



Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

SUMMONS

Dear Member

10 September 2019

You are hereby summoned to attend a meeting of the FULL COUNCIL at the Parish Offices, 2 Knowle Park Lane, Fair Oak on **Monday, 16 September 2019 at 7.00 p.m.** *or at the conclusion of the public participation period.

Melanie Stephens

Melanie Stephens
Parish Clerk

PUBLIC PARTICIPATION: *If required, the meeting will be preceded by a public participation period of up to 15 minutes, where members of the public are entitled to address the Council on issues relevant to the business of the Parish Council.

AGENDA

PART I - PUBLIC SESSION

APOLOGIES

1 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

2 MINUTES OF MEETINGS (PAPER A, PAGES 3-12)

- a) To approve the minutes of the Council meeting held on 15 July 2019; and
- b) To approve the minutes of the Planning Committee held on 2 September 2019; and
- c) To approve the minutes and the recommendations therein of the Asset Committee held on 10 June 2019 and 9 September 2019 (to follow).

3 FINANCIAL MONITORING (REPORT B, TO FOLLOW)

To approve the report of the Responsible Finance Officer, note cheque signing and BACS payments.

4 DATA PROTECTION ACCOUNTABILITY ASSESSMENT (REPORT C, PAGES 13-26)

To consider the findings of the data protection accountability framework assessment and approve recommendations in the report including quotes for training and preparation of key corporate documents to ensure compliance.

5 ANNUAL INSURANCE QUOTES (REPORT D, PAGE 27)

To consider the annual insurance quotes and appoint an insurance company.

6 FORWARD PLAN (REPORT E, PAGES 28-31)

To consider the Council's forward plan and make changes as necessary.

7 MEMORIAL BENCH FOR ANDREW COSSEY (VERBAL REPORT)

To consider installing a memorial bench for former Cllr Andrew Cossey.

8 CORPORATE PLAN/COMMUNITY ENGAGEMENT (VERBAL REPORT)

To consider the appointment of a Task & Finish Group.

9 CHRISTMAS OPENING HOURS

RECOMMENDED:

That the Council offices be closed on the following days: -

Tuesday 24 December 2019

Wednesday 25 December 2019

Thursday 26 December 2019

Friday 27 December 2019

Wednesday 1 January 2020

10 BOROUGH & COUNTY COUNCILLORS' REPORT

11 OUTSIDE BODIES REPORT

To receive report from outside bodies representatives.

12 MEMBERSHIP OF COMMITTEES

To consider any changes that the Council might wish to make to the membership of Committees. There is currently one vacancy on the Community Events Sub-Committee.

13 EXCLUSION OF THE PUBLIC AND THE PRESS

At the conclusion of this part of the Agenda, the Chairman will move the following resolution: -

“That, under Section 1(2) of the Public Bodies Admissions to Meetings Act 1960, the public and the Press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information which would be prejudicial to the public interest by reason of its confidential nature (commercial & staffing matters)”

PART II – PRIVATE SESSION

Members are reminded that reports and information relating to this session are not for publication and should be treated as strictly confidential.

14 STAFFING MATTERS (VERBAL REPORT)

To receive an update on staffing matters.

15 SCOUT HUT, SHORTS ROAD (VERBAL REPORT)

To agree a resolution to the negotiation process.

To:

Councillors

S Anderson

P Barrett

C Bird

N Couldrey

H Douglas

M Jermy

Councillors

H McGuinness

T Mignot

D Scott

P Spearey

B Tennent

G Warrillow

Officers

L Greenslade (Deputy Clerk)

M Stephens (Clerk)



Fair Oak & Horton Heath Parish Council

A

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

**Minutes of the Full Council meeting
held on Monday 15 July 2019 at 7.00 pm
at 2 Knowle Park Lane, Fair Oak**

P – present, Ab – absent, Ap – apologies.

P	Cllr Abbott	P	Cllr Douglas	P	Cllr Mignot
P	Cllr Anderson	P	Cllr Forfar	Ap	Cllr Scott
P	Cllr Barrett	P	Cllr Higby	P	Cllr Spearey
Ap	Cllr Bird	Ap	Cllr Jermy	P	Cllr Tennent
P	Cllr Couldrey	P	Cllr McGuinness	P	Cllr Warrillow

Officers in attendance: Ms M Stephens, Clerk & Mrs L Greenslade Deputy Clerk

PUBLIC SESSION

There were no members present.

31 DECLARATIONS OF INTEREST

None received.

32 MINUTES OF MEETINGS (PAPER A)

RESOLVED

- a) That the minutes of the Full Council meeting held on 17 June 2019 be signed by the Chairman as a correct record;
- b) That the minutes of the Planning Committee held on 24 June 2019 be signed by the Chairman as a correct record; and
- c) That the minutes of the Finance Committee held on 11 July 2019 and recommendations held therein be approved and signed by the Chairman as a correct record.

33 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT B)

Members considered the report of the Responsible Financial Officer.

Cllr McGuinness asked in future for a breakdown of the income and expenditure at the Woodland Community Centre. The Clerk advised that a progress report on the Centre, including finance data would be submitted to a future meeting.

RESOLVED

- a) That the report be approved; and
- b) That the BACS payments be authorised.

34 HUMAN RESOURCES POLICIES (REPORT C)

The Council considered the implementation of several key human resources documents including: - grievance policy & procedure, disciplinary policy & procedure, equality & diversity policy, anti-harassment & bullying policy & procedure, anti-bribery policy and whistleblowing policy & procedure.

These policies were essential guidance for employees and managers on how to handle a range of employment issues.

Cllr Higby offered advice on the policies and suggested a number of amendments. As such it was;

RESOLVED

That the Clerk and Cllr Higby would undertake a further view the policies set out in Report C; and these would be brought to the next meeting for consideration.

35 WOODLAND COMMUNITY CENTRE (PAPER D)

The Council considered a request from Rainbows Pre-School that a brick-built porch be erected at the rear exit of the nursery.

The Pre-School had secured external funding for this and had sought a number of quotes for the work.

RESOLVED

- a) That the request from Rainbows Pre-School to erect a porch at the rear exit of the nursery at the Woodland Community Centre be approved; and
- b) That the works and completed building be monitored and inspected by the Council's Operations Manager.

36 FORWARD PLAN (REPORT E)

RESOLVED

That the Forward Plan as set out in Report E be approved, subject to the amendments; and

Tthat the HR Policies be considered at the September Council meeting.

37 MEMBERSHIP OF COMMITTEES

Owing to the resignation of Cllr Warrillow from the Planning Committee and the current vacancy, it was moved and seconded that Cllrs Abbott and Forfar be appointed to this committee.

RESOLVED

That Cllrs Abbott & Forfar be appointed to serve on the Planning Committee.

This was all the business and the meeting closed at 7.20 pm.

