

## Payments towards costs and expenses of members of Community and Town Councils; Determination 4

Last year the Panel carried out a major review of the remuneration framework for community and town councils and undertook a comprehensive consultation exercise with the sector. The Framework was updated then and this year the Panel has decided to make limited but important changes.

The Panel recognise that all members of community and town councils necessarily spend time working from home on council business. This was the case before and during COVID and is continuing. As a result, members have extra domestic costs and also need office consumables.

The Panel considers members should not be out of pocket for carrying out their duties. It therefore proposes the following.

### Basic payment for extra costs of working from home

All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

### Set payment for consumables

Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables. It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

The level of payments is set out in Table 2.

**Table 2 – Payments to Community and Town Councils**

Type of payment	Requirement
<b>Group 1</b>	<b>Electorate over 14,000</b>
Extra Costs Payment	Mandatory for all Members
Senior Role	Mandatory for 1 member; optional for up to 7
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Costs of Care or Personal Assistance	Mandatory

Type of payment	Requirement
<b>Group 2</b>	<b>Electorate 10,000 to 13,999</b>
Extra Costs Payment	Mandatory for all members
Senior Role	Mandatory for 1 member; optional up to 5
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
<b>Group 3</b>	<b>Electorate 5,000 to 9,999</b>
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
<b>Group 4</b>	<b>Electorate 1,000 to 4,999</b>
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
<b>Group 5</b>	<b>Electorate less than 1,000</b>
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory

Group number	Size of Electorate
Group 1	Electorate over 14,000
Group 2	10,000 to 13,999
Group 3	5,000 to 9,999
Group 4	1,000 to 4,999
Group 5	Under 1,000

There are no further changes to the payments and benefits paid to elected members and therefore all other Determinations from 2022 to 2023 still stand and should be applied in 2023 to 2024, including those covering:

- Payments for undertaking senior roles;
- Contributions towards costs of care and personal assistance;
- Reimbursement of Travel and subsistence costs;
- Compensation for financial loss:
- Attendance allowance and
- Co-opted Members

#### **Payments to National Parks Authorities and Fire and Rescue Authorities: Determination 5**

The three national parks in Wales - Brecon Beacons, Pembrokeshire Coast and Snowdonia were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of a National Park Authority (NPA) for each park.

National Park authorities comprise members who are either elected members nominated by the principal councils within the national park area or are members appointed by the Welsh Government through the Public Appointments process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.

The three fire and rescue services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996. FRAs comprise elected members who are nominated by the Principal Councils within each fire and rescue service area.

Payments will increase as a result of the uplift proposed for elected members of principal councils. Therefore, there will also be an uplift of 4.76% in the basic salary element.

The remuneration for Chairs will remain linked to a Band 3 senior salary of principal councils. Therefore there will be a small increase to the role element of their pay. Deputy Chairs, Committee Chairs and other senior roles will remain linked to Band 5. Therefore their role element of pay will remain frozen. The increase in basic salary will apply. Full details of the levels of remuneration for members of National Park Authorities and Fire and Rescue Authorities, is set out in Table 3.

# Accounting statements 2020-21 for:

ITEM 6

Name of body: HAWARDEN COMMUNITY COUNCIL

	Year ending		Notes and guidance for compilers
	31 March 2020 (£) <b>RESTATED</b>	31 March 2021 (£)	
			Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.

## Statement of income and expenditure/receipts and payments

1. Balances brought forward	295,819	295,706	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	256,779	268,976	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	112,772	134,499	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	208,376	251,986	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	161,289	104,612	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	295,706	342,583	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).

## Statement of balances

8. (+) Debtors	22,111	9,001	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	277,922	344,403	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	4,328	10,821	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	295,706	342,583	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	1,047,023	1,064,934	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2021, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref	
	Yes	No*			
1. We have put in place arrangements for: <ul style="list-style-type: none"> <li>effective financial management during the year; and</li> <li>the preparation and approval of the accounting statements.</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12	
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7	
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6	
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23	
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9	
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8	
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6	
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23	
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none"> <li>discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

\* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

## Additional disclosure notes\*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

### 1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2020-21 was £8.32 per elector.

In 2020-21, the Council made payments totalling £ 11,962 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

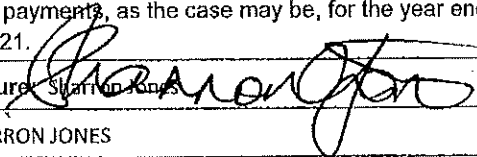
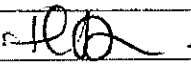
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3.

\* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

## Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<p><b>Certification by the RFO</b></p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2021.</p>	<p><b>Approval by the Council/Board/Committee</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p>
<p>RFO signature: </p>	<p>Minute ref: 7/21</p>
<p>Name: SHARRON JONES</p>	<p>Chair of meeting signature: </p>
<p>Date: 27<sup>th</sup> May 2021</p>	<p>Name: Helen Brown</p> <p>Date: 14.6.21</p>

## Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2021 of:

**HawardenCommunity Council**

### Auditor General's report

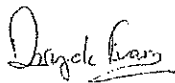
#### Audit opinion - Unqualified

On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's/Committee's governance arrangements; and
- that the Council/Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

#### Other matters arising and recommendations

There are no further matters I wish to draw to the Council's attention.



**Deryck Evans, Audit Manager, Audit Wales**  
**For and on behalf of the Auditor General for Wales**

**Date: 12/10/2022**

\* Delete as appropriate.

# Annual internal audit report to:

Name of body: HAWARDEN COMMUNITY COUNCIL

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2021.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	HH <sup>h</sup>	✓			THE COUNCIL HAS NOT CARRIED OUT A RISK ASSESSMENT IN 2020/21
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓	*			* SUBJECT TO AMENDMENT IN ISSUE ② OF INTERNAL AUDIT REPORT
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	✓				
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				



	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				* SUBJECT TO AMENDMENTS IN ISSUE ② OF INTERNAL AUDIT REPORT
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.				✓	SEE ISSUE ④ IN INTERNAL AUDIT REPORT

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

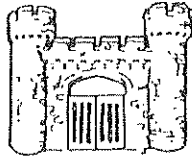
\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 10/06/2021.] \* Delete if no report prepared.

