Council tries to keep the information we have about individuals accurate and up to date. If, however, we find errors or inaccuracies in the data, we will erase, complete or amend that information upon request.

We will process your information for the following purposes:

- for the service requested.
- to allow us to be able to communicate and provide services and benefits appropriate to their needs.
- to ensure that we meet our legal obligations.
- where necessary for the law enforcement functions.
- to prevent and detect fraud or crime.
- to process relevant financial transactions including grants and payments for goods and services supplied to the Council

Information Sharing:

We may need to pass individual's information to other people and organisations that provide the service. These providers have to keep details securely, and use them only to fulfil their request.

We will not sell or rent individual's personally identifiable information to anyone.

Protecting your information:

We have a Data Protection, Privacy Policies, Privacy Statement and a set of Information Security processes. These define our commitments and responsibilities to privacy and cover a range of information and technology security areas.

- Information will be protected against unauthorised access.
- Confidentiality of information will be assured.
- Integrity of information will be maintained.

- Regulatory and legislative requirements will be met.
- Information security training is given to all staff.
- All breaches of information security, actual or suspected, will be reported to, and investigated by the GDPR Officer and sent to the Information Commissioner's Office (ICO).

Individuals have the right to:

- **information** about the processing of their personal data
- **obtain access to** the personal data held about them
- ask for incorrect, inaccurate or incomplete personal data to be **corrected**
- request that personal **data be erased** when it's no longer needed or if processing it is unlawful
- **object** to the processing of their personal data for marketing purposes or on grounds relating to their particular situation
- request the **restriction** of the processing of their personal data in specific cases
- receive their personal data in a machine-readable format and send it to another controller ('**data portability**')
- request that decisions based on **automated processing** concerning them or significantly affecting them and based on their personal data are made by natural persons, not only by computers. They also have the right in this case to express their point of view and to contest the decision.

Cookies:

A cookie is a collection of information that some websites leave on your computer to identify you if you use or return to the site. We currently use cookies in the following areas of the site;

- The page localisation system - a cookie is used to store the last address you searched for. The data in this cookie is encrypted. This enables individual pages to show information that is localised to your address. We do not assign a name to the address. Pressing the "clear" button on the address selector form will clear the address data from this cookie. For extra security, the data stored can only be read by pages on the andovertowncouncil.gov.uk domain.
- The homepage customisation system - a cookie is used to store where you have placed the widgets on your screen and which are viewable.

- The online mapping system - a cookie is used to store the last address you searched for. The data in this cookie is encrypted. This enables individual pages to show information that is localised to your address. We do not assign a name to the address. Pressing the "clear" button on the address selector form will clear the address data from this cookie.

It is only when an individual completes a form that requests personal information or email Andover Town Council that they can be identified. When completing forms they may be asked for a variety of personal information such as name, address, post code etc.

The Council also automatically receives and records information on server logs from an individual's browser including their IP address and the page they have requested.

Questions or suggestions:

If an individual has any questions or suggestions regarding this policy or have any concerns about the processing of their personal data by Andover Town Council send an email to admin@andovertc.co.uk.

Contact information:

Individuals may write to Committee & GDPR Officer, Andover Town Council, 68b High Street, Andover, Hampshire, SP10 1NG to ask for a copy of their information. We will acknowledge their request and respond fully within forty days.

(2) DEFINITIONS

Data protection Act 1998: The Data Protection Act 1998 is a United Kingdom Act of Parliament designed to protect personal data stored on computers or in paper form by any businesses or organisations. It follows the EU Data Protection Directive 1995 protection, processing and movement of data. Individuals have legal rights to control information about them. The Act defines **eight data protection principles** to ensure that information is processed lawfully.

- Personal information must be fairly and lawfully processed.
- Personal information must be processed for limited purposes.
- Personal information must be relevant, adequate and not excessive.
- Personal information must be accurate and up to date.

- Personal information must not be kept longer than necessary.
- Personal information must be processed in line with the data subject's rights.
- Personal information must be secure.
- Personal information must not be transferred to other countries without adequate protection.

Consent Form: A form which an individual has to complete and sign, to show their permission for their personal data to be held by the relevant business or organisation. This is kept on record for the duration of the data being kept and being used solely for the purpose for which it was given. The form has to be completed freely and willingly with no pre-ticked options on it.

Lawful Basis: By law there has to be a lawful reason for any business or organisation to hold and process personal data on an individual. **There are six which are:**

- **CONSENT –** The individual has given clear consent for you to process their personal data for a specific purpose.
- **CONTRACT –** The processing is necessary for the performance of, or commencing a contract.
- **LEGAL OBLIGATION –** The process is necessary for you to comply with the law (not including contractual obligations)
- **VITAL INTERESTS –** The processing is necessary to save someone's life.
- **PUBLIC TASK –** The processing is necessary for you to perform any public functions.
- **LEGITIMATE INTERESTS –** The processing is necessary in order to pursue the legitimate interests of the data controller or third parties (unless it could unjustifiably prejudice the interests of the individual)

Freedom of Information Act 2000(FOI): This act provides the public access to information held by public authorities in two ways. Firstly, public authorities are obliged to publish certain information about their activities. Secondly, members of the public are entitled to request information from public authorities.

Subject Access Request (SAR): Under the Data Protection Act and Freedom of Information Act, an individual has the right to copies of all personal information held about them by the relevant

business or organisation. The individual must provide a request in writing and the business or organisation must comply in full within 40 days.

Information Commissioners Office (ICO): The Information Commissioner's Office (ICO) is a UK independent public body responsible for upholding information rights and data privacy.

Personal Data Breach: This is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more just about losing personal data. In the event a breach is identified, it must be reported to the ICO without undue delay, but no later than 72 hours after becoming aware of it. Failure to report the breach to the ICO can result in a significant fine up to 20 million euros or 4% of annual turnover.

(3) PROCEDURES

Keeping Personal Information secure:

- Keep passwords secure – do not share.
- Lock the computers/screens when away from your desk.
- Dispose of confidential waste securely – by shredding or use of purpose related bins.
- Be vigilant when opening emails, attachments or visiting new sites – prevents virus attacks.
- Work on a "clear desk basis" – by securely storing hard copy personal information when it is not being used.
- Visitors should be signed in and out of the premises, or accompanied in areas normally restricted to staff.
- Position screens in public occupied areas to prevent accidental disclosure of personal information.
- When attending meetings, do not have any previous meeting information concerning other individuals with you.

- Ensure you keep personal information and work related information completely separate, on your mobile phones, emails and laptops/computers.

Meeting the Reasonable Expectations of Customers and Employees:

- Only collect the personal information needed for Andover Town council business.
- To ensure personal information is current and updated promptly – for example: change of address or marketing preferences.
- To delete personal information the business no longer requires through the appropriate channel.

Disclosing Customer Personal Information over the Telephone:

- Be aware of who you are talking to on the telephone.
- Ensure you adhere to the security check measure to identify who you are talking to before giving out personal information to someone making an incoming call.
- Ensure you perform similar checks when making outgoing calls.
- Limit the amount of personal information given out over the telephone and to follow up with written confirmation if necessary.
- If in doubt, do not provide any personal information.