Signed Chairman



Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

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**Minutes of the Planning & Highways Committee meeting
held on Monday 2 September 2019 at 7.00 pm
at 2 Knowle Park Lane, Fair Oak**

P – present, Ab – absent, Ap – apologies.

Committee:

P	Cllr Abbott	P	Cllr McGuinness (Vice Chairman)
P	Cllr Forfar	P	Cllr Mignot
Ab	Cllr Jermy	P	Scott (Chairman)

Others Present: Cllrs Douglas & Spearey up to item 17.

Officers in attendance: Ms M Stephens, Clerk & Mrs L Greenslade, Deputy Clerk.

PUBLIC PARTICIPATION

Two members of the public were present who voiced their concerns on the amount of development round the Parish, particularly Horton Heath.

13 DECLARATIONS OF INTEREST

Cllr Douglas – application number RM/18/83278 – Pembers Hill Farm. Cllr Douglas had left the meeting for this item.

14 MINUTES

RESOLVED

That the minutes of the meeting held on 24 June 2019 (previously approved at Full Council on 15 July 2019) be noted.

15 HIGHWAYS

RESOLVED

a) That the Parish Council write to Hampshire Highways Authority requesting consideration of speed limit reduction on Knowle Lane.

16 EASTLEIGH BOROUGH COUNCIL LOCAL PLAN EXAMINATION

The Chairman welcomed Graham Tuck, Senior Planning Policy Officer from EBC). Graham gave a factual update on what EBC's proposed modifications to the Local Plan were and what they meant. He did not discuss the content of the Local Plan as this had already been submitted to the Inspector.

Members discussed whether to make representation at the hearing and what submissions should be made to the Inspector.

RESOLVED

That the Chairman and Clerk draft a submission document for consideration by the Inspector and present this at the next Planning meeting.

16 PLANNING APPLICATIONS

CLRs discussed planning applications received to week ending 23 August and made the following comments: -

Application No: [F/18/83945](#)

Site Address: Chalcroft Business Park, Burnetts Lane, West End

Description: Hybrid Planning Application consisting of:

1. Full Planning Application for the construction of a two storey industrial building for a commercial butchery (2,064 m² of Use Class B1(c)), development of 767m² of B1b/B1c floorspace (including a first floor extension to the existing security building), construction of a cafe and site maintenance store and the demolition of building 17 and a water tank; and
2. Outline Planning Application for the demolition of Units 10 -15 (1,860m² of Commercial floorspace), and store building and the development of 6,420m² of B1b, B1c, B2 and B8 storage and distribution floorspace (All matters other than access reserved).

Comment: Objection, as the timing of the application is premature. The roads infrastructure must be put into place before Members accept any development on the site.

Application No: [RM/18/83278](#)

Site Address: Pembors Hill Farm, Mortimers Lane, Fair Oak, SO50 7EA

Description: Reserved matters for the construction of 242 dwelling units and retention of 2 dwellings pursuant to outline permission O/15/77190 for residential development of 250 dwellings. (Details of appearance, landscaping, layout and scale of development only for consideration).

Comment: Members asked for this application to be deferred for consideration at Full Council on 16 September.

Clerk's note: The Planning Officer had subsequently clarified, as follows: "this is a request for a Non Material Amendment to the approved reserved matters only, not a reconsideration of all the reserved matters. The NMA is to swap around 4 of the affordable housing plot tenures (from/to rented or shared ownership) so that they can be more easily managed. The deadline for comments on this NMA is 13/9/19". Following this information, the Chairman raised no objection.

Application No: [H/19/86211](#)

Site Address: 6 Camelia Grove, Fair Oak, SO50 7GR

Description: Two storey side extension to provide independent living space/annex for disabled daughter.

Comment: No objection

Application No: [H/19/86160](#)

Site Address: 51 Scotland Close, Fair Oak, SO50 7BR

Description: Proposed ground floor rear extension

Comment: No objection

Application No: [H/19/85998](#)

Site Address: 40 Brendon Gardens, Fair Oak, SO50 7GG

Description: To replace and extend existing wooden fence with 1 m high metal railings to front of property along the boundary line

Comment: No objection

Application No: [H/19/86097](#)

Site Address: 46 Sandy Lane, Fair Oak, SO50 8ET

Description: Dropped kerb

Comment: No objection

Application No: [T/19/86207](#)

Site Address: 14 Sandy Lane, Fair Oak, SO50 8EQ

Description: 1 no. Yew Tree - Reduce crown by 2 metres

Comment: No objection subject to a satisfactory report from the Tree Officer.

Application No: [T/19/86220](#)

Site Address: 2 The Hedges, Botley Road, Horton Heath, SO50 7QJ

Description: 1 no. Oak (T1) - Remove the lowest lateral limb that extends over the gardens of 2 and 3 The Hedges back to the main stem.

1 no. Scots Pine (T2)- Located in neighbours garden. Remove the overextending lateral over the garden of 2 The Hedges back to the main stem, reduce the remainder of the overhang by up to 50cm.

Comment No objection subject to a satisfactory report from the Tree Officer.

Application No: [H/19/86245](#)

Site Address: The Tamarisk, 8 Barley Fields, Horton Heath, SO50 7FD

Description: Proposed single storey rear extension with balcony extension over, provision of additional car park space to the front following removal of existing tree.

Comment: No objection

Application No: [X/19/86303](#)

Site Address: Fir Tree Farm And Victoria Farm House, Fir Tree Lane Horton Heath, SO50

Description: VARIATION OF CONDITIONS 1, 4, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 18, 19, 22, 23, 24 and 39 of planning permission O/16/79354 (For residential development of up to 450 dwellings with new road and access onto

Fir Tree Lane and Allington Lane and associated infrastructure and facilities) to amend the phasing parameter plan details to include a phase A1 for a public right of way between Fir Tree Lane and Quobleigh

Woods and sub Phase A2 for the Allington Lane access infrastructure, and to amend the pre-commencement requirements in respect of Phase A1 and Phase A2.

Comment: No objection

Application No: [T/19/86251](#)

Site Address: The Mazels, Knowle Lane, Horton Heath, SO50 7DZ

Description: 1 no. Weeping Beech - Crown lift over house and shed by 2m, reduce 3m over extended branches.

Comment: No objection subject to a satisfactory report from the Tree Officer.

Application No: [T/19/86253](#)

Site Address: Oak House, 5 Cotsalls, Fair Oak, SO50 7HP

Description: 1 no. Oak – Fell

Comment: No objection subject to a satisfactory report from the Tree Officer.

DECISIONS

The following list of “decisions made” were noted:-

Application details: H/19/85476

Proposal Detached single storey outbuilding

Decision: refused delegated

Location 1 Highbury Close, Fair Oak, Eastleigh, SO50 7JG

Application Details T/19/85495 Consent under Tree Preservation Orders

Decision: 10 Jul 2019 Part Consent Part Refuse Trees Delegated Decision

Proposal: 1 no. Oak (T1) - Crown reduce overall by 3 metres to leave a finished height of 10 metres.