**Internal audit confirmation**

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2019-20 and 2020-21. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: JDH BUSINESS SERVICES LTD  
Signature of person who carried out the internal audit: JDH Business Services Ltd  
Date: 10/06/2021



ITEM 9

## HAWARDEN COMMUNITY COUNCIL

### DIGNITY AT WORK/BULLYING AND HARASSMENT POLICY

#### 1. Purpose and Scope

1.1. **Statement:** In support of our value to respect others Hawarden Community Council will not tolerate bullying or harassment by, or of, any of their employees, officials, Members, contractors, visitors to the Council or members of the public from the community which we serve. The Council is committed to the elimination of any form of intimidation in the workplace.

This policy reflects the spirit in which the Council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the Council's policies on Grievance and Disciplinary handling.

The Council will issue the policy to all employees.

#### 1.2. Definitions

Bullying "Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress." Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. This policy covers but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age. These definitions are derived from the ACAS guidance on the topic. Both bullying and harassment are behaviours which are unwanted by the recipient. Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, lack of respect for others, turnover, damage to the Council's reputation and ultimately, Employment Tribunal or other court cases and payment of unlimited compensation.

1.3. **Examples of unacceptable behaviour are as follows;** (this list is not exhaustive)

Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, deliberately undermining a competent worker by

overloading work and/or constant criticism, preventing an individual's promotion or training opportunities. Bullying or harassment may occur face to face, in meetings, through written communication, including email, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

**1.4. Penalties:** Bullying and harassment are considered examples of serious misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the Council for employees or through referral to the Standards process, as a contravention of the Member's Code of Conduct which may result in penalties against the Member concerned. In extreme cases harassment can constitute a criminal offence and the Council should take appropriate legal advice, sometimes available from the Council's insurer, if such a matter arises.

**1.5. The Legal position:** Councils have duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. Under the Equality Act 2010 bullying or harassment may be considered unlawful discrimination and the legal definition of "Third parties such as parishioners, contractors etc. and it must take reasonable steps to manage such situations which could include seeking legal redress on behalf of an employee or Member of the Council. In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination.

## **2. Process for dealing with complaints of Bullying and Harassment**

### **2.1. Formal approach**

**2.2.1. Employees:** Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Chair of the Staff and General Purposes Committee or another Councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion with the Councillor, as this will enable the formal Grievance Procedure to be invoked.

### **2.2.2. Others**

Any other party to the Council, other than an employee who feels they are being bullied or harassed should raise their complaint with a Councillor, where possible, or the Monitoring Officer if an informal notification to a Member has been unsuccessful at eliminating the problem or where a Member is directly involved in the bullying or harassment. The complaint should then be investigated and a hearing held to discuss the facts and recommend a way forward.

A member of the public who feels they have been bullied or harassed by any members or officers of the Council should use the Council's official Complaints Procedure.

**2.3. Grievance – Employees only** – A meeting to discuss the complaint with the complainant will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the Council's Grievance Procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting. A full investigation of the complaint will be held by an officer as appointed by the Chair/Councillor who is handling the process. It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality. The Hearing Panel will publish its recommendations following deliberation of the facts. An action plan should be made available to the complainant to demonstrate how the problem is to be resolved. It may be decided that mediation is required and the Council should contact NALC, an employer's body or ACAS to this effect or the Council may offer Counselling. The employee will have a right of appeal as established by statute. At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with the full Council without prior approval by the complainant. The Council will commit not to victimize the complainant for raising the complaint once the appropriate grievance/disciplinary process has been concluded.

**2.4. Disciplinary Action** – Following a Grievance Hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.

For an employee found to have been bullying/harassing others this will follow the Council's Disciplinary Procedure, under the Employment Act 2002 provisions and would normally be treated as Gross Misconduct.

For Members who the Council reasonably believe have been bullying or harassing another person(s) whilst undertaking Council activities the action taken must be reasonable and in some cases counselling or training in appropriate skill areas e.g. inter-personal communication, assertiveness, chairmanship etc., may be more appropriate than a penalty. The range of disciplinary sanctions available to the Council, where a member has been involved in bullying/harassment include; admonishment and an undertaking not to repeat the process, removal of opportunities to further harass/bully, banning from Committees of the Council and representation on any outside bodies, a referral to the Standards Committee (or equivalent) by the Council and/or the aggrieved victim. There may also be a referral to the Police under the protection from Harassment Act 1997, or a claim to an Employment Tribunal for Third Party harassment (for harassment relating to one of the

protected characteristics under the Equality Act) in the most extreme cases. This list is not exhaustive.

2.5. **False or malicious allegations** of harassment or bullying which damage the reputation of a fellow employee/member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure and/or referral to the Standards process.

### 3. Responsibilities

All parties to the Council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then each individual can challenge the perpetrator and ask them to stop.

The Council undertakes to share its policy with all members and employees.

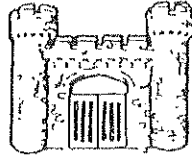
### 4. Useful contacts

- ACAS [www.acas.org.uk](http://www.acas.org.uk)
- Standards for England  
<https://www.gov.uk/government/organisations/standards-board-for-england>
- Public Services Ombudsman for Wales  
<https://www.ombudsman.wales/how-to-complain/>  
Tel: 0300 790 0203
- Equalities and Human Rights Commission  
[www.equalityhumanrights.com](http://www.equalityhumanrights.com)
- SLCC [www.slcc.co.uk](http://www.slcc.co.uk)

SIGNED: \_\_\_\_\_

DATED: 14<sup>th</sup> November 2022

On behalf of: **Hawarden Community Council**



Item 10

## HAWARDEN COMMUNITY COUNCIL

### GRIEVANCE PROCEDURE

#### 1. INTRODUCTION

1.1 It is the policy of the Council to give employees the opportunity to air and seek redress for any individual employment grievance which they may have. Grievances may be any concerns, problems or complaints employees wish to raise with the Council. This document describes the procedure which aims to facilitate a speedy, fair and consistent solution to an individual employee's employment grievance. This procedure is produced in line with the ACAS Code of Practice 2009 as set out in the Employment Act 2008. This procedure applies to all employees of the Council.