End of Day Clear Desk Policy:

- Ensure all paperwork is stored away in secure lockable cupboards.
- Secure waste is disposed of in the appropriate manner.
- Relevant backups have been actioned.
- All computers and laptops have been correctly logged out of and monitors switched off.

- All cupboards and desk drawers closed and locked if relevant.
- Cups and rubbish disposed of.
- Key safe locked.

** If you have any questions or concerns, please see the Committee & GDPR Officer. **

ANDOVER TOWN COUNCIL LAWFUL BASIS POLICY – CONSENT

This policy explains how we process personal information under the lawful basis of "consent" for each section of the Andover Town Council under the General Data protection Regulations (GDPR), which comes into force on 25 May, 2018.

Tenancy Allotment Agreement: We require an individual's written authorisation for Andover Town Council to record, hold and process their personal data in order to provide requested services.

Staff: We require written authorisation from a member of staff to record, hold and process their personal data in order to provide a salary, pension membership,

Planning: We require written authorisation from an individual to record and hold their personal data in order to evaluate and process their planning applications.

Youth Council: We require written authorisation from a member (aged 13 years or above) of the Youth Council to record and hold their personal information in order to keep them updated with the latest news and information on events and meetings. If the member is under the age of 13 years, then written consent will be required from the child's parent or legal guardian.

Finance: We require written authorisation from organisations, other councils and members of the public to record and hold personal information in order to send invoices and process payments for services rendered.

ANDOVER TOWN COUNCIL LAWFUL BASIS POLICY – CONTRACTUAL

This policy explains how we process personal information under the lawful basis of "contractual" for each section of the Andover Town Council under the General Data protection Regulations (GDPR), which comes into force on 25 May, 2018.

Tenancy Allotment Agreement: The individual is required to read and sign an agreement, held between the Andover Town Council and themselves, which sets out the terms and conditions for renting a plot of land for cultivating.

Staff: All employees are required to read and sign an agreement between the Andover Town Council and themselves, which sets out the terms and conditions of their Contract of Employment.

Planning: Not applicable (subject to change)

Youth Council: Not applicable (subject to change)

Finance: Not applicable (subject to change)

ANDOVER TOWN COUNCIL LAWFUL BASIS POLICY – LEGAL OBLIGATION

This policy explains how we process personal information under the lawful basis of "legal obligation" for each section of the Andover Town Council under the General Data protection Regulations (GDPR), which comes into force on 25 May, 2018.

Tenancy Allotment Agreement: Not applicable (subject to change)

Staff: As an employer, Andover Town Council needs to process personal information in order to comply with its legal obligation to disclose employee salary details to HMRC.

Planning: Not applicable (subject to change)

Youth Council: Not applicable (subject to change)

Finance: Not applicable (subject to change)

ANDOVER TOWN COUNCIL LAWFUL BASIS POLICY – PUBLIC INTERESTS

This policy explains how we process personal information under the lawful basis of "public interests" for each section of the Andover Town Council under the General Data protection Regulations (GDPR), which comes into force on 25 May, 2018.

Tenancy Allotment Agreement: Not applicable (subject to change)

Councillors: Andover Town Council is required to process personal information of a newly appointed councillor or town mayor, in order to advise the members of the public.

Planning: Andover Town Council will process personal information in order to inform members of the public of forthcoming planning applications that they may potentially be affected by.

Youth Council: Not applicable (subject to change)

Finance: Not applicable (subject to change)

ANDOVER TOWN COUNCIL LAWFUL BASIS POLICY – VITAL INTERESTS

This policy explains how we process personal information under the lawful basis of "vital interests" for each section of the Andover Town Council under the General Data protection Regulations (GDPR), which comes into force on 25 May, 2018.

Tenancy Allotment Agreement: Not applicable (subject to change)

Staff: Andover Town Council is required to process personal information of an employee, in an event such as an accident during work time, in order to assist the emergency services.

Planning: Not applicable (subject to change)

Youth Council: Andover Town Council is required to process personal information of a member of the Junior Youth Council, in an event such as an accident during a meeting or outing, regardless of where it took place, in order to assist the emergency services.

Finance: Not applicable (subject to change)

ANDOVER TOWN COUNCIL LAWFUL BASIS POLICY – LEGITIMATE INTERESTS

This policy explains how we process personal information under the lawful basis of "legitimate interests" for each section of the Andover Town Council under the General Data protection Regulations (GDPR), which comes into force on 25 May, 2018.

Tenancy Allotment Agreement: Not applicable (subject to change)

Staff: Not applicable (subject to change)

Planning: Not applicable (subject to change)

Youth Council: Not applicable (subject to change)

Finance: Not applicable (subject to change)

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ANDOVER TOWN COUNCIL

STANDING ORDERS

MAY 2018

How to use model standing orders

Standing orders are the written rules of a local council. They are used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of a council but they may refer to them. A local council must have standing orders for the procurement of contracts.

Meetings of full council, councillors, the Responsible Financial Officer and Proper Officer are subject to many statutory requirements. A council should have standing orders to confirm those statutory requirements. A council should have standing orders to control the number, place, quorum, notices and other procedures for committee and sub-committee meetings because these are subject to fewer statutory requirements. If it does not, committees and sub-committees may adopt their own standing orders.

Model standing orders that are in bold type contain statutory requirements. It is recommended that councils adopt them without changing them. Other model standing orders not in bold are designed to help councils operate effectively but do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. For convenience, the word "councillor" is used in model standing orders and includes a non-councillor with or without voting rights unless otherwise stated.

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes the term 'OR' provides alternative options for a council to choose from when determining standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the Responsible Financial Officer.

Model financial regulations are available to councils in membership of the National Association of Local Councils (NALC) or One Voice Wales (OVW).

Index of model standing orders

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5	Items included on the agenda	23	Financial controls & procurement
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7	Motions not requiring written notice	25	Restrictions on councillor activities
8	Handling confidential or sensitive information	26	Council Business
9	Rules of debate	27	Handling staff matters
10	Code of Conduct & dispensations	28	Requests for information
11	Code of Conduct Complaints	29	Relations with the press/media
12	Questions	30	Communicating with County and Borough Councillors
13	Draft Minutes	31	Standing Orders Generally
14	Disorderly conduct	32	Management of Information
15	Previous resolutions	33	Responsibilities to Provide Information
16	Voting on appointments	34	Responsibilities under Data Protection Legislation
17	Expenditure		
18	Execution & sealing of legal deeds		

1 Meetings

Mandatory for full Council meetings

Mandatory for committee meetings

Mandatory for sub-committee meetings

a Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.

b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.

d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

f The period of time designated for public participation at a meeting in accordance with standing order 1(e) above shall not exceed (15) minutes unless directed by the chairman of the meeting.

g Subject to standing order 1f above, a member of the public shall not speak for more than (3) minutes unless directed by the chairman of the meeting.

h In accordance with standing order 1(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

i Reporting in any format, including filming, photographing, recording, broadcasting or transmitting the proceedings of any meeting of Council, or a committee or sub-committee should be conducted in accordance with Andover Town Council's Media Protocol for Reporting at Meetings.

m The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

n Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).

o The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

p Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.

q The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

See standing orders 2(f) and (g) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.

r Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

s The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;
ii. the names of councillors present and absent;
iii. interests that have been declared by councillors and non-councillors with voting rights;
iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
v. if there was a public participation session; and
vi. the resolutions made.

t A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

u No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.