Location: 8 Newmarket Close Horton Heath, SO50 7LJ

Application Details: F/19/85060 Full planning

Decision: 11 Jul 2019 Permit Delegated Decision

Proposal: Retention of log-burner flue and wooden safety guttering to existing property

Location: East Horton Golf Centre, Mortimers Lane, Fair Oak, SO50 7EA

Application Details: L/19/85186 Listed building
Decision: 11 Jul 2019 Grant Listed Building Consent Delegated Decision
Proposal: Listed Building Consent: Retention of log-burner flue and wooden guttering to existing property
Location: East Horton Golf Centre, Mortimers Lane, Fair Oak, SO50 7EA

Application Details: T/19/86062 Consent under Tree Preservation Orders
Decision: 19 Jul 2019 Withdrawn Delegated Decision
Proposal: There is an oak tree in our back garden that has died. We believe there is a risk it may fall as it is rotting .
Location: Oaklands, Winchester Road, Fair Oak, SO50 7H

Application No: [V/19/85818](#)

Address: Pembers Hill Farm, Mortimers Lane, Fair Oak, SO50 7EA
Description: Deed of variation to vary the Pembers Hill Farm S106 Agreement dated 11 May 2018 so that 15% Affordable Housing is secured by the Planning Agreement O/15/77190 and 25% by other contractual means under the Council's control (overall total to remain at 35% Affordable Housing). Also, amendment to Mortgagee in Possession clauses to meet with the Registered Providers requirements. Town and Country Planning Act 1990 The Town and Country Planning (Development Management Procedure) (England) Order 2015.
Letter from EBC "Thank you for your recent letter containing your comments about the above application. I am writing to inform you that it has now been withdrawn"

Application Details H/19/85308 Householder planning
Decision 29 Jul 2019 Permit Delegated Decision
Proposal Two storey infill rear extension
Location Stroudwood Farm, Winchester Road, Lower Upham, SO32 1HH

Application Details L/19/85821 Listed building
Decision 29 Jul 2019 Grant Listed Building Consent Delegated Decision
Proposal Listed Building Consent: Two storey infill rear extension
Location Stroudwood Farm, Winchester Road, Lower Upham, SO32 1HH

Application Details: H/19/85831 Householder planning
Decision 5 Aug 2019 Refuse Planning Permission For Delegated **Decision**
Proposal Extension to front of garage and the creation of a new second floor with small dormer windows
Location 43 Ascot Road, Horton Heath, SO50 7JP

Application Details H/19/85688 Householder planning
Decision 9 Aug 2019 Permit Delegated Decision
Proposal Erection of a single-storey rear extension
Location 5 Selhurst Way, Fair Oak, SO50 7JX

Application Details F/19/85829 Full planning
Decision 5 Aug 2019 Permit Delegated Decision
Proposal Construction of first floor extensions to existing care home and new window to west elevation.
Location Home Park, Knowle Lane, Horton Heath, SO50 7DZ

Application Details H/19/85798 Householder planning
Decision 8 Aug 2019 Permit Delegated Decision
Proposal Single storey rear and side extensions following demolition of existing detached garage.
Location 395 Fair Oak Road, Fair Oak, SO50 7AB

Application Details H/19/85956 Householder planning
Decision 16 Aug 2019 Permit Delegated Decision
Proposal Single storey front and side extensions and alterations to roof
Location The Mount, Winchester Road, Fair Oak, SO50 7HD

The plans and documents for the above applications can be accessed via the Eastleigh Borough Council Planning Portal by clicking on the links above.

RESOLVED

- a) That the comments set out above, be submitted to the Borough Council;
- b) That the planning decisions be noted; and
- c) That the comments made to applications received during the summer recess, as set out in Appendix 4, be noted.

This was all the business and the meeting closed at 8.35 pm.

Signed Chairman



Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

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**Minutes of the ASSET COMMITTEE meeting
held on Monday 10 June 2019 at 7.00 pm
at 2 Knowle Park Lane, Fair Oak**

P – present, Ab – absent, Ap – apologies.

P	Cllr S Anderson	P	Cllr P Spearey
P	Cllr C Bird	Ab	Cllr G Warrillow
P	Cllr H Douglas		X2 Vacancies
P	Cllr D Scott		

Other Cllrs present: Jermy & McGuinness.

Officers in attendance: Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk & S Reynolds, Senior Groundsman

PUBLIC PARTICIPATION

Imperial Homes outlined their ambitions for the proposed development at land adjacent to the Brigadier Gerrard, Agenda item 5, prior to Members discussing the suggestion that the Parish Council agree to the transfer of the wooded area rear of the site, should the application be permitted.

1 ELECTION OF CHAIRMAN

RESOLVED:

That Cllr Scott be elected Chairman of the Committee for the ensuing municipal year.

The Chairman of the Committee Cllr Scott in the Chair.

2 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED:

That Cllr Bird be appointed Vice-Chairman of the Committee for the ensuing municipal year.

3 DECLARATIONS OF INTEREST

No declarations of interest were made by members in connection with an agenda item.

4 LEISURE & PROPERTIES COMMITTEE MINUTES (PAPER A)

RESOLVED:

That the minutes of the 4 February 2019 (previously approved at Full Council on 18 February 2019), be noted.

5 LAND ADJACENT TO THE BRIGADIER GERRARD (PAPER B)

The Committee discussed whether the Parish Council should agree to the transfer of the wooded area to the rear of the proposed development which would be sited adjacent to the Brigadier Gerrard.

Some Members had attended a site visit. Members discussed the community amenity value of the land, and the cost of maintaining an ancient woodland.

Members were of the view that the wooded area did not hold any real community amenity value. The cost of maintaining ancient woodland, that was subject to a tree preservation order was also discussed. They asked for clarification on the projected costings for the management of the trees.

RECOMMENDED:

- a) That the Council not agree to the transfer of the public open space (wooded area) that forms part of the development, initially; and
- b) That the Council monitor the site, and review again after two years, should development proceed.

6 NEW CENTURY PARK PLAY AREA (REPORT C)

The Committee considered the progress of the play area installation and the request to purchase and install two additional benches which would be met via the project contingency fund.

Members also discussed whether a sun sail be installed, given the cost to purchase and the practicalities to maintain this, Members agreed not to install. Additional sun safe signs would be installed, and sunshade provision be added to the community investments programme (CIP) list for future consideration.

RESOLVED:

- (a) That £1,200 be taken out of the project contingency fund for the installation of the two additional benches and surrounding mulch bases; and
- (b) That further investigation take place regarding the provision of a sunshade; and
- (c) That provision of a sun shade be added to the CIP list for future funding.

7 PROPERTY MATTERS

The Committee received a presentation (attached at appendix 1 to these minutes) on the maintenance status of all parish properties and public open space.