1.2 The objectives of the procedures are:

- To foster good relationships between the Council and its employees by discouraging the harbouring of grievances;
- To settle grievances as near as possible to their point of origin;
- To ensure the Council treats grievances seriously and resolves them as quickly as possible; and
- To ensure that employees are treated fairly and consistently throughout the Council.

1.3 Matters excluded from this procedure are as follows:

- Appeals against salary or gradings;
- Appeals against disciplinary actions;
- Income tax, national insurance matters, rates of pay collectively agreed at the national or local level'
- Rules of pension schemes; and
- A grievance about a matter over which the Council has no control.

#### 2. INFORMAL GRIEVANCE PROCEDURE

In the interests of maintaining good working relations the employee is encouraged to first discuss any grievance with the Clerk [or in the case of any grievance relating to the Clerk with the Chair of the Community Council with a view to resolving the matter informally if appropriate. If the employee feels that this is not appropriate or they wish to pursue a formal grievance they should follow the procedure detailed below.

### 3. STANDARD COUNCIL GRIEVANCE PROCEDURE

3.1 The employee must set out their grievance in writing ("Statement of Grievance") and provide a copy to the Chair of the Staff and General Purposes Committee.

3.2 Once the Council has had a reasonable opportunity to consider its response to the information provided in the Statement of Grievance the employee will be invited to attend a grievance meeting with a panel of representatives of the Staff and General Purposes Committee.

- (i) The employee must take all reasonable steps to attend the meeting.
- (ii) Grievance meetings will normally be convened within 14 days of the Council receiving the Statement of Grievance.
- (iii) The employee has the right to be accompanied to a grievance meeting by a fellow employee, a Trade Union representative or by a friend.
- (iv) If the meeting is inconvenient for either the employee or his or her companion, the employee has the right to postpone the meeting by up to 5 working days.

3.3 A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the panel comprising representatives of the Staff and General Purposes Committee time to consider the decision.

3.4 After the meeting the employee will be informed of the panel's decision within 5 working days. [The meeting may be reconvened for this purpose]. The panel's decision will be confirmed to the employee in writing.

3.5 If the employee wishes to appeal against the Council's decision they must inform the Council within 5 working days of receiving the decision.

3.6 If the employee notifies the Council that they wish to appeal, the employee will be invited to attend a grievance appeal meeting with three members of the Staff and General Purposes Committee Panel. The employee must take all reasonable steps to attend that meeting. The employee has the right to be accompanied to a grievance appeal meeting by a fellow employee, a Trade Union representative or by a friend.

3.7 A grievance appeal meeting will normally be convened within 7 working days of the Council receiving notice that the employee wishes to appeal pursuant to 3.5 above. If the meeting time is inconvenient for the employee or their companion, the employee may ask to postpone the meeting by up to 5 working days.

3.8 After the grievance appeal meeting the employee will be informed of the Council's final decision within 5 working days. [The meeting may be reconvened for this purpose]. The Council's decision will be confirmed to the employee in writing.

#### **4. MODIFIED COUNCIL GRIEVANCE PROCEDURE (FOR FORMER EMPLOYEES)**

4.1 If an ex-employee wishes to raise a grievance, they must set out their grievance and the basis for that grievance in writing and provide a copy to the Chair of the Council's Staff and General Purposes Committee.

4.2 Following receipt of a statement of grievance pursuant to 4.1 above, the Council will either write to the ex-employee inviting them to attend a meeting to discuss the grievance or to ask for the ex-employee's agreement to the Council responding to the grievance in writing.

4.2.1 If the ex-employee does not agree to the matter being dealt with by correspondence within 7 working days of the Council writing to them pursuant to 4.2 above steps 3.1 to 3.4 of the standard Council grievance procedure will be followed. The meeting will be conducted by a panel comprising representatives of the Council's Staff and General Purposes Committee.

4.2.2. If the ex-employee does agree to the matter being dealt with by correspondence, the Council's Staff and General Purposes Committee will consider their grievance and will respond to the ex-employee in writing within 14 days of the receipt of such confirmation setting out the basis for the Council's decision.

#### **5. GENERAL PROCEDURAL INFORMATION**

5.1. A copy of the Statement of Grievance, a note of the decision taken at the first stage of the procedure, any notice of appeal decision will be placed on the employee's/ex-employee's personnel file, together with any notes or evidence taken or compiled during the course of the procedure.

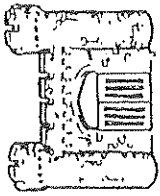
5.2. All staffing disciplinary/grievance issues should be discussed in private session. In the first instance – the only Councillors who should have any knowledge of a possible problem with a member of staff should be the Chair of Council, the Chair of the Staff and General Purposes Committee and the Clerk. All other Councillors should be told that there is a grievance issue with a member of staff and that they should avoid becoming involved in any way as Councillors should be unaware of the issues of the case so that three of their number can be used in an appeal if one is needed.

SIGNED: \_\_\_\_\_

DATED: 14<sup>TH</sup> October 2022

On behalf of: **Hawarden Community Council**





## HAWARDEN COMMUNITY COUNCIL

### DISCIPLINARY PROCEDURE

1. Where an officer's work, conduct or omission are such as to warrant disciplinary action, the appropriate supervisor or officer should give a warning to the employee. In the case of the Clerk and Financial Officer the full council, via the Chairman, will provide warning.
2. This may be done orally or in writing depending on the circumstances. A written warning will give the nature of the complaint and any implication therefrom, and the fact that the officer has been notified of the warning.
3. Oral warnings, unless recorded and the officer notified of such record, will not be considered in any further disciplinary proceedings.
4. The further commission of a similar act, or of a subsequent but different offence, may result in a further warning, which may be a final warning according to the circumstances. The officer's attention must be drawn to the issue of a final

5. Any recorded oral warnings or written warnings will be removed from the officer's record when a period of twelve months has elapsed without any disciplinary action being taken against them.
6. Certain types of gross misconduct may lead to suspension or to dismissal without notice.
7. The Clerk and Financial Officer may dismiss an officer in cases where previous warnings have been ineffective, or for gross misconduct. Where the possibility of serious disciplinary action arises (including dismissal), the officer should be interviewed and told why their services are considered unsatisfactory. The officer should be given adequate opportunity to explain or defend themselves. In particular they will have the right to be accompanied during the interview by a trade union or other representative.
8. Dismissal or other serious disciplinary action should be confirmed by letter under the signature of the Clerk and Financial Officer. This letter should state the grounds for the action taken and confirm that the officer may appeal in the appropriate way to the Council where they may appear in person and/or with a representative.