See standing order 19d(viii) below for the quorum of a committee or sub-committee meeting.

v If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

w A meeting shall not exceed a period of 2 hours.

2 Ordinary Council meetings

a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.

b In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.

c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.

d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.

e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.**

f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**

g **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**

j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the Council, the order of business of the annual meeting shall include:

i. **In an election year, delivery by the Chairman of the Council and Councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
ii. Confirmation of the accuracy of the minutes of the last meeting of the Council
iii. Receipt of the minutes of the last meeting of a committee
iv. Consideration of the recommendations made by a committee;
v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
vi. Review of the terms of reference for committees;
vii. Appointment of members to existing committees;
viii. Appointment of any new committees in accordance with standing order 19;
ix. Review and adoption of appropriate standing orders and financial regulations;
x. Review of arrangements, including any charters and agency agreements, with other local

authorities and review of contributions made to expenditure incurred by other local authorities;

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. (In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and assets including buildings and office equipment;

xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;

xv. Review of the council's and/or staff subscriptions to other bodies;

xvi. Review of the council's complaints procedure;

xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;

xviii. Review of the council's policy for dealing with the press/media; and

xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

3 Proper Officer

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.
See standing order 1(b) above for the meaning of clear days for a meeting of a full council and standing order 1(c) for a meeting of a committee.

ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee** or a sub-committee **(provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**
See standing order 1(b) above for the meaning of clear days for a meeting of a full council and standing order 1(c) above for a meeting of a committee.

iii. subject to standing order 6 below, include on the agenda all motions in the order received unless a councillor has given written notice at least 2 days before the meeting confirming his withdrawal of it;

iv. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**

v. facilitate inspection of the minute book by local government electors;

vi. **receive and retain copies of byelaws made by other local authorities;**

vii. retain acceptance of office forms from councillors;

viii. retain a copy of every councillor's register of interests;

ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;

x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;

xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;

xii. arrange for legal deeds to be executed;
See also standing order 18 below.

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;

xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;

xv. refer a planning application received by the council to Chairman and Vice-Chairman of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning committee;

xvi. manage access to information about the council via the publication scheme; and

xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.
See also standing order 18 below.

4 Responsible Financial Officer

a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

5 Items Included on Agendas

a. All requests for items to be included on agendas should be submitted to the Town Clerk direct.
b. The Town Clerk will determine whether the request is appropriate by considering the Town Council's legal duties and obligations
c. All requests must be submitted 10 clear working days before any Committee or Council meeting date to ensure that an informed report can be completed and the item included on the agenda within the legal time frame for the publication of the agenda.
d. The Town Clerk will determine the appropriate committee to consider the request and discuss with the relevant Chairman.
e. Each Committee is responsible for developing its own workplan in consultation with the Town Clerk.

6 Motions for a meeting that require written notice to be given to the Proper Officer

a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover and seconder have given written notice of its wording to the Proper Officer at least 10 clear working days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 6(b) above, correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 6(b) above

is not clear in meaning, the motion shall be rejected until the mover and seconder of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 9 clear days before the meeting.

e If the wording or subject of a proposed motion is considered unlawful, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected. If the motion is rejected on this basis the mover and seconder shall be notified.

f Subject to standing order 6(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

i If a motion or recommendation comes under the Terms of Reference of a Committee or Sub Committee of the Council, it will, be referred without discussion to a Committee or Sub-Committee determined by the Council for report, by the Proper Officer, provided that the Chairman or the Committee or Sub-Committee agrees.

7 Motions at a meeting that do not require written notice

a The following motions may be moved at a meeting without written notice to the Proper Officer;

i. to correct an inaccuracy in the draft minutes of a meeting;
ii. to move to a vote;
iii. to defer consideration of a motion;
iv. to refer a motion to a particular committee or sub-committee;
v. to appoint a person to preside at a meeting;
vi. to change the order of business on the agenda;
vii. to proceed to the next business on the agenda;
viii. to require a written report;
ix. to appoint a committee or sub-committee and their members;
x. to extend the time limits for speaking;
xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
xii. to not hear further from a councillor or a member of the public;
xiii. to exclude a councillor or member of the public for disorderly conduct;
xiv. to temporarily suspend the meeting;
xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
xvi. to adjourn the meeting; or
xvii. to close a meeting.

b. If a motion falls within the Terms of Reference of a committee or sub-committee or within delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee

provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

8 Handling confidential or sensitive information

a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.

b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

9 Rules of debate at meetings

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.

h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.

j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.

k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;
ii. to move or speak on another amendment if the motion has been amended since he last spoke;
iii. to make a point of order;
iv. to give a personal explanation; or
v. in exercise of a right of reply.

p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

q A point of order shall be decided by the chairman of the meeting and his decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;
ii. to proceed to the next business;
iii. to adjourn the debate;
iv. to put the motion to a vote;
v. to ask a person to be no longer heard or to leave the meeting;
vi. to refer a motion to a committee or sub-committee for consideration;
vii. to exclude the public and press;
viii. to adjourn the meeting; or
ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.

s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

t Excluding motions moved under standing order 9(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

10 Code of conduct and dispensations

See also 1(t) above

a All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the council.

b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by the Proper Officer] and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
iii the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
iv an explanation as to why the dispensation is sought.

g Subject to standing orders 10(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

h A dispensation may be granted in accordance with standing order 10(e) above if having regard to all relevant circumstances the following applies:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or

ii, granting the dispensation is in the interests of persons living in the council's area or

iii. it is otherwise appropriate to grant a dispensation.

11 Code of conduct complaints

a Upon notification by the County or Borough that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to

standing order 8 above, report this to the council.

b Where the notification in standing order 11(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 11(d) below.

c The council may:

i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

12 Questions

a A councillor may seek an answer to a question concerning any business of the Council provided 3 clear days' notice, before the meeting, of the question has been given to the Proper Officer.

b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.

c Every question shall be put and answered without discussion.

13 Draft Minutes

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 7(a)(i) above.

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the

minutes are confirmed as an accurate record of the proceedings."

e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14 Disorderly conduct

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 14(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

15 Previous resolutions

a A resolution shall not be reversed within 6 months except either by a motion, which requires written notice given to the Proper Officer at least eight days before a meeting of Full Council at which it is to be considered and has the names of at least 10 councillors, or by a motion moved in pursuance of the report or recommendation of a committee.

b When a motion moved pursuant to standing order 15(a) above has been disposed of, no similar motion may be moved within a further 6 months.