RESOLVED:

That the presentation be noted.

8 WORK PROGRAMME (REPORT D)

RESOLVED:

That the work programme be noted.

This was all the business and the meeting finished at 8.15 pm.

Signed Chairman

Attachment: Appendix 1

Data Protection
Accountability Framework
Assessment
for
Fair Oak and Horton Heath
Parish Council

September 2019

Conducted by

jarvisfields

L van Niekerk MBA CIPP/E

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1. Executive Summary

This data protection assessment for Fair Oak and Horton Heath Parish Council was conducted in August 2019 through an interview with the Clerk and a review of the Council's current policies, procedures, registers and privacy notices. The current compliance position was matched against the applicable legislation, audit parameters used by the Information Commissioner's Office and best practice guidance for the local government sector.

The General Data Protection Regulation (GDPR) introduced a new accountability framework which shifted the responsibility to the data controllers and, to a lesser degree, the processors of personal data. There is no longer a requirement to report all processing activities to the ICO but the expectation is that all processing activities comply with the accountability framework and that organisations are able to demonstrate their compliance through organisational measures and a policy framework mapped against the complex requirements of the legislation.

In general, it was found that there is a data protection and privacy accountability framework in place at the Council. There are, however, still significant gaps in both the policy framework and the procedures that expose the Council to ongoing risk that needs to be addressed urgently. An active programme is required to move the Council closer to compliance to help mitigate these risks. To assist the Council in this task, an Action Plan (Appendix 2) is provided with this assessment to identify the individual areas in need of attention with a suggested timeframe for the tasks required according to the level of associated risk.

The Clerk, Ms Melanie Stephens, made good progress towards a compliance framework and needs to be commended for the work she did under severe time pressure and with very little sector specific guidance. Although the Council is still some distance from a basic compliant position, a framework is in place and it is consequently in better shape than many of its peers.

The assessment of the Council's accountability frameworks identified several risk areas. The most significant risks include the low level of active Council governance oversight, the absence of an overall Data Protection Policy and the absence of legally required registers to record processing activity and data subject access requests.

Other risks identified include the potential conflict of interest situation for the Clerk as both the operational head and Data Protection Officer, breach procedures, the absence of a CCTV Policy and Data Protection Impact Assessment, gaps in the due diligence and management of processors and the need to follow good practice in information security management through the exclusive use of only Parish Council email accounts for Parish business. The Council also has to clarify the need to process special category data collected through the employment application process as this creates a particularly high-risk area where breaches or misuse could lead to fines or action by the individuals concerned.

The Information Commissioner's Office was given wide ranging powers under the GDPR which includes enforcing compliance through audits, investigations, stopping processing activities and fines. The first ICO fines under the GDPR/Data Protection Act 2018 were issued in July this year and they are record-breaking in size. There had been an expectation that the ICO would not initially use its full powers and only concentrate on bigger corporate bodies but this has proved to be an incorrect assumption as the fines include both bigger and smaller organisations. The ICO has in the past two months started to focus more on the position of Parish Councils to identify risk areas and encourage Councils to take corrective actions by 2020. It can therefore reasonably be expected that Parish Councils will in future come under closer scrutiny.

It is recommended that the Council adopts a working programme incorporating both the recommendations in this report and its own data protection priorities with clearly identified steps prioritised according to the urgency and the level of risk which is reviewed every quarter and fully audited annually.

By adopting an active data protection risk management programme, the Council will be able to demonstrate that it is serious about protecting the personal data of residents and partners and giving staff the confidence and knowledge to navigate this complicated legislation.

2. Scope and Approach

The Clerk was interviewed on 21 August 2019 using the proprietary JarvisFields Privacy and Data Protection Assessment Methodology.

This methodology was developed to assist small and medium sized public, third-sector and private sector organisations to comply with privacy legislation, including the General Data Protection Regulation (2016/679) (“GDPR”); the United Kingdom’s Data Protection Act 2018 (“DPA 2018”) and the Privacy and Electronic Communications (EC Directive) Regulations 2003 (“PECR”). The Assessment Methodology also incorporates the good practice guidelines provided by the Information Commissioner’s Office (ICO). Refer Appendix 1 for a comparative mapping of the legislation referred to above. All references throughout the document are to the GDPR and where relevant specific UK derogations in the Data Protection Act 2018.

This assessment specifically focussed on Data Controller obligations as Fair Oak and Horton Heath Parish Council is a Controller with the required duties as set out in various sections of the GDPR including Article 24 and Recitals 74, 78, 80 and 83.

3. Governance and Accountability

At the Parish Council the overall accountability for, and oversight of privacy and data protection resides with the Full Council as the Data Controller. Certain compliance responsibilities have been delegated to the Clerk, but the overall risk management of this business area remains that of the Council.

The Policy Committee (which is no longer active) was originally designated as the Data Controller which was not a valid delegation as the Full Council retains this position and the attached responsibilities. The expectation is that Full Council sets the tone, urgency and monitoring of progress towards compliance for the Council and staff.

The Council formally appointed the Clerk as the Data Protection Officer (“DPO”) at the beginning of 2018. It has become customary for Parish Councils to appoint their Clerks to this position, but it needs to be understood that there could be a potential conflict of interest situation as the Clerk also remains the operational head of the Council. The position of DPO is a formal one with specified duties outlined in the legislation. These duties require the person holding the position to act with impartiality and the postholder cannot receive instruction regarding the exercise of those tasks (Article 38:3) and cannot be penalised or dismissed for performing the tasks. The postholder is also required to have expert knowledge of data protection law and practice. The ICO recommends that the DPO should not hold a position which leads him or her to determine the purposes and the means of the processing of personal data. The Regulator further recommends that the DPO should not be expected to manage competing objectives that could result in data protection taking a secondary role to business interests.

As the Clerk as DPO is required to act both in the interest of the data subjects and that of the Council it can be a challenging arrangement. It is recommended that the situation be reviewed and monitored for effectiveness and the workload it imposes on the Clerk. The legislation allows for the position to be outsourced.

3.1 ICO Registration

Fair Oak and Horton Heath Parish Council is registered with the ICO (Registration number Z8754409) as required by law. The UK DPA 2018 states that Parish Councils are not regarded as public authorities for the purposes of the GDPR and is therefore not required to register a DPO with the ICO. Fair Oak and Horton Heath Parish Council engages in monitoring through its CCTV system which brings into scope one of the other requirements for registering a DPO with the ICO, but it is not a core activity and not likely to be on a large scale. It is recommended that the extend of CCTV monitoring be kept under review and to register the DPO with the ICO should the situation change. Similarly, the Council has recently been advised to include equal opportunities monitoring in personnel documentation but currently this is not a core activity or on a large scale. Please refer to Section 5.1 for recommendations on the processing of this data.