ITEM 11

9. The contract of employment may be suspended either to enable investigation to be made where the possibility of dismissal may arise or where there are grounds for doubt as to the desirability of the officer to continue to work pending criminal investigations or procedure or as an alternative to dismissal. The procedure recommended in the event of dismissal should also apply to an officer thus suspended. During a period of suspension, the officer shall be paid an allowance of not less than half pay. Except where suspension has been used as an alternative to dismissal.

(i) in the event of it being adjudged that the officer was not blameworthy, the suspension shall be terminated and the officer shall receive all monies to which they would have been entitled but for the suspension.

(ii) if the officer is adjudged blameworthy, but is allowed to continue in employment, the Council shall have discretion whether to make up the suspension allowance to equal the whole or part of wages withheld during the period of suspension.

(iii) if the officer is dismissed, they shall not be entitled to wages other than the sum (if any) due up to the date of suspension, but shall be allowed to retain any sum already paid to them as suspension allowance during the period of suspension.

10. If at any time in this procedure the officer wishes to exercise their right of appeal against any form of disciplinary action taken against him, they must do so within 14 days of receipt of the warning or notification of termination of employment on disciplinary grounds or written advice of other disciplinary action. A "panel" of members of the Council will hear such an appeal.

11. This procedure does not apply to notice given

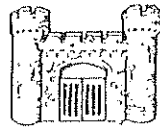
- (i) on termination of employment for which an officer has been specifically engaged;
- (ii) in the event of redundancy.

N.B. The above procedure may be of particular interest to Councils with a workforce of more than the Clerk, and especially where there is trade union involvement.

Signed: \_\_\_\_\_

Date: 14<sup>th</sup> October 2022

On behalf of Hawarden Community Council



Hawarden Community Council  
**14<sup>TH</sup> November 2022**

TRAINING PLAN FOR EMPLOYEES AND COUNCILLORS

**1. Purpose and scope:**

- 1.1 The Community Council aspires to be a competent and efficient Council. In order to achieve and maintain this level of performance the Council is committed to providing employees and members with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives.
- 1.2 Section 67 of the 2021 Local Government and Elections (Wales) Act **requires** community councils to make and publish a plan about the training provision for its members and staff as it has been recognised that Town and Community councils and their staff should seek to equip themselves to be as effective and efficient as possible when exercising functions.
- 1.3 Therefore the Council will ensure that staff and members are provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation. The Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community.
- 1.4 The Community Council will commit itself to the following:
  - To develop employees and members to achieve the objectives of the Council.

- To regularly review the needs of training and development for employees and members.
- To regularly evaluate the investment in training and training budgets.

## **2. Identifying training needs:**

### **2.1 Employees:**

- Induction training and an employee's folder will be provided for new members of staff.
- Contracts of employment and job descriptions will include details of the Council's commitment to training.
- Current or any new Clerk to hold CiLCA or equivalent. Clerk to be a member of the Institute of Local Council Management (ILCM) and the Society of Local Council Clerks. (SLCC).
- Training provided to be no less than the minimum requirement of Continuous Professional Development including attendance at professional conferences to keep abreast of new legislation and changes.
- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.
- Staff training will be identified through annual appraisals (detailed in Annex A), staff meetings and informal discussions in the light of the overall objectives of the Council.
- The appraisal for the Community Clerk will be carried out by the Chairman of the Council and the Chairman of the Staffing and General Purposes Committee.
- Relevant additional training may be requested at any time.
- The Maintenance Team require professional certificates in various types of work, some are required annually, some are three yearly and some are five yearly.

### **2.2 Members.**

As part of their continuous professional development, all Councillors are encouraged to take part in learning activities on a regular basis. The only "mandatory" training is the Code of Conduct usually provided free of charge by Flintshire County Council. This may include in house training, corporate days and training which is a requirement for specific roles they carry out for example finance or chairing meetings.

- All newly elected members will receive an induction pack.
- Newly elected members are encouraged to attend Councillor Training. One Voice Wales training programmes are circulated to all members on a monthly basis.
- Development activities based on schedule of competencies identified in Annex B will be used to populate individual Member learning and development plans Annex C.
- Each Councillor should make an assessment to identify their current competency level using a scale of 1-4 where 4 is fully proficient.
- Training priorities will be focused on competency levels assessed as 1 or 2
- Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist training will be provided on an ad-hoc basis and other needs to be prioritised in line with the individual Member's roles, Council policy and Council plans.
- All Members should complete a template annually and a record of all training will be kept centrally and published on the council's website, as part of the requirement of the Local Government and Elections (Wales) Act 2021.
- Relevant additional training may be requested at any time.

2.3 The Council can also commit to offering support to its local area Community/Town Councils. The Community Council is committed to networking with other councils as it sees this as an effective means of information gathering, and where possible to link in with training events held by other councils

2.4 Other circumstances may present the need for training:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling.
- Changes in legislation.
- Changes in systems and introduction of new equipment
- New or revised qualifications become available.
- Accidents.
- Professional error.
- New working methods and practices.
- Complaints to the Council.
- A request from a member of staff.
- Devolved services / delivery of new services

### **3. Training Resources/Providers:**

3.1 An annual budget will be set for employee training and Members training by the Council during the budget setting process. All employees or members attending training are entitled to claim travel expenses.