16 Voting on appointments

a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

17 Expenditure

a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.

b **The Council's financial regulations shall be reviewed once a year.**

c The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

18 Execution and sealing of legal deeds

See also standing order 3(b)(xii) and 3 (b) (xvii) above

a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

b **Subject to standing order 18(a) above, any two councillors, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

19 Committees and sub-committees

a**. Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b**. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**

c**. Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d. The quorum of a committees, sub-committee, shall be one-third of the membership plus one and where a sub-committee comprises an odd number, the higher number will be taken.

e. The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;
ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
iv. shall, subject to standing orders 19(b) and (c) above, appoint and determine the terms of office of members of such a committee;
v. may, subject to standing orders 19(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;

vi. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
viii. shall determine if the public may participate at a meeting of a committee;
ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
xi. may dissolve a committee.
xii. The membership of Committees, Sub-Committees and Working Groups, should reflect the political composition of the Council. Any changes will be dealt with by Full Council.
xiii. Urgent action taken by the Responsible Officer in consultation with the appropriate Chairman will be reported to the next meeting of the relevant Committee or Sub-Committee.

20 Extraordinary meetings

a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**

c The Chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or sub-committee at any time.

d If the Chairman of a committee or a sub-committee does not, or refuses to, call an extraordinary meeting within 14 days of having been requested by to do so by 3 councillors, those 3 councillors may convene an extraordinary meeting of a committee or a sub-committee. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 3 councillors.

e If a person or persons decide to call an extraordinary meeting, the Responsible Officer must be

informed of that decision with clear description of the important business. The Responsible Officer will then make sure that the notices and summonses, giving three clear working days' notice of the extraordinary meeting is published and sent as soon as practical.

f An extraordinary meeting called with less than one months' notice will usually be held at the Council Offices.

21 Advisory committees

See also standing order 1 above

a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.

b Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

c The name, number of members and any bodies/organisations invited to nominate shall be specified.

22 Accounts and accounting statements

a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).

b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the council's receipts and payments for each quarter;
ii, the council's aggregate receipts and payments for the year to date;
iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and

ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

23 Financial controls and procurement

a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and

v. procurement policies (subject to standing order 23(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £2,500.

b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £2,500 shall be procured on the basis of a formal tender as summarised in standing order 23(d) below.**

d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.

e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

24 Estimates/precepts

a **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.

b Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than 15 September (or next working day).

25 Restrictions on Councillor activities

a Unless authorised by a resolution, no individual councillor shall:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or

ii. issue orders, instructions or directions (Including to Council staff) unless authorised to do so by the Council or the relevant Committee or Sub-Committee

26 Council Business

a No member of the Council or Committee, Sub-Committee or Working Group shall disclose to any person, in any form, who is not a member of the Council, Committee or Working Group, any business that is declared confidential by the Council, Committee or Working Group.

b A councillor in breach of the provisions of standing order 26(a) above or the code of conduct may be removed from a committee, sub-committee or Working Group by a resolution of the Council.

27 Handling staff matters

a A matter personal to a member of staff that is being considered by a meeting of the Staffing sub-committee is subject to standing order 8 above.

b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the Chairman or, if he is not available, the Chairman of Staffing Sub-Committee of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Sub- Committee at its next meeting.

c The Chairman of Staffing Sub-Committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by Staffing Sub-Committee.

d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee shall contact the chairman of the Staffing Sub-Committee or in his absence, the vice-chairman of the Staffing Sub-Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Sub-Committee.

e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by an employee relates to the chairman or vice-chairman of the Staffing Sub- Committee, this shall be communicated to another member of the Staffing Sub-Committee, which shall be reported back and progressed by resolution of the Policy and Resources Committee.

f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.

g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.

h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 29(f) and (g) above if so justified.

i Access and means of access by keys and/or computer passwords to records of employment

referred to in standing orders 29 (g) and (h) above shall be provided only to the Town Clerk and/or the Chairman of the Council OR the Chairman of the Staffing Sub-Committee.

28 Requests for information

a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.

b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Policy and Resources committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

29 Relations with the press/media

a Requests from the press or other media for an oral or written statement or comment from the Council shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

30 Communicating with District and County Councillors

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillors of the Borough and County Council representing -the area of the council.

b Unless the Council determines otherwise, a copy of each letter sent to the County Council or Borough Council shall be sent to the Ward Councillor representing the area of the Council.

31 Standing Orders generally

a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least (3) councillors to be given to the Proper Officer in accordance with standing order 6 above.

c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as

possible after he has delivered his acceptance of office form.

d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

32 Management of Information

a. The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

b. The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if it is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

c. The agenda, the papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

d. Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

33 Responsibilities to Provide Information

a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

34 Responsibilities under Data Protection Legislation

a. The Council shall appoint a Data Protection Officer.

b. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.

c. The Council shall have policies and procedures in place for responding to and managing a personal data breach.

d. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

e. The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

f. The Council shall maintain a written record of its processing activities.

ANDOVER TOWN COUNCIL

ALLOTMENTS COMMITTEE
DRAFT TERMS OF REFERENCE

This committee will comprise of up to 9 Members of the Council.
The quorum of the committee will be 1/3 its Membership + 1.

The committee shall appoint an Elected Member as its Chairman
The committee shall appoint an Elected Member as its Vice Chairman

The committee will meet 4 times per year or as required.

Terms of Reference
To monitor and review the Allotment Rules and Regulations, other than those determined by Council, for consideration by Council for Allotment provision in Andover, agree and authorise maintenance works, develop partner relationships with other local organisations for the provision of leisure gardens (allotments) in Andover and monitor and maintain the Budget for allotment provision.

To develop, monitor and or review the following and make recommendations to full Council as per Standing Orders:

To have delegated authority to carry out the following:

1. Approval of maintenance works for the provision of the Allotment Service, within the Allotments Budget
2. To recommend to full Council to release Earmarked Reserves for specific capital expenditure for allotment maintenance.
3. To monitor day to day maintenance within the Budget and to agree Capital Expenditure
4. To investigate further areas for allotment provision in Andover

<u>Finance</u>

1. To be responsible for the following Budget Heads and approve expenditure accordingly:

INCOME
3050 – Allotment Rents
3051 – Deposit Credit Interest
3052 – Deposit Direct Payment

EXPENDITURE
4500 – Allotment Service

<u>Urgent Matters</u>
To provide any two elected members, normally the Chairman and the Vice Chairman of the Allotment Committee to be consulted by the Allotment Officer and Town Clerk to deal with urgent matters in relation to the Terms of Reference of the Allotment Committee which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council or Committee meeting.

APPENDIX C

ANDOVER TOWN COUNCIL

ASSETS & COMMUNITIES COMMITTEE
DRAFT TERMS OF REFERENCE

This committee will comprise of up to 10 Members of the Council.
The quorum of the committee will be 1/3 its Membership + 1.