3.2 Policies, Procedures and Documentation

In order to comply with GDPR Article 24 which sets out the duties of the Controller there is a requirement to put in place appropriate technical and organisational measures at the Council.

A complete accountability framework in the form of policies, procedures and registers are required as part of this framework and are key elements of providing evidence of compliance should the Council be audited by the ICO or a reportable breach occurs.

3.2.1 Documentation

A review was done of all documentation currently in place and the following improvements are recommended:

- a) The creation of one complete Data Protection Policy that incorporates the numerous individual policies, procedures and notices numbering over 20 documents at present. In particular it is essential that the Policy includes a Breach Policy, Data Retention Policy, Data Subject Access Requests Policy, Data Transfer Arrangements, Information Security Policy and detailed privacy compliant procedures for HR and Recruitment.
- b) The current procedures for Data Subject Access Requests need to be reviewed to provide cover for the Clerk during holiday and other absences to ensure the legal time limit is met. The acceptable forms of identification should be reduced to only allow for the most commonly accepted forms which would contribute to meeting the criteria for data minimisation and reduce the opportunity for fraudulent requests. The time limit needs to be corrected across all documents.
- c) The Data Breach Response Plan needs to be expanded to clarify the reporting triggers for ICO and data subject notification and the allocation of individual responsibilities should a serious breach necessitate a public relations response.
- d) Processor Agreements need to be put in place with service providers such as Smart Marketing, the website/IT providers and CCTV operators. A due diligence exercise needs to be carried out for large processors such as Microsoft Office 365, WordPress and RBS to ensure they provide adequate protection and this needs to be kept under review in case of breaches involving these providers.
- e) A CCTV policy needs to be put in place based on a Data Protection Impact Assessment. The Policy should clearly identify the security measures in place and the limited access to and use of footage or pictures captured.
- f) Staff Handbook/employee contracts need to be expanded to include acceptable use policy, arrangements around Bring Your Own Device policy and homeworking.
- g) The website Privacy Policy (Notice) needs to be rewritten to meet Article 13 specifications and a Cookie Consent notification introduced as legally required by the PECR. The notice to be at the top or bottom of the website where it is immediately accessible, prominent and easy to find. Language to be in a clear and simple format that is easily understood by all users.
- h) All individual fair processing notices (privacy notices) to be streamlined for uniformity.
- i) Vendor/hirer agreements to include notice of requirements to comply with data protection legislation to minimise the Council's risk and exposure.
- j) The Council might want to consider introducing a Strategic Risk Register which includes data protection compliance as a managed risk which is reviewed quarterly.
- k) All policies and procedures to be reviewed annually to account for new legislation and ongoing best practice advice from the Regulator.
- l) A complete review of the Application for Employment form to conform with data protection requirements including removing the requirement for Consent on the final page of the fair processing notice and the insistence that data subject access requests be made in writing which is contrary to legislation.
- m) Expand the Data Protection section of the Contract of Employment to refer to the Council's Data Protection Policy including retention periods and acceptable use policy.

3.2.2 Registers

A review of the required monitoring registers found that the following registers are not currently in place which needs to be addressed as a matter of urgency:

- a) Records of Processing Activity (RoPA) Register as required by Article 30 and regarded as a basic level compliance requirement by the ICO.
- b) Breach Register for both reportable and non-reportable breaches.
- c) Data Subject Access Requests (DSAR) Register.
- d) Data Retention Schedule to support Data Retention Policy.
- e) Training Register.

Please refer to the Action Plan in Appendix 2 for a detailed assessment of the above according to urgency.

4. Training and Awareness

As mentioned previously the GDPR introduced an accountability framework that places the responsibility on organisations to provide proof of their compliance. A key part of this framework is training staff on the basic principles of data protection and the organisational policies. The ICO regards induction and ongoing training as a compulsory requirement, even for senior managers. It recommends that training should be a business-as-usual necessity.

Fair Oak and Horton Heath Parish Council provided light touch training for Councillors in 2018 but no training has been provided for staff. This is a serious failing in the overall compliance effort. Even if compliance is achieved with policies and procedures as set out in Section 3 above, the Council could still fail in its responsibilities if there is no implementation due to a lack of knowledge and understanding. If the Council is required to provide proof of its compliance framework, the lack of training will be regarded as a serious area of non-compliance by the regulator as was highlighted by the ICO investigation conducted in 2016 after a spate of breaches at local authorities. This situation needs to be addressed urgently as it exposes the Council to a high level of risk.

It is recommended that compulsory training be introduced for both Councillors and staff as a matter of urgency (Refer to Action Plan). It is strongly recommended that the light touch training that Councillor received be followed up with more formal training enabling Councillors to monitor the effectiveness of the Council's accountability framework and the suitability of current policies and procedures.

It is further recommended that the training programme be accompanied by an ongoing awareness programme that keeps staff and Councillors up to date on new legislation and requirements. Privacy compliance is an ongoing task and can never be regarded as finished.

5. Data Management

The Council performs various processing activities including using, collecting, recording, organising, sorting, altering, consulting, retrieving and sending personal data including names, addresses, email addresses and bank account details. This data usage constitutes most of the day to day interaction with personal data at the Council.

5.1 Special Category Data

The Council also holds special category data identified in Article 9 of the GDPR which requires explicit consent and can only be used under very specific conditions.

Health information is collected about staff in the course of the monitoring of sick leave and potentially for work capacity but the Council has also recently been advised to collect an additional, extensive range of special category data as part of the application for employment. The Equality and Diversity Monitoring form which is presented to applicants for completion as part of the application process includes information on ethnicity, health conditions, sexual orientation and religious beliefs in addition to other sensitive data. The collection of this data puts the Council in a position where it has to take special care in how this data is processed as a

data breach involving this category of data will be regarded as serious and exposes the Council to the highest level of fines as allowed under the legislation. A breach or misuse involving this category of data is also more likely to result in action taken by the individuals concerned.

In order to mitigate this additional risk, it is recommended that a decision be taken whether it is necessary to collect this data. Currently the Council does not have an equality policy, does not actively monitor equality and diversity and the information is not assessed or passed on for statistical analysis. It is therefore difficult to make the argument that a valid legal basis exists for holding the data if it is not used. Another concern is that it does not meet the key principle of data minimisation which requires that an organisation only collects the minimum amount of data necessary for the activity. It is difficult to make a valid argument that, for example, an applicant's religious beliefs are relevant when applying for a position at the Council. The need to keep to a strict retention period and the requirements for the data to be accurate add additional responsibilities.

It is recommended that the Council seeks advice from a specialist in the field of equality monitoring or only collect the data on an anonymised basis which removes most of the data protection risks involved.

5.2 Data Protection Principles

In terms of the processing of data according to the data protection principles there is an awareness of the need to comply with the transparency and fairness requirements, data minimisation, storage limitation, purpose limitation and security.