3.2 Training Providers for both employees and members will include:

- 
- Society of Local Council Clerks.
- One Voice Wales.
- Regional and national seminars/conferences.
- Planning Aid Wales
- Principal Authorities.
- In-house.

### **4. Evaluation and review of training:**

4.1 Evaluation will be through consideration of Training action plans Annex D which will be reviewed by the Clerk and Financial Officer and the Chairman of the Staffing and General Purposes Committee on an annual basis in September each year and presented to the full Council to ensure sufficient resources are included in the budget process.

4.2 Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors Member learning and development plans, and from staff annual appraisals

### **5. Recording:**

5.1 The Clerk and Financial Officer will maintain a record of training attended by staff and Councillors. Fees paid for by the council will be recovered from staff and Councillors who leave the council within two years of the training being completed.

5.2 The rates of recovery suggested are:  
Within 6 months – 100% of training fees.  
Between 6 -12 months – 50% of training fees.  
Between 12-24 months – 25% of training fees.

5.3 The costs can be recovered from staff and councillors who fail to attend a course that is booked and paid for by the council without good reason.

## Annex A

### General.

The council's Annual Review is designed to promote both the development needs of the Council and your own in the context of reviewing your past priorities and achievements. In addition, it allows you to consider obstacles to success and helps you to find ways of removing them.

The Objectives for the Scheme are:

- To enhance the quality of service delivery and overall development of the Council through encouraging each person to achieve the mutually agreed priorities.
- To identify and provide the support that enables everyone to achieve those priorities and at the same time gain satisfaction in the work.

Please return this form to your appraiser at the latest two weeks before your appraisal meeting.

PART A: Appraisee's Self-Evaluation - to be completed by you (the Appraisee).

PART B: Evaluation by Appraiser - to be completed by your line manager (the Appraiser).

PART C: Objective Setting and Training Needs Identified - to be discussed during the appraisal meeting and mutually agreed. The appraisee will fill in these sections after the meeting to show a clear understanding of what is expected. The appraiser will check these before signing the form.

PART D: Further Comments - to be completed by both parties before signing the form.

**PART A: Appraiser's Self-Evaluation.**

**PREVIOUS OBJECTIVES:**

To assist with your self-evaluation since your last appraisal, below are the details of the objectives you were set; please rate each objective accordingly as to how you feel you have progressed with each objective.

<b>OBJECTIVES.</b> (set at previous appraisal).	<b>Rating:</b>				
	1	2	3	4	5
			3		



Do you feel that you have achieved your objectives? Do you feel you received adequate support in achieving them?
Overall, what do you feel has gone well in the last year? (Achievements and successes, including learning and development activity)
Are there any parts of your job description that you are not doing? Do you feel it is an accurate reflection of the role? (job description provided with the appraisal form).
What would/could help you improve? (including any help or support from your manager or any training and development)

**PREVIOUS TRAINING NEEDS IDENTIFIED:**

Below are the details of the training needs identified at your last appraisal; please state whether or not these have been undertaken.

TRAINING NEEDS IDENTIFIED. (as per previous appraisal)	Undertaken?	
	Yes	No

How effective was any training or development you received?

If there is anything further that you are wishing to raise at your appraisal meeting please use the space below to provide details. If it will help, please also attach any additional documentation that may assist in the discussions at the meeting.

**PART B: Evaluation by Appraiser**

Please comment on the following areas of work. Please recognise good and excellent work, but also indicate any areas needing development.

Quality of Work	
Productivity	
Use of Initiative	
Team Skills	
Customer Care Skills	
Training Skills (if applicable)	
Supervisory Skills (if applicable)	

**REVIEW OF THE APPRAISAL PERIOD:**

Comments about the progress and/or achievements of the objectives set at the previous appraisal?

How effective do you think any training and development has been? What improvements have you noticed?
Areas, tasks or projects that the appraisee has undertaken particularly well?
Are there any areas of work currently requiring support, training, guidance or clarification?
What do you feel could be done to improve the appraisee's performance or skills further?
How do you see the job developing over the next year? Are there any tasks/responsibilities that can be delegated?

**PART C: OBJECTIVE SETTING AND TRAINING NEEDS IDENTIFIED**

OBJECTIVES Objectives should be <b>S</b> pecific, <b>M</b> easurable, <b>A</b> chievable, <b>R</b> ealistic, <b>T</b> imed	Target Date:

<b>TRAINING &amp; DEVELOPMENT</b> Consider future potential and development, in particular highlight areas for training (specify whether attendance on a course of in-house training)	<b>Target Date:</b>

**PART D: FURTHER COMMENTS**

Comments by Appraisee
Comments by Appraiser

Signed:	Date:
Appraisee	
Appraisers	

## Annex B

### Schedule of Competencies

Requirement	Knowledge and Skills	Effective Behaviours	Councillors	Clerk
<b>Understanding the Role of the Councillor</b>	The extent and limits of a councillor's individual responsibilities and the powers and responsibilities of the Council as a corporate body in law.	Undertakes the role effectively in the council, the community and with partners. Understands the difference between the role of an individual member and the Council as a whole and ensures that this understanding is reflected in their work.	All Members	Yes
<b>Understanding of the legal basis upon which the Council delivers services to the community</b>	Understanding of the services delivered and the associated governing law, policies, procedures, plans and strategies that are in place to guide the work of the Council.	Is able to describe the work of the Council to the public and contributes to the development of the Council's work.	All Members	Yes
<b>Understanding the planning system</b>	Understanding of planning law, the development control	Is able to assess planning applications in relation to material considerations, the	Yes. Members with a	Yes

	process and the importance of the local development plan. It would also be helpful for councillors to understand the importance of place or community plans in this context.	relevance of technical advisory notes, the link with the local development plan and have an understanding of Section 106 and community infrastructure levy contributions from developers.	specific interest in the subject encouraged to do more training	
<b>Conduct</b>	Understanding of the ethical framework governing the work of councillors, specifically the code of conduct. Appreciation of the importance of accountability, integrity, transparency, and openness.	Abides by the code of conduct at all times, always declares interests when appropriate, seeks advice from the Proper Officer when needed, treats others with respect at all times, demonstrates integrity, values others and never bullies any other councillor or employee, listens and stays calm in difficult situations.	All Members	Yes
<b>Equality and Diversity</b>	Personal skills in demonstrating respect for others regardless of sex, race, religion, age, disability, gender	Demonstrates equalities values in personal behaviour and council decisions. Applies appropriate equalities legislation and	All Members	Yes