The committee shall appoint an Elected Member as its Chairman
The committee shall appoint an Elected Member as its Vice Chairman

Terms of Reference
To address and where appropriate, formulate policy regarding Assets provided by the Council and develop schemes and projects for Town Development. To address and where appropriate, formulate policy regarding public relations and public engagement by the Council and develop schemes and projects for ongoing publicity of council activities;

To develop, monitor and or review the following and make recommendations to Full Council if projects fall outside delegated Budget as per Standing Orders:

Assets & Amenities

1. To investigate the possible management/ownership of assets in Andover
2. To investigate and exercise the Town Council's Community Right to Bid
3. To support Andover and promote local facilities, including conferences and local shopping
4. To ensure the proper management of the property and amenities owned, controlled or provided by the Town Council
5. To maintain an overview of the Council's assets and potential assets (including services) and report to Council on their impact and effectiveness
6. To negotiate the transfer or management of assets to Andover Town Council from Principal Authorities and other local councils under the guidance of the Responsible Officer.
7. To develop and manage the Christmas Lights

Communications

1. To develop strategy on media relations, and to formulate policy on public participation.
2. To act as a channel for communication with external partners
3. To oversee the maintenance and development of the Council's Website
4. To monitor the Resilience Plan for Andover (managed by other authorities) and ensure Andover Town Council is kept up to date with any actions required.

Business Plan

1. To organise and oversee the Business Plan process throughout the year.
2. To encourage the citizens of Andover to play a major role in shaping the future Business Plan
3. To review progress of current elements of the Business Plan and suggest modifications to Full Council

Events

1. To Co-ordinate and monitor any events the Council conducts or takes part in and to ensure that such activity is publicised

2. To ensure the Working Group, organising the event, provides regular update reports and project plan to ensure funding is correctly spent.

Grants

1. To oversee and publicise the Smaller Grant Funding the Council releases each year.
2. To oversee and publicise the Community Grant Funding the Council releases each year.
3. To appoint a Working Group to assess applications for funding.
4. To make decisions for awarding both Smaller Grants, Community Grants and Andover Challenges Programme on behalf of the Council, within the Grant budget.

Finance

To be responsible for the following Budget Heads and approve expenditure accordingly:

INCOME
3025/1 – Mayors Charities
3025/2 – Grants – A-Fest
3025/3 – Grants – Shilling Fair
3025/4 – Sponsorship
3025/5 – A-Fest Event
3025/6 – Shilling Fair Event
3025/7 – Mayors Events
3025/8 – Youth Council
3025/9 – Defibrillator

EXPENDITURE
4700 – Town Centre Development
4700/1 – Notice Boards
4700/2 – Christmas Lights
4700/3 – A-Fest
4700/4 – Shilling Fair
4700/5 – Youth Council
4700/6 – Town Centre Management
4700/7 – Projects

4701 – Website
4701/1 – Website Hosting
4701/2 – Email Provision
4701/3 – Newsletter

4702 – Town Mayor
4702/1 – Town Mayor Badge & Regalia
4702/2 – Town Mayors Allowance

4703 – Grants
4703/1 – Small Grants
4703/2 – Community/Larger Grants
4703/3 – Grants Section 137

4703/4 – Andover Challenges Programme

4704 – Assets
4704/1 – New Building Fund
4704/2 – Bus Shelters

Urgent Matters
To provide any two elected members, normally the Chairman and the Vice Chairman of the Assets & Communities Committee to be consulted by the Town Clerk to deal with urgent matters in relation to the Terms of Reference of the Assets & Communities Committee which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council or Committee meeting.

APPENDIX C

ANDOVER TOWN COUNCIL
PLANNING COMMITTEE
DRAFT TERMS OF REFERENCE

The Committee will comprise of up to 10 Elected Members.
The quorum of the Committee shall be a minimum of 3 Members if the Committee.
All Members of Planning Committee must attend training on Planning Matters provided by either Test Valley Borough Council or the Hampshire Association of Local Councils.

The committee shall appoint an Elected Member as Chairman.
The committee shall appoint an Elected Member as Vice-Chairman.

Terms of Reference

To make observations on all planning applications and planning issues, including Development Briefs, Local Plans, Structure Plans and Development Control and to make site visits where necessary. To formulate plans for the allocation of 106 and CiL monies and to monitor any spending of monies, reporting back to full Council as necessary.

To have delegated authority to carry out the following:

Planning Matters

a) To consider all planning applications submitted to Andover Town Council by Test Valley Borough Council and Hampshire County Council and comment thereon within the prescribed time limits and make observations in consultation with the adopted Local Plans.
b) To monitor the future social, community and cultural implications of residential development.
c) To consider the implications of local and strategic plans and comment thereon within the prescribed time limits.
d) To represent the views of the Town Council at planning appeals and representation to Test Valley Borough Council regarding planning and development matters and encourage consultation with the Planning Authority and developers where appropriate.
e) To inform the community of Andover on major planning issues and to encourage participation in decision making.
f) To have delegated authority to exercise the Town Council's statutory right to be notified of planning applications.
g) To make observations on all planning applications notified by the Planning Authorities.
h) To make observations on all telecommunication proposals received by Andover Town Council.
i) To make observations on all Street Naming, Street Trading, Table & Chair Licencing and Licencing applications relevant to the Andover area received by the Town Council.
j) To submit the Council's observations to the relevant planning authorities.
k) To hear preliminary proposals for development within Andover
l) To represent the Council at Development Forums and Planning Authority Site Visits and Planning Committee Meetings.
m) To consider the environmental impact of planning proposals in Andover and adjacent parishes.
n) To respond to any consultations or matters on traffic and transport affecting the Town Council area.
o) To respond to any consultations or matters on Minerals affecting the Town Council area.
p) To refer any of the above matters to Full Council for debate and decision.

The Planning Committee may only express the approved views and observations of the Planning Committee or Council.

Representation at Outside Bodies may be undertaken by delegated Elected Members or Officers of Andover Town Council.

Neighbourhood Plan (or other approved plan)
To have delegated authority to oversee a Neighbourhood Plan or other approved plan as agreed by full Council. To make regular reports back to full Council and to ensure any requirements for decisions are brought before full Council for completion.

Finance
To have delegated authority for the following budget heads:

INCOME
3010 – Section 106 Monies
3011 – CiL Monies
3012 – Neighbourhood Plan

EXPENDITURE
4800/1 – 106 Monies
4800/2 – CiL Monies
4800/3 – Neighbourhood Plan

ANDOVER TOWN COUNCIL

POLICY & RESOURCES COMMITTEE
TERMS OF REFERENCE

This committee will comprise of up to 10 Members of the Council.
The quorum of the committee will be 1/3 its Membership + 1.

The committee shall appoint an Elected Member as its Chairman
The committee shall appoint an Elected Member as its Vice Chairman

Terms of Reference
To address, formulate policy for consideration by Council; to be responsible for the Council's overall financial budget; to secure the good governance of the Council's affairs, including the management of staffing and appointments, committee arrangements and day to day business.