In order to demonstrate the application of the data protection principles it is a requirement that the Council keeps a number of registers. The register most urgently required is the Records of Processing Activity (RoPA) Register which records the legal bases for the different processing activities. It is recommended that a wide application be used including Legitimate Interests to cover processing related to the hosting of events and dealing with volunteers which cannot rely on the public duties or contract positions.

As the registers must be accurate and up to date it needs to be clarified what personal data Councillors process in the performance on their duties and how policies need to be adopted to account for it. This is a weakness in the current understanding of data flows and the data lifecycle at the Council. In the performance of office duties there is a clear data lifecycle.

Another register that is required in order to meet the storage limitation principle is the Retention Schedule which needs to be linked to the Council's overall Data Protection Policy document. The Schedule will outline the retention periods for all digital and paper records including the arrangements for the disposal of paper copies and records management to ensure data is only stored for as long as stipulated by legal requirements. The disposal of paper records is currently done in house and records are regularly reviewed for destruction. The Retention Schedule needs to be reviewed on an ongoing basis and staff are required to comply with the identified retention and destruction periods.

The Council does not transfer any data outside of the EEA which relieves it of the third country safeguarding duties required under the GDPR. The processor arrangements with the larger service providers need to be kept under review to ensure that this situation does not change as it would require the introduction of the complex legal framework for third country transfers required by the GDPR.

The Data Protection Policy should include a specification for the Council to conduct a Data Protection Impact Assessment (DPIA) prior to the implementation of any system that poses a risk to the rights and freedoms of data subjects such as a new database or website.

A DPIA should be conducted for the current CCTV system once the single operator has been contracted to demonstrate that the rights and freedoms of those affected have been considered and the risks mitigated. This document will need to show how the Council has mitigated the impact on the public and ensured the security of the footage should a complaint ever be received.

It is recommended that the Council increasingly move towards anonymisation and pseudonymisation of data where possible.

6. Security of Personal Data

A key requirement of the GDPR is that organisations implement technical and organisational measures (or controls) to ensure that the risks to security, confidentiality and availability are adequately addressed. This is effectively a risk assessment, and as a body performing public duties and under constant public scrutiny, this represents an important compliance requirement for the Council.

6.1 Security measures

There is currently a reasonable awareness of the need for security of systems and staff are required to follow procedures to secure their workstations and devices and the confidentiality of data stored thereon. These arrangements need to be incorporated in the Information Security Policy.

The key aspects to be included in the Policy may include (for example):

- Physical (e.g. locked filing cabinets) and logical (e.g. passwords) security controls, including elevated (privileged) access management;
- Backup arrangements;
- Business continuity management;
- Asset management throughout its lifecycle from acquisition to disposal; and
- Mobile device management and loss or theft procedures.

The Policy should also include the Council's commitment to Privacy by Design and Privacy by Default as required by the GDPR to help ensure that data protection and privacy requirements are considered from the outset for any new initiative the Council undertakes or new equipment purchased.

Should a data or security breach happen the Breach Policy should be clear on procedures, reporting timelines and individual responsibilities. The risk assessment for ICO notification should be clear and consistent, similarly for notifying the individuals affected if the threshold is met.

It is extremely important that the Breach Register be kept up to date with all breaches, irrespective whether they are reportable breaches or not. To ensure that this is done efficiently it is recommended that as part of an overall training programme, all staff and Councillors be trained on what constitutes a breach and on the correct procedures to follow.

The Breach Register has no end of life and needs to be saved for audit purposes and investigations by the ICO.

6.2 Email Addresses and Data Sharing

The Parish Council's security compliance, as part of its accountability framework, requires it to adopt measures to secure email accounts and devices. The Council has adopted a policy to use its own email account system for all staff and Councillors which constitutes good practice as the use of private email accounts for Council business considerably enhances the Council's risk. The ICO recently conducted research amongst Parish Councils and it was found that the biggest risk concern is the use of private email accounts and devices¹. As a result, the ICO emphasises that Councils must demonstrate that they are GDPR-compliant and that the use of personal email accounts and privately-owned devices may make this more complicated. As a Data Controller, the Council has obligations relating to the confidentiality, integrity and availability of all personal data it holds. This means that the Council is accountable for any Council business conducted involving personal data on any device or through any email account.

It is strongly recommended that all staff and Councillors only use Fair Oak and Horton Heath Parish Council email accounts for all Council business. Any deviation from this practice exposes the Council to unnecessary and entirely preventable risk which will be virtually impossible to justify to the ICO should a serious breach happen as the risk has recently been highlighted by the Regulator.

¹ ICO. 2019. Fact sheet for councils: the use of personal email addresses and devices. www.ico.org.uk

In addition to the security measures the Council is required to put in place it is also required to have a valid purpose and lawful basis for sharing data with other organisations. The sharing has to be more than just useful or convenient but necessary. Unless it is necessary to share the data with other organisations (such as other Councils) it is unlikely to be a compliant practice. Councillors serving on multiple Councils should guard against forwarding Parish Council emails to other Council email accounts (e.g. Eastleigh Borough Council or Hampshire County Council) as it has implications for the other Councils. This constitutes a data transfer which puts the other Councils in the position of Joint Controller with the Parish with the resultant responsibilities including when a data subject access request is made.

It is important to keep in mind that the ICO not only fines organisations but also individuals. By following best practice guidance and fulfilling its compliance duties, the Council is protecting the taxpayers, Councillors and its staff.

7. Data Subject Access Rights

The GDPR introduced an expanded list of data rights individuals are entitled to and the timeframes for responding to requests.

The Council's accountability framework needs to consider the treatment of absolute and conditional rights and should consistently make it clear that the initial time frame is one month (rather than 30 days) with the possibility of another two-month extension. The relevant framework documents need to be updated to expand on the procedures to be followed when a Data Subject Access Request ("DSAR") is received.

Staff and Councillors should receive extensive training on how to respond when these rights are exercised and a DSAR Register should be kept recording requests, provide information on the identification provided and monitor against legal timeframes to ensure the response is provided in time. Assessments on whether to comply with requests and reasons why it might not be possible should be implemented consistently and the Council should be able to justify the decision in case of a complaint to the Regulator.

The Data Subject Access Requests (DSAR) Register should be urgently established and kept up to date for audit and reference purposes.

Individuals who previously gave their consent to the processing of their personal data have the right to withdraw that consent at any time. Withdrawal of consent requests should be actioned and records updated. It is recommended that Consent as a legal basis for processing personal information should be used only when another legal basis is not available. Explicit consent should always be used in the case of special category data.

8. Marketing

The Council intends to create an e-newsletter for distribution to residents. As the newsletter will be in electronic format the legal requirements of the PECR therefore need to be kept in mind.