	<p>reassignment, marriage and civil partnership, pregnancy and maternity or sexual orientation.</p> <p>Understanding Equalities and Diversity law relating to the work of the Council and the role of the Councillor.</p> <p>Understanding of the need for and what constitutes respectful behaviour towards others.</p>	<p>demonstrates equalities values in personal behaviour and council decisions. Treats everyone with respect at all times when acting as a councillor whether in the Council, community or political group.</p>		
<b>Financial Governance and Accountability</b>	<p>An understanding of the internal and external audit process.</p>	<p>Engages effectively with the audit, inspection and regulatory process within the council, using this information to constructively challenge and support the financial management of the council.</p>	<p>Yes.</p> <p>Members with a specific interest in the subject encouraged to do more training</p>	<p>Yes</p>
<b>Attendance at and preparation</b>	<p>Understanding of the importance of regular attendance and</p>	<p>Attends meetings, events on a regular basis, and gives priority to such attendance.</p>	<p>All Members</p>	<p>Yes</p>

<p><b>for meetings and other organised events</b></p>	<p>engagement and the need to prepare effectively for meetings.</p>	<p>Ensures that all papers included with council agendas are read before the meeting.</p>		
<p><b>Information Management</b></p>	<p>Understanding and interpreting information and data. Ability to handle data in the format provided by the council. Understanding of the definition of confidentiality and how to handle confidential information - Understanding of the legal requirements of Data Protection and Freedom of Information legislation.</p>	<p>Receives information and data from a variety of sources and is able to store, share and use it effectively and where possible electronically. Does not keep records about people without seeking their agreement. Responds promptly and appropriately to FOI requests. Does not distribute or share confidential or restricted information.</p>	<p>All Members</p>	<p>Yes</p>
<p><b>Using ICT and social media</b></p>	<p>Seeks to develop Skills in all 'Office' applications such as word processing, presentation and spreadsheets and conducts council business electronically.</p>	<p>Communicates with the Clerk and other members electronically and through social media where appropriate.</p>	<p>All Members</p>	<p>Yes</p>



	Understands the social media policy of the council.		
<b>Working with the Clerk and other employees</b>	Understanding the role of the Clerk and other employees generally and the 'rules' they need to abide by. Skills in acting as a corporate employer. Understanding of the appointments process and interviewing skills.	Maintains professional relationships with employees recognising appropriate boundaries and abiding by the Member Officer Protocol (if adopted). Acts as an effective member of an appointment panel, applying sound HR and equality and diversity principles to secure the best candidate.	All Members Yes
<b>Health and Safety</b>	Understanding of Health and Safety legislation in the work of the Council. Understand how to assess risks and ensure personal safety and that of others.	Promotes and ensures the health and safety of everyone in the council. Ensures personal safety when working in the Council and when in groups or alone in the community.	All Members Yes
<b>Continuing professional and personal development</b>	Ability to identify personal development needs and to participate in development activities.	Undertakes regular personal development reviews taking account of role descriptions and competency frameworks. Takes responsibility for developing	All Members Yes

		personal skills and knowledge, attends learning and development activities seeking tangible outcomes.		
<b>Financial Capability</b>	Understanding of the way councils and services are funded. Understanding and skills in budget setting. Personal financial capability.	Engages effectively in the budget setting process. Is prepared to take hard, evidence-based decisions. Demonstrates skills in numeracy when interpreting data and asking questions.	Yes. Members with a specific interest in the subject encouraged to do more training	Yes
<b>Sustainable Development</b>	Understanding of issues that impact on future generations such as health and wellbeing, financial security and the environment.	Takes decisions based upon the needs of future generations as well as the current population.	Yes. Members with a specific interest in the subject encouraged to do more training	
<b>Local Leadership</b>	Knowledge of community groups and leaders. Understanding of community issues and concerns. Ability to	Understands the needs of the local community and secures action from the council on behalf of local people. Communicates with	All Members	Yes

	<p>seek the views of all relevant parties. Understands the role and functions of the principal council.</p>	<p>the community, individuals and the council to ensure engagement and understanding of all parties.</p>	
<p><b>Chairing</b></p>	<p>Understanding of meeting protocols and the rules of debate. Ability to manage the agenda, contributions and time. Chairs clearly and authoritatively, enforcing the rules and encouraging fair participation. Manages the agenda by introducing items, summarising debate, focussing on outcomes and limiting contributions which do not contribute to the outcomes.</p>	<p>Ensures that the public feel welcome, understand the meeting purpose and how they can contribute. Commitment to enabling all committee members to develop skills and participate effectively in meetings. Builds relationships with the Clerk to ensure that the work of the council/committee is relevant, well informed and provides the outcomes needed. Work programme development and management Understanding of the subjects within the scope of a committee and how these interact with council policies generally and the roles of other</p>	<p>Yes. Chairs encouraged to do more training</p>

		<p>committees. Ability to develop a balanced work programme for the committee and clear terms of reference and outcomes for any subgroups. Works with the Clerk and committee members to develop the work plan taking account of the work of other committees.</p> <p>Ensures that the work programme takes account of national, regional and local plans, policies and the expressed needs of the community for services.</p> <p>Makes sure that the committee also takes account of inspections or reports from audit, inspection and regulation bodies.</p>		
<p><b>Civic Leadership</b></p>	<p>In depth understanding of standing orders and rules of engagement. Effectively chairs meetings of the Full</p>	<p>Demonstrates high level communication, interpersonal and social skills.</p>	<p>Yes. Chairman and Vice-Chairman</p>	<p>Yes</p>