To develop, monitor and or review the following and make recommendations to full Council as per Standing Orders:

Policy & Procedures

1. To identify key policy issues facing the Council and to formulate, for the Council's consideration, its strategies and timetables for dealing with them
2. To make recommendations to Council on changes and to review Standing Orders and Financial Regulations
3. To ensure the Council is adequately resources to achieve its aims and objectives, powers and duties of the Council and Standing Committees if relevant
4. In consultation with the Responsible Officer, to agree the principles of the Management of Committee business
5. To review the Council's Risk Management Strategy and recommend to Council accordingly
6. To maintain and review the Council's strategic objectives and performance
7. To assist the Town Clerk with the formulation of the Annual Report

Finance

To be responsible for the following Budget Heads and approve expenditure accordingly:

INCOME
3000 – Precept
3001 – Bank Interest
3002 – Other Grants Received
3003 – VAT refund
3004 – VAT Write-off
3005 – Waste Removal
3006 – Photocopying

EXPENDITURE
4000 – Corporate Management
4000/1 – Accounts Support
4000/2 – Bank Charges

4000/3 – Legal & Professional Fees
4000/4 – Audit Fees
4000/5 – IT Support & Equipment

4100 – Democratic Representation
4100/1 – Members Training & Courses
4100/2 – Members Travel
4100/3 – Public Building Hire

4200 – Administration Rechargeable (Staffing)
4200/1 – Payroll
4200/2 – Staff Training
4200/3 – Staff Travel

4210 – Administration Rechargeable
4210/1 – Petty Cash
4210/2 – Subscriptions/Memberships
4210/3 – Insurance
4210/4 – Other Advertising

4705 – Offices
4705/1 – Office Sundries
4705/2 – Rent-Office
4705/3 – Rates-Office
4705/4 – Water Rates-Office
4705/5 – Gas & Electricity-Office
4705/6 – Telephone & Broadband
4705/7 – Photocopying
4705/8 – Stationery
4705/9 – Postage
4705/10 – Office & Equipment Maintenance
4705/11 – New Equipment & Furniture
4705/12 – Waste Removal

1. To review the Council's Financial Plan and Strategy
2. To prepare annual budgets reflecting the Council's agreed strategy and priorities for approval by Council and recommendation of the Precept to Council
3. To secure effective control of expenditure authorising items of expenditure on behalf of the Council and scrutiny of expenditure against budgets throughout the year
4. To recommend to full Council the use of financial reserves
5. To make recommendation to Council on charges and fees of Council services
6. Treasury Management
7. Leasing, loans and finance
8. To appoint an Independent Internal Auditor for the accounts and procedures of the Council
9. To consider the audited accounts and report back to Council
10. To oversee the Council's banking and investment arrangements and keep investment policy under review

Insurance

To ensure that the Council is fully covered by Insurance to carry out all its functions as a Local Authority

Human Resources

1. To review and maintain Staffing Levels at appropriate levels to deliver services
2. To approve the Grading of Staff and level of remuneration based on the National Joint Committee Regulations (NJC Green Book) and the Terms and Conditions in line with the Society of Local Council Clerks (SLCC)
3. To appoint a small Panel to undertake the Annual Appraisal of the Town Clerk
4. To undertake recruitment procedures, equal opportunity statements and guidelines on employment practice
5. To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees

Member Services

1. To oversee and approve a programme for Members Training
2. To oversee provision for Members Services

Urgent Matters

To provide any two elected members, normally the Chairman and the Vice Chairman of the Policy & Resources Committee to be consulted by the Town Clerk to deal with urgent matters in relation to the Terms of Reference of the Policy & Resources Committee which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council or Committee meeting.

APPENDIX C

ANDOVER TOWN COUNCIL

STAFFING SUB-COMMITTEE
DRAFT TERMS OF REFERENCE

This committee will comprise of 5 Members of the Council.
The quorum of the committee will be 1/3 its Membership + 1.

The committee shall appoint an Elected Member as its Chairman
The committee shall appoint an Elected Member as its Vice Chairman

Its Officer will be the Town Clerk

Regularity of Meetings: To meet at least once a year and then as required by arrangement with the Town Clerk

Terms of Reference

Compliance with Legislation

1. To ensure that the Council through its Officers complies with current employment legislation
2. To ensure that the Council fulfils its corporate statutory responsibilities with regards to the employment of all staff
3. To review all Human Resources Policies and make recommendations to the Policy & Resources Committee

Staffing Levels, Recruitment and Retention

1. To make recommendations to the Policy and Resources Committee on staffing levels for the Council
2. To make recommendations to the Policy and Resources Committee on levels of salaries and wages, pay increases, bonuses and other staffing benefits
3. To form a recruitment and selection panel for all staffing posts
4. To appoint at least one member to sit with the Town Clerk during all staffing appointments

Training and Development

To review staff training and development needs as identified by the Town Clerk and the Council

Performance Management

1. To appoint a small panel of no more than three members as an appraisal panel for the Town Clerk
2. To negotiate and agree performance targets with the Town Clerk

Employee Relations

1. To mediate when required between officers and members the balance of an achievable work load
2. To appoint a panel of three members to consider any grievances by staff in line with the Council's Human Resources Policies
3. To appoint a panel to hear appeals on personnel issues.

ANDOVER TOWN COUNCIL

D

Report

Internal Audit and Timetable for End of Year 31 March 2018	
Produced for: Policy and Resources Committee	**Date of Report:** 24 April 2018

Summary of Key Issues

To note the timetable for the Internal and External Audit (Annual Governance and Accountability Return 2017/2018 Part 3 (AGAR)) for the Town Council.

Background

The Town Council is expected to follow specific dates for the provision of its Year End accounts and the Town Clerk has drawn up a timetable to allow for the management of the various aspects of the Audit and Year End Annual Return.

Internal Audit and Annual Return Timetable for End of Year 31 March 2018

Date	Item/Activity	Comments
27 February 2018	Initial Pre-Internal Audit for YE 31.03.2018	The Internal Auditor will carry out the bulk of the Internal Audit in preparation for signing off the Annual Return after 31.03.2018
14 June – 13 July 2018	Display Notice	The Notice for the Audit of the Council must be displayed for this period of time.
1 June 2018	Preparation for Internal Audit	This usually takes about 3 hours for the Town Clerk to gather all papers together for inspection
4 June 2018	Internal Audit	This will take about 8 hours and will require the Town Clerk and Allotment Officers to be on call.
14 June 2018	Make records available	The Council must ensure that all its accounting records are available for inspection by the public, if requested, for three weeks
14 June 2018	P & R Meeting: I A Report & Annual Return	To approve and recommend to full Council the recommendations of the Internal Audit Report To approve and recommend to full Council the Annual Governance and Accountability Return 2017/2018 Part 3.
21 June 2018	Full Council Meeting: I A Report & A G A Return	To approve the Internal Auditors report and the Annual Governance and Accountability Return 2017/2018 Part 3.
By 27 June 2018	Send A G A Return to External Auditors	The A G A Return includes all the paperwork requested including bank statements and variation explanations
30 June 2018	Annual Return with External Auditors	This is the final date for the A G A Return to be with the External Auditors

28 September 2018	Publication of the AGAR after completion of Annual Review	This is when the AGAR is open to be viewed by the public having been returned from the External Auditors with any recommendations or reports

Financial Implications

If the Town Council fails to return papers to the External Auditors by the dates above, there may be financial implications up to the value of £350.