The sign-up form on the website and on paper forms needs to provide privacy notice including how the personal data will be used and a separate tick box for email should be provided to record the consent. A record needs to be kept of the consent and the timeframe for storing the forms needs to be noted in the Retention Schedule. When consent is withdrawn it needs to be actioned immediately and the person removed from the distribution list. Each time the e-newsletter goes out to subscribers it needs to include a clear option to unsubscribe.

9. Action Plan Guide

An Action Plan is provided in Appendix 2 to assist the Council's progress towards compliance. The recommendations are classified according to urgency as follows:

High priority recommendations	Finding exposes the Council to significant risk and remediation should be prioritised (within three months)
Medium priority recommendations	Finding exposes the Council to risk and remediation should be scheduled to follow high priority risk items (within next six months)
Low priority recommendations	Findings expose Council to some risk and remediation should be considered (within next 12 months)

It is also recommended that a periodic (annual) audit be performed to reassess compliance and provide the Council with an independent update on the residual risk exposure.

Appendix 1: Data Protection Assessment Regulatory Map

JARVISFIELDS LTD DATA PROTECTION ASSESSMENT QUESTIONNAIRE				
ORGANISATION: FAIR OAK AND HORTON HEATH PARISH COUNCIL				
NAME: MS MELANIE STEPHENS				
DATE: 21 AUGUST 2019				
SECTION	AREA OF REVIEW	REGULATORY REFERENCES		
		GDPR Articles	PECR	DPA 2018
SECTION A	Organisational Information	4, 6, 37		4:56,59
SECTION B	Governance Structures and Procedures	24, 25, 33, 34, 37		3: 44 4:69 - 71
SECTION C	Personal Data Inventory and Data Flows	3, 4, 5, 6, 8, 9, 10, 30, 46		5:72
SECTION D	Data Protection Policies and Privacy Notices	3, 5, 6, 7, 12 - 22, 34, 28, 30, 33, 34,		4:57,61, 64
SECTION E	Information Security Risk and Protocol including Filing Systems	28, 32		4:55,66
SECTION F	Third Party Risk	4, 18, 28, 32		
SECTION G	Training and Awareness Programme	24		
SECTION H	Data Subject Access Requests	15, 16, 17, 18, 20, 21, 22, 24		3:43 – 50, 54
SECTION I	Data Breach Policy, Procedures and Management	24, 33, 34		4:67,68
SECTION J	Monitoring and Compliance	24, 39		
SECTION K	Marketing		21,22,23	

Appendix 2: Action Plan

ACTION PLAN								
ORGANISATION: FAIR OAK AND HORTON HEATH PARISH COUNCIL								
NAME: MS M STEPHENS								
DATE: SEPTEMBER 2019								
Number	Identified Concern		Recommendation	Priority	Section in Report	Action	Owner	Review date
1	Action Plan and overall improvement plan to be approved	1.1	Report and Action Plan to be presented to Council at earliest opportunity to update on current compliance position and obtain strategic agreement on actions to improve accountability framework.	High	1			
2	Lack of data protection training	2.1	Compulsory tailored training for all staff	High	4			
		2.2	Training for all Councillors	High	4			
		2.3	Training Register to be kept recording training provided to all staff and Councillors	Medium	3.2.2			
3	Absence of overall Data Protection Policy	3.1	Create a Data Protection Policy incorporating individual notices, documents and procedures	High	3.2.1			
4	Role of Data Protection Officer	4.1	Council to review DPO role assignment	Optional	3			
5	Need to introduce outstanding policies and registers	5.1	Data Breach Response/Policy to be expanded to include clear guidelines and triggers for reporting and clarification on what constitutes a breach	High	3.2.1			
		5.2	Breach Register to be introduced to record both reportable and non-reportable breaches and to be	High	3.2.2			

			used for corrective action					
		5.3	Data Retention Policy to be incorporated in Data Protection Policy and creation of Retention Schedule	High	3.2.1			
		5.4	Information Security Policy to include acceptable user policy and Bring Your Own Device and homeworking best practice	Medium	3.2.1; 6.1			
		5.5	Data Subject Access Requests Policy and procedures to be expanded and DSAR Register to be introduced	High	3.2.1; 3.2.2			
		5.6	Records of Processing Activity (RoPA) Register To be introduced as a of matter of urgency	High	3.2.2; 7			
		5.7	Processor Agreements to be put in place for smaller providers and due diligence exercise to be carried out for larger providers	Low	3.2.1			
		5.8	CCTV Policy to be introduced and DPIA carried out	Medium	3.2.1			
6	Need to review and update existing policies and procedures	6.1	Council to consider collection of special category data through employment application process	High	1; 5.1			
		6.2	Staff contract and privacy notice in application form to be reviewed for compliance	Medium	3.2.1			
		6.3	Website Privacy Policy to be updated and Cookie Consent notification to be introduced	High	3.2.1			
		6.4	All individual privacy notices to be streamlined for uniformity	Low	3.2.1			
		6.5	Vendor hire agreements to include notice requiring data protection compliance	Low	3.2.1			
7	Lack of high-level strategic risk	7.1	Council to consider introducing a Strategic Risk	Optional	1; 3			

	management programme		Register to include data protection risk management					
8	Absence of awareness programme	8.1	Introduce general awareness programme through visual and electronic notices	Low	4			
9	Consistent implementation of Information Security measures	9.1	All staff and Councillors to use only assigned Parish email accounts for Parish business to ensure compliance and follow ICO best practice guidance	High	1; 6.2			
10	Required use of Data Protection Impact Assessments	10.1	New technology or significant changes to procedures to be done via a DPIA	Ongoing	5.2			
11	Low level of anonymisation and pseudonymisation	11.1	Keep constantly under review for opportunities to improve current position	Ongoing	5.2			
12	Low awareness and use of Privacy by Design and Privacy by Default	12.1	Decisions on acquisitions to reflect implementation of these key requirements in future	Ongoing				

Disclaimer:

JarvisFields Ltd. provides advice and guidance only. We are not liable for any damages arising in contract, tort or otherwise from the use of any material or from any action or decision taken as a result of this assessment. Data Protection and Privacy legislation and case law is a dynamic field and it remains the responsibility of the organisation to keep up to date with new interpretations or changes to the law. The implementation of an accountability framework is an ongoing effort that can never be assessed as complete and entirely compliant. This assessment does not constitute legal advice.

FULL COUNCIL – 16 SEPTEMBER 2019**INSURANCE RENEWAL****1. PURPOSE**

- 1.1 To consider the recommendations of the Council's insurance broker, Came & Co regarding the annual insurance quote; and
- 1.2 To approve the appointment of Hiscox as the Council's insurers for a three-year agreement.