	<p>Council demonstrating meeting management and leadership skills. Representing the Council at civic functions Ability to manage the Council's reputation. Skills in public speaking. Skills in relationship management.</p>			
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## Annex C

### Learning and Development Plan Template.

Name of Councillor	Assessed Competency Level (1-4)	Brief Description of Training Required (By reference to core competences)	Priority (Put in Year)	Courses to attend	Date Course attended
Role of Councillor					
Legal Basis for Delivery of Services					
Understanding the planning system					
Conduct					
Equality and Diversity					
Financial Governance and Accountability					
Attendance/Preparation for Meetings and Events					

<b>Information Management</b>						
<b>Using ICT and social media</b>						
<b>Working with Clerk/Other Employees</b>						
<b>Health and Safety</b>						
<b>Continuing professional and personal development</b>						
<b>Sustainable Development</b>						
<b>Local Leadership</b>						
<b>Chairing Skills</b>						
<b>Civic Leadership</b>						

## Appendix D

### HAWARDEN COMMUNITY Council

#### Training Action Plan.

<b>Members</b>	
All Councillors are provided with New Members Induction Pack following Local Council Elections as soon as practicable after the local elections.	Every 5 years.
All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office. (Standing Order No 13b )	On Election to Office.
All Councillors shall undertake training on financial management and governance within 12 months of the delivery of their declaration of acceptance of office.	On Election to Office.
All Councillors will be required to complete members skills audit to identify training needs.	Annually.
All Councillors will be required to undertake a minimum of two days training on matters identify in their skills audit.	Annually.
On Election to Office the Chairman and all Committee Chairs will be required to undertake training on Chairing Skills.	On election to the Council / Committee and as and when required.



Councillors elected to the Human Resources Committee should attend training on the Council as an Employer unless they are already qualified in the subject.	On election to the Committee and as and when required.
All Councillors are encouraged to attend conferences and training events as appropriate to members and Councils needs and responsibilities.	Annually
All Councillors encouraged to read the following publications: The Good Councillors Guide. Governance and Accountability – A Practitioners Guide	On Election to Office
<b>Staff</b>	
All new Staff to take Induction Training	On appointment.
Staff training needs to be identified through staff appraisals	Annually
All staff encouraged to read regular publications and update from SLCC, OVV and other specialist publications relevant to their roles and responsibilities	Monthly
All staff encouraged to attend training relevant to their position as identified by an annual appraisal	Annually

Hawarden Community Council  
 Planning Committee  
 14 November 2022

ITEM 17(ii)

**Planning Applications for consideration:**

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER

1.	000543 Ward: Hawarden Aston	Demolition of single storey outrigger and extension to replace with single and two storey extension together with attic conversion.	The Cottage, Ferry Hill, Old Aston Hill, Ewloe	A Evans
2.	000392 Ward: Hawarden Aston	Change of Use from Class C3 (dwelling house) to Class C2 (care home)	43, Lower Aston Hall Lane, Hawarden	J Perkins
3.	000564 Ward: Broughton North East	The installation of lighting to the arena (planning permission granted for existing arena Ref planning application: 043689 - Construction of a 28m x 50m menage	Moor Lane Farm, Moor Lane, Hawarden	B Kinnear
4.	000602 Ward: Hawarden Ewloe	Single storey rear Dining Room extension	7 Sycamore Close, Hawarden	L Pinches
5.	000613 Ward: Hawarden Ewloe	Proposed 5G telecoms installation: H3G 20m street pole and additional equipment cabinets	St David's Park, Ewloe	L Pinches
6.	000606 Ward: Hawarden Ewloe	Rear 1st Floor Extension	17, Shakespeare Avenue, Ewloe	L Pinches
7.	000617 Ward: Hawarden Ewloe	Installation of 20m high slimline phase 8 Monopole c/w wraparound cabinet at base, 3no. additional equipment	Verge at St. Davids Park, Ewloe	L Pinches

		cabinets and associated ancillary works.		
8.	000603 Ward: Hawarden Aston	Approval of details for conditions 3, 4, 5, 6 & 7 for 063076	Land Adjacent to Fern Grove, Street Record, Fern Grove, Ewloe,	A Hinchley
9.	000564 Ward: Hawarden Mancot	The installation of lighting to the arena (planning permission granted for existing arena Ref planning application: 043689 - construction of a 28m x 50m menage).	Moor Lane Farm, Moor Lane, Hawarden	B Kinnear
10.	000543 Ward: Hawarden Aston	Demolition of single storey outrigger and extension to replace with single and two storey extension together with attic conversion.	The Cottage, Ferry Hill, Old Aston Hill, Ewloe	J Roberts

**PLANNING DECISIONS MADE BY FCC FOR NOTING BY HAWARDEN  
COMMUNITY COUNCIL**

<b>Planning Application Number</b>	<b>Proposal</b>	<b>Address</b>	<b>Decision</b>
000426 Ward: Hawarden Ewloe	Single storey rear Dining Room extension	7 Sycamore Close, Hawarden	Refused Delegated Officer 10.10.22



# FLINTSHIRE SUMMER PLAYSCHEMES REPORT 2022

## ADRODDIAD CYNLLUNIAU CHWARAE SIR Y FELINT 2022

### HAWARDEN COMMUNITY COUNCIL

### CYNGOR CYMUNEDOL PENARLÂG



Llywodraeth Cymru  
Welsh Government



**FLINTSHIRE PLAY DEVELOPMENT TEAM**  
**SUMMARY REPORT FOR: HAWARDEN COMMUNITY COUNCIL**

**SITE NAME:** Mancot Playing Fields

**AREA SUPERVISOR SITE OBSERVATION:** "This site is incredibly suited towards play for children. The large field space and play park offered a great and safe environment for children to express themselves through play. Mancot had a positive attendance record throughout the summer and many children returned to the Playscheme site regularly over the weeks. The children enjoyed using the play park facilities and playing football on the field with the workers. I strongly believe that the community really do benefit positively from Playscheme being provided as it creates opportunities for the local children to learn through play, develop new skills, find new interests and improve their social skills. One question was raised by a parent involving the use of the community centre which is next to the play park. I believe it would be highly useful for the Playscheme if it would be possible to use. It would provide great shelter and a place to use a toilet, also it could be used as a place to do indoor activities such as arts and crafts if the weather is unsuitable outside."