Policy Implications

The Town Council must comply by the above dates in order to meet its statutory duties.

As specified by the Governance and Accountability for Smaller Authorities in England (March 2018) approval of the accounts must take place by Sunday 30 September 2018.

Recommendations

To note the above timetable and implications for the Town Council and its officers.

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 68 B, High Street, Andover, Hampshire. SP10 1NG.
Tel: 01264 335592
Email: townclerk@andovertc.co.uk
Website: www.andover-tc.gov.uk

Distribution: To all Councillors

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28 February 2018

The Town Clerk

Andover Town Council

First Floor Offices

66c High Street

Andover

Hants

SP10 1NG

Dear Wendy

Interim Internal Audit Letter Report for Andover Town Council (December 2017 – January 2018) 2017/18

This is the second visit to take place covering the period December 2017 – January 2018 to check that the Town Council adhere to the requirements set out in the Governance and Accountability document for Smaller Authorities in England ensuring that compliance is maintained.

An Internal Audit testing strategy is set out in the current Governance and Accountability document for Smaller Authorities in England appendix 5. This covers a "suggested approach to internal audit testing" covering 10 aspects ranging from Proper bookkeeping right through to Year-end procedures. Our Internal Audit testing is based on this approach.

At this visit a series of independent audit tests were then undertaken using the various financial records, vouchers, documents, Minutes, previous audit reports to ascertain the efficiency and effectiveness of these internal controls.

We noted from discussion with the Town Clerk that the Town Council are working towards restructuring their Committee in 2018/2019. This in turn will require some adjustments when reporting budgetary information to the Town Council. The Town Clerk will need to contact the software provided AdvantEdge to request some changes to the coding structure which can be reformatted to provide the information to the Town Council. It is suggested that discussions with AdvantEdge should take place in early 2018/2019 so that preparation can be made to ensure that the new software format is introduced once the new Committee structures are in place.

As part of the Internal Audit Reviews we checked that:

Bank Reconciliations

• the financial totals as at 30 November 2017 brought forward are accurately shown in the Cash Books.
• all un-presented cheques and un-banked income was checked to bank statements and any that remain outstanding were checked to the bank reconciliation at 31 December 2017.
• all direct debits, standing orders, transfers were checked and accounted for in the period 1 December 2017 through to 31 January 2018.
• all bank paying in slips were banked and agreed to bank statements in the period 1 December 2017 through to 31 January 2018.
• bank reconciliations for all bank accounts had been carried out between 1 December 2017 to 31 January 2018, and totals agreed to those shown in Cash Books.

Audit Note: It is noted that the balance held on the Unity Trust Bank Current Account No 20934109 at the 31 January is £430,238.32, and the Unity Trust Deposit Account No 20334112 has a balance of £5069.19.
We understand from the Town Clerk that the Town Council will consider it's Investment Strategy at their March 2018 Town Council meeting.
Audit Note: It was also noted that there are some un-reconciled entries to be resolved from the bank reconciliation as at the 31 January 2018. We also noted that the Unity Trust Deposit Account No 20334112 details shown in the cash book are not yet showing the correct balance for £5069.19 as at the 31 January 2018. These were discussed with the Town Clerk who will ensure that these are adjusted before the 31 March 2018

Recommendation
We continue to recommend that:

- **the Town Council adopt an Investment Strategy to ensure that it maximises its return on investments but should also be mindful of spreading its investment portfolio to minimise the risk of loss so it can recover the maximum amounts under the Financial Services Compensation Scheme.**

Income and Expenditure

• all un-presented cheques and un-banked income information as at 31 January 2017 was checked to ensure that the details are accurately recorded in the Town Council records.
• all Remittance Advices were checked and agreed to the Cash Books and bank statements for the period 1 December 2017 – 31 January 2018.

VAT
•we noted reimbursements for VAT have been processed during the period for October – December 2017 in the sum of £5,863.12 although this reimbursement has not yet been received from HMRC. We checked to ensure that all the VAT elements were correctly recorded from the Invoices for the same period.

BACS Payments
• A test check of the invoice payment file was carried out (December 2017 to January 2018) to ensure that the totals paid by cheques and BACS were authorised and matched the payment vouchers held on the file. We also checked that the BACS payments were correctly recorded on the bank statements to confirm the accuracy of payments made.

Allotment Income

•a test check of allotment income for all sites was carried out to agree that the details recorded on the Allotment spreadsheet matched to the income received in the Town Council Unity Trust Bank Account for those sums due in 2017/2018.

Audit Note: A list of allotment holders who have yet to pay their rental for 2017/18 was noted with 22 allotment holders in total outstanding.

The Allotment Officer is continuing to follow up those who have yet to pay and will ensure that these are paid up and cleared by the 31 March 2018.

Minutes of the Town Council

• We checked from the Minutes of the Town Council and Committees for decisions and approvals for the period December 2017 – January 2018.

Audit Opinion

It is our opinion that the various records and procedures in place for the Council provide an adequate standard of control with the exception of the Investment and Reserves policies that is to be addressed by the Town Council at their meeting in March 2018 to ensure that the internal control framework remains fit for purpose.

All other minor queries were resolved during the course of the audit for the period December 2017 to January 2018 for the various transactional elements.

This letter report should be noted and taken to the next meeting of the Policy and Resources Committee to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should also be minuted.

Yours sincerely,

Tim Light FMAAT
Internal Auditor

ANDOVER TOWN COUNCIL - MONTHLY PAYMENTS up to 13.04.2018

TN	Cheque/BACS No	Invoice No	Budget Head	Supplier
	256900828	10299	New Office Equipment & supplies	Andover Business Computers
		KB1	A-Fest	HSS Hire
		KB2	A-Fest	Instaprint
		KB3	A-Fest	Test Valley Borough Council
	589765135	36238	Christmas Lights	Blachere Illumination
	96732174	36239	Christmas Lights	Blachere Illumination
	926442434	36240	Christmas Lights	Blachere Illumination
	383911112	124722	Allotments - AW - Services	Convenient Hire
	383911112	124723	Allotments - BL - Services	Convenient Hire
	383911112	123724	Allotments - CW - Serivces	Convenient Hire
	383911112	124725	Allotments - MR - Services	Convenient Hire
	383911112	124726	Allotments - OWR - Services	Convenient Hire
	383911112	124727	Allotments - VR - Services	Convenient Hire
	383911112	124728	Allotments - TD - Services	Convenient Hire
	304496852	1769	Website	Custom Studio
	759799395	141365649	New Office Equipment & supplies	IKEA
	11434920	2050	Allotments - VR - Services	K. Justice
	11434920	2049	Allotments - OWR - Services	K. Justice
	11434920	2048	Allotments - MR - Services	K. Justice
	11434920	2047	Allotments - CW - Serivces	K. Justice
	11434920	2046	Allotments - BL - Services	K. Justice
	11434920	2044	Allotments - AW - Services	K. Justice
	725836650	378575	Payroll	Personnel Selection
	921017105	378677	Payroll	Personnel Selection
	786155432	0000015372	Payroll	Personnel Selection
	351121642	BF434519	Postage	Purchase Power
	729481703	10034701	New Office Equipment & supplies	Test Valley Borough Council

124040804	10085	Website & Email hosting	Test Valley Telecom
565566352	210650	Stationery	Viking
232815317	212713	IT Equipment	Viking
232815317	212713	Office sundries	Viking
359233289	232424	Stationery	Viking
359233289	232424	Office sundries	Viking
827340845	30829503	Insurance	WPS
852348558	30829324	Insurance	WPS
1577721778	30822759	Insurance	WPS
148734520		Payroll	Hampshire Pension Fund

Description	Amount (£)	Sub-Total
additional PC's for reception & allots + network cabling & switches	£1,015.86	
Fire extinguisher for A-Fest	£44.16	
posters & fliers for A-Fest	£196.00	
late night refreshment licence	£43.00	
Four Year Hire - Year four 2018	£2,741.76	
Four Year Hire - Hire of additions	£2,181.30	
Hire of switch-on kits	£2,686.20	
supply of toilet + maintenance	£83.95	
supply of toilet + maintenance	£83.95	
supply of toilet + maintenance	£83.95	
supply of toilet + maintenance	£83.95	
supply of toilet + maintenance	£83.95	
supply of toilet + maintenance	£83.95	
supply of toilet + maintenance	£83.95	
	£0.00	**£587.65**
Website construction - addition of party information	£45.00	
Office chairs, cabinet, tables	£970.50	
Turn on water	£40.00	
Turn on water	£40.00	
Turn on water	£40.00	
Turn on water	£40.00	
Turn on water	£40.00	
Turn on water	£20.00	
	£0.00	**£220.00**
Temp w/c 26.03.2018	£519.46	
Temp w/c 02.04.2018	£500.90	
Placement of Allotment Officer 2	£1,382.41	
Franking Machine Rental April 2018	£19.62	
Parking Waivers - 4 days 3 vehicles	£84.96	

Mail & Domain hosting for 1 year	£144.00
Copier paper x 20 reams	£57.36
ergonomic keyboard & mouse	£85.99
loo roll	£11.99
Envelopes	£39.96
Tea & coffee (bulk order)	£33.48
Endorsement w.e.f 01.04.2018 - amendments (24783434CCI)	£219.59
Endorsement w.e.f 01.04.2018 - change to 68B H S	£32.93
Insurance Renewal 01.04.2018-31.03.2019	£3,373.13
LGPS for past staff	£383.00
TOTAL	**£17,620.21**

ANDOVER TOWN COUNCIL PAYMENTS UP TO 19 APRIL 2018

Bacs/Cheque No	Supplier	Budget Head	Goods/Supplies	Cost (£)
888829521	Personnel Selection	Payroll	Temp Worker w/c 12.03.2018	£703.25
DDALTOAPR2018	AltoDigital	Photocopier	Toner	£12.00
DDBESAPR2018	BES Utilities	Electricity	Electicity Supply 66C (End)	£81.76
357270363	Cllr K Bird	A-Fest	Colour Copies - A-Fest	£58.35
171243504	British Gas	Electricity	Electricity Supply 68b	£1,085.02
340645540	British Gas	Electricity	Electricity Supply 68b	£41.01
960222091	Business Stream	Allotments VR	Water supply 10.01.18-09.04.2018	£174.00
873113354	Business Stream	Allotment CW	Water supply 08.01.18-10.04.18	£93.87
472166328	Town Clerk	Payroll	Salary May 2018	£2,570.49
84311804	Edge IT Designs	Accounts Support	Additional User cost	£129.60
844485432	ETA Electrical	Office Move	Electrical works for new offices	£9,240.00
946894708	HLGP	Payroll	Pensions	£383.00
72266985	IKEA	Office Move	Kitchen supplies	£26.75
984670036	Receptionist	Payroll	Salary May 2018	£1,332.58
625387973	Allotment Officer 1	Payroll	Salary May 2018	£1,051.65
460033257	Allotment Officer 2	Payroll	Salary May 2018	£1,420.54
DDNESTMAY2018	NEST	Payroll	Pensions May 2018	£440.51
DDPEACAPR2018	PEAC Finance	Photocopier	Photocopier Rental 01.05.18-31.07.18	£767.18
922621514	Personnel Selection	Payroll	Temp Worker w/c 09.04.2018	£519.46
220900251	T Scrace	Office Rental	Share of Insurance & roof repairs	£684.19
104268645	South East Employers	Subscriptions	Associate Membership Apr2018-Mar2019	£243.60
210263288	Test Valley Borough Cou	Shilling Fair	TPCA - Shilling Fair 2018	£25.00
240038776	Test Valley Borough Cou	Hall Hire	Hire of Guildhall 5,12,16,26 April 2018	£267.84
616362478	Viking Supplies	IT Equipment	Recording equipment for Council Mtgs	£247.78
2300579	Committee Officer	Office Sundries	Spare Keys for Office	£15.00
408192146	Committee Officer	Payroll	Salary May 2018	£1,602.30
TOTAL				**£23,216.73**

APPENDIX G

POLICY & RESOURCES WORK PROGRAMME: 03.05.2018

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
3 May 2018	Timetable for Internal Audit 2 YE 31 March 2018	STAT		
14 June 2018	Review of Financial Regulations	STAT	To review Financial Regulations to ensure compliance with latest Governance	
14 June 2018	Virement of Budgets		To consider any Virements of Budgets	Recommend to full Council
14 June 2018	Accounts for the Year Ended 31 March 2018	STAT	To approve the Accounts for the Year Ended 31 March 2018	
14 June 2018	To receive the Internal Auditors Report	STAT	To approve the Action Plan arising from the Internal Auditors Report	Recommend to full Council
14 June 2018	Annual Return Preparation	P&R	To review the Internal Audit Report and consider Accounts for the Annual Return	Recommend to full Council
2 August 2018	Review Council's resources	P&R	To review the Council's resources to ensure services are maintained	
2 August 2018	Review financial plan for 2019/2020		To consider the Financial Plan for 2019/2020 to ensure Budgets cover services required – in preparation for Annual Budget 2019/2020	
1 November 2018	Review any Leases or Loans (if required)			
1 November 2018	Review of Members Services Provision		To consider whether provision has been provided within the budget for Members' Services	
1 November 2018	Timetable of Meetings for 2018		To consider a timetable of meetings for 20178	Recommend to full Council

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
1 November 2018	Annual Budget 2019/2020	STAT	To prepare and recommend to Council the Annual Budget for 2019/2020	
13 December 2018	Annual Budget 2019/2020 (2)	STAT	To recommend to Council the Annual Budget for 2019/2020	
13 December 2018	Review of Business Plan		To ensure the Town Council is up to date with the Business Plan	
Jan/Feb 2019	Internal Audit Arrangements	STAT	To note Internal Audit arrangements for YE 31 March 2018	
Jan/Feb 2019	Annual Report	STAT	To approve the contents of the Annual Report for 2018/2019	