2. BACKGROUND

- 2.1 The Council's insurance is due for renewal on 1 October 2019. Hiscox is the Council's current insurance provider.
- 2.2 Like most Parish Councils, this Parish Council instructs Came and Company to act as the Council's insurance broker in seeking the best possible deal for the Council's insurance.
- 2.3 Following a recent audit with the Clerk on all assets and liabilities needing cover, Came and Company sought three quotes.
- 2.4 Came and Company have advised that Hiscox Insurance is the most competitive option and compares well to last year's premium which was £10,742.62.
- 2.5 Came and Company also recommend a 3-year long term agreement option to allow the Council to maintain an idea of the premium for that period with only changes to Insurance Premium Tax (IPT) and Index linking and this is calculated as follows:

Long Term Agreement Option

Fair Oak & Horton Heath Parish Council may choose to set up a 3 year binding Long Term Agreement (LTA) with Hiscox, the annual premium can be reduced by a further 5%, giving an LTA premium of £8,899.79 including insurance premium tax, plus our administration fee of £75.00, giving a total annual premium of **£8,974.79**. This means Fair Oak & Horton Heath Parish Council will commit to keep their policy with Hiscox for the period of the LTA.

- 2.6 The long-term agreement option would give an annual saving of £1,767.83.

3. RECOMMENDATIONS

- 3.1 That Hiscox be appointed as the Council's insurers for a three-year agreement as set out in terms in paragraph 2.5 above.

For further information contact:
Melanie Stephens, Parish Clerk
clerk@fairoak-pc.gov.uk

Background papers:
None.

FAIR OAK & HORTON HEATH COUNCIL FORWARD PLAN: to May 2020

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This Forward Plan sets out matters which may be considered by Council in the yearly committee cycle. It includes items on which a “key decision” is likely to be taken.

A KEY DECISION IS - A decision which is likely to:

- Result in the Council incurring expenditure or making savings which amount to either £50,000 or 20% (whichever is the larger) of the gross expenditure budget to which the decision relates; or
- Be significant in terms of its effect on communities living or working in the Parish Council area.

KEY	ITEM	TO BE TAKEN BY	DATE DECISION TO BE TAKEN	PRE-DECISION SCRUTINY	DESCRIPTION	LEAD OFFICER / MEMBER
16 SEPTEMBER 2019						
No	Pembers Hill Open Space	Full Council	16 September 2019	Asset Committee/member site visit	To determine whether the PC should take on the open space	Clerk/Operations Manager
No	HR Policies	Full Council	16 September 2019		To consider adopting key HR policies	Clerk/Cllr Higby
Yes	Annual Play Inspection Report	Full Council	16 September 2019	Asset Committee	To consider recommendations	Clerk/Operations Manager
No	Corporate Plan/Community Engagement	Full Council	16 September 2019	Task & Finish Group?	To consider first stages of Corporate Plan development process – including possible appointment of a T&F Group	Clerk
Yes	Surrender of the Scout Lease at Shorts Road (confidential item)	Full Council	16 September 2019		To consider progress of the formal negotiations and agree next steps	Clerk/Chairman/ Vice-Chairman

KEY	ITEM	TO BE TAKEN BY	DATE DECISION TO BE TAKEN	PRE-DECISION SCRUTINY	DESCRIPTION	LEAD OFFICER / MEMBER
21 OCTOBER 2019						
No	Climate Change Task & Finish Group	Full Council	21 October 2019		To establish a Task & Finish Group to examine ways in which the Parish can reduce its carbon footprint.	Clerk/Chairman of the Group
Yes	Community Investment Programme	Full Council	21 October 2019	Asset Committee	To consider items for inclusion on the CIP list	Clerk/Chairman of the Council
No	Internal Auditor Report	Full Council	21 October 2019	Finance Committee	To receive recommendations from the Internal Auditor	Clerk/RFO
Yes	Annual Return	Full Council	21 October 2019	Finance Committee	To receive the annual return	Clerk/RFO
No	HR Policies including Mobile Phone Usage Policy	Full Council	21 October 2019		To adopt a mobile phone usage policy & other key HR Policies	Clerk/Cllr Higby
No	Café Task & Finish Group Progress Report	Full Council	21 October 2019	Café Task & Finish Group	To consider preliminary findings of the Group	Clerk/Chairman of the Group
No	Presentation from Street Pastors	Full Council	21 October 2019		To receive a brief presentation from the Pastors on their work in the Village	Liz Richardson, Pastor

KEY	ITEM	TO BE TAKEN BY	DATE DECISION TO BE TAKEN	PRE-DECISION SCRUTINY	DESCRIPTION	LEAD OFFICER / MEMBER
18 NOVEMBER 2019						
No	Review of Bookings Policy	Full Council	18 November 2019	Asset Committee	To review current Policy	Clerk/Bookings Officer
No	Marketing & Communications Strategy	Full Council	18 November 2019		To develop a Strategy	Clerk/Bookings Officer
No	Review of ICT Provision including website	Full Council	18 November 2019		Review of systems following implementation of Office 365 and new website	Clerk/Bookings Officer
16 DECEMBER 2019						
Yes	Parish Precept/Budget 2020/21	Full Council	16 December 2019	Finance Committee	To set the precept and annual budget	Clerk/RFO
No	Events Planning	Full Council	16 December 2019	Asset Committee	To consider developing a programme of community events	Clerk/Deputy Clerk
No	Retention Policy - Review	Full Council	16 December 2019		To review the current policy	Clerk
No	Woodland Community Centre Progress Report	Full Council	16 December 2019		To consider progress of the activities at the Centre following year of being open	Clerk/RFO/Bookings Officer
20 JANUARY 2020						
No	Cricket Club SLA	Full Council	20 January 2020	Asset Committee	To agree SLA	Clerk
No	Corporate Plan/Community Engagement Action Plan	Full Council	20 January 2020		To review progress	Clerk

17 FEBRUARY 2020						
No	Internal Auditor's Report	Full Council	17 February 2020		To consider recommendations	Clerk/RFO
KEY	ITEM	TO BE TAKEN BY	DATE DECISION TO BE TAKEN	PRE-DECISION SCRUTINY	DESCRIPTION	LEAD OFFICER / MEMBER
16 MARCH 2020						
No	Review of Standing Orders	Full Council	16 March 2020		To review Standing Orders	Clerk
20 APRIL 2020						
Yes	Draft Accounts	Full Council	20 April 2020	Finance Committee	To approve accounts for forthcoming year	Clerk/RFO

This forward plan does not include standard items

Contact Officer: Melanie Stephens, Clerk

OUTSIDE BODIES REPRESENTATIVES 2019/20

ORGANISATION	REPRESENTATIVES	REPORTING SCHEDULE TO COUNCIL
Allotment Association	Cllr M Jermy	July 19
Eastleigh District Association of Local Councils	Cllr N Couldrey	August 19
Fair Oak Village Hall Management Committee	Cllr H McGuinness	September 19
Fair Oak Squash Club	Cllr H Douglas	October 19
Twynams Trustees	Vacancy	November 19
Street Pastors	Cllr P Spearey	December 19
Y-Zone Management Committee	Cllr H Douglas	January 20