**ATTENDANCE FIGURES:**

- 3 weeks
- 175 total attendances
- 12 daily average attendances
- 64 registrations

**ANY OTHER COMMENTS:** "I would recommend for these sites to be used again next year for as many weeks as possible."

**FLINTSHIRE COUNTY SUMMER PLAYScheme 2022**  
**SUMMARY REPORT FOR: HAWARDEN COMMUNITY COUNCIL**

**SITE NAME:** Hawarden Level Road

**AREA SUPERVISOR SITE OBSERVATION:**

"Level Road was very successful this year. The children had a lot of fun on site and were a pleasure to work with. Many of the children enjoyed the art and crafts on site and did lots of brilliant paintings. Other children preferred playing on the park or playing football with our Community Play Team Members."

**ATTENDANCE FIGURES:**

Over the 3 week scheme, we had 220 attendance which was a daily average of 14.7.

- 3 weeks
- 220 total attendances
- 14.7 total daily average attendances
- 92 registrations

**FLINTSHIRE PLAY DEVELOPMENT TEAM**  
**SUMMARY REPORT FOR: HAWARDEN COMMUNITY COUNCIL**

**SITE NAME:** Hawarden Gladstone

**AREA SUPERVISOR SITE OBSERVATION:**

"Hawarden Gladstone was a great success this summer. The site had great equipment for the children to really enjoy themselves and were supervised brilliantly by our Community Play Team Members. The children really enjoyed playing on the skate park and playing different sports on the field. The children also enjoyed doing some arts and crafts on site and created some brilliant paintings and scoobies. We had 42 children attend on the slip and slide day.

**ATTENDANCE FIGURES:**

- 3 weeks
- 298 total attendances
- 19.9 total daily average attendances
- 108 registrations



**FLINTSHIRE COUNTY SUMMER PLAYScheme 2022**  
**SUMMARY REPORT FOR: HAWARDEN COMMUNITY COUNCIL**

**SITE NAME:** Aston Gary Speed Playing Fields

**AREA SUPERVISOR SITE OBSERVATION:**

"The Aston site was a lovely site on playscheme this year. It had plenty of areas and park equipment to keep the children entertained during their time at playscheme. The children really enjoyed rounders, football and other games that the children and staff had created together. We were also able to do the slip and slide activity during the final week at Aston which the children thoroughly enjoyed."

**ATTENDANCE FIGURES:**

- 3 weeks
- 193 total attendances
- 13 daily average attendances
- 43 registrations

**ANY OTHER COMMENTS:**

"This site was really beneficial and would be great to use again next year."

ITEM 21

Accounts for Payment			
Nov-22			
Ref:	Method	Item	Cost
H/22/220	0825(KG)	Amazon - lecturn	£53.99
H/22/221	1022(FG)	Wolseley - tap/valve - Pavilion	£90.12
H/22/222	BACS	W.Evans. - work trousers	£19.95
H/22/223	BACS	C.Wright. - strobe light YX 19 KKL	£45.00
H/22/224	BACS	HAGS - springer handles/part-North Street	£134.90
H/22/225	BACS	HAGS - end plugs - Yowley Road	£171.60
H/22/226	BACS	OVW - training courses x 2 - Cllr. M. Davey	£55.00
H/22/227	BACS	RoSPA PlaySafety-Play area courses-H.W./C.W.	£648.00
H/22/228	DD	Air Liquide - cylinder rental	£16.90
H/22/229	BACS	Morgans - sealant for trailer	£13.50
H/22/230	DD	SSE - unmetered supplies - September	£2,576.58
H/22/231	BACS	A&L Parry - depot stove service	£144.00
H/22/232	DD	BES - electricity Sept/Oct	£101.53
H/22/233	BACS	Snapfast - LED heads 15w x 30	£3,600.00
H/22/234	BACS	Nigel Davey - cable ties, poppies	£20.82
H/22/235	DD	Scottish Power - pavilion/depot October	£270.66
H/22/236	DD	Dwr Cymru - 113 The Highway October	£24.18
H/22/237	DD	BES - Gas October	£81.86
H/22/238	1022(FG)	JR Webster-bearing tyre swing, King George St	£9.00
H/22/239	1022(FG)	Charlies - antifreeze/paper rolls	£29.98
H/22/240	BACS	Get Logo'd - work clothing	£77.28
H/22/241	BACS	Border Pumps - 3 piece thrust, King George St	£42.96
H/22/242	DD	OneCom - Broadband + L/L - October	£112.94
H/22/243	BACS	C. Wright - exhaust cap flap - Leyland tractor	£11.53
H/22/244	BACS	C.Wright - radiator cap - Leyland tractor	£9.50
H/22/245	BACS	W. Evans - work trousers x 2 H.W.	£32.20
H/22/246	1022(FG)	AVG Windscreens - replacement windscreen	£312.00
H/22/248	BACS	Trebor Jones - gas strut Zetor tractor	£51.87
H/22/249	BACS	Vision ICT - website & support Jan 23-Dec 23	£544.80
H/22/250	BACS	Viking Direct - stationary	£65.38
H/22/251	BACS	SLCC - Conference November 2022	£564.80

H/22/252	0726(SJ)	Charlies - spray paint/paint brushes	£12.97
H/22/253	BACS8	Lloyds Bank - salaries November	£12,463.41
H/22/254	BACS	HMRC - salaries November	£4,942.58
H/22/255	BACS	Clwyd Pension Fund - salaries November	£4,848.18
H/22/256	BACS	Microshade - November	£106.20
H/22/257	BACS	Hawarden HS - A. Williams bursary	£250.00
H/22/258	0726(SJ)	Charlies - Shotton memorial plants	£27.91
H/22/259	0726(SJ)	Charlies - Shotton memorial plants	£5.98
H/22/260	1022(FG)	PASS - pat tester	£418.74
			£33,008.80

TOTAL:

Chair of Finance:

Chair of Council: