

NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

At a meeting of the Audit Committee held at the Council Offices, 12 Arden Road, Frankley on Thursday, 14th February 2018 at 1430 hours.

Present:-

Councillor Sam Goodwin (in the Chair)

Councillors Ian Bruckshaw, Bruce Pitt and Joanna Walker

MINUTES

RESOLUTION OF THE PARISH COUNCIL

- 69 Resolution No. 4726 appointing the membership of the Committee and the Chairperson thereof was noted.

APOLOGY FOR ABSENCE

There were none.

DECLARATIONS OF INTERESTS (EXISTENCE AND NATURE) WITH REGARD TO ITEMS ON THE AGENDA

- 70 There were no declarations.

PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

- 71 No member of the public wished to speak on any Agenda item.

MINUTES

It was proposed by Councillor Goodwin, seconded by Councillor Bruckshaw, and –

- 72 **RESOLVED:** That the Minutes of the meeting of the Audit Committee held on 28th February 2013, having previously been circulated, were taken as read, confirmed and signed.

TERMS OF REFERENCE

- 73 The following terms of reference for the Committee were noted -

(Interleaved document No. 1)

INTERNAL AUDIT TESTING

- 74 A briefing note outlining the requirements of the Council's Internal Audit Testing procedure was noted –

(Interleaved document no. 2)

PARISH COUNCIL RISK ASSESSMENT

The Parish Council's Risk Assessment setting out the possible risks which the Council faced in its day-to-day activities together with the actions recommended to minimise those risks was submitted –

(Interleaved document no. 3)

- 75 **RESOLVED:** That the Parish Council Risk Assessment, as now submitted, be approved and signed by the Chairperson and Responsible Financial Officer for submission to the next meeting of the Parish Council for information

PARISH COUNCIL RISK REVIEW LOG

The Risk Review Log for 2017/2018, identifying the risks involved and the actions taken to minimise those risks was submitted –

(Interleaved document no. 4)

- 76 **RESOLVED:** That the Risk Review Log, as now submitted, be approved and signed by the Chairperson and the Responsible Financial Officer for submission to the Council for information.

FINANCIAL RECORDS AUDIT

- 77 In the light of the above, the Members carried out a three audit trails commencing from the original invoices/petty cash vouchers chosen at random, through the various financial processes ending with the inclusion of the item in the accounts and bank statements.

No errors were found during these checks.

ITEMS FOR INFORMATION ONLY

- 78 The were no items raised

LOCAL ISSUES RAISED BY THE PUBLIC

79 There were none

Meeting ended at 1445 hours

.....
Chairperson

.....
Date

NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL
REPORT OF THE CLERK TO THE COUNCIL

19th March 2018

REPORT OF ACTIONS TAKEN BETWEEN MEETINGS

Set out below are the details of the Actions taken by the Clerk/RFO in consultation with the Chair under the authority granted by Minute No. 4976).

Payee	Description	Reason for approval
Ms D Seymour	Staff Wages (4 Payments)	Agreed that staff wages to be paid on a weekly basis
Cllr Ian Bruckshaw	Chairperson's Allowance	Agreement to pay Allowance at same time as Officer's Salaries
R A S Griffiths	Salary	Paid in accordance with the provisions of the Contract of Employment
D J Phipps	Salary	Paid in accordance with the provisions of the Contract of Employment
Frankley Neighbourhood Forum	Purchase of Tipper Truck – Frankley Street Champions	Payment required by vendor upon purchase of truck
On-Line Marketing and Sales	Broadband Service	Settlement of invoice required within 7 days of receipt of invoice
D M Payroll Services Ltd	Provision of services of DPO	Settlement of invoice required following data protection audit.

Recommended: That the actions taken by the Clerk/RFO in consultation with the Chair under the authorisation granted by Minute No.4976, be noted.

Clerk to the Council & RFO
19th March 2018

New Frankley in Birmingham Parish Council

19th March 2018

Voucher 018/18 to 033/18

Voucher No	Cheque Number	BACs Number	Payee	Description	£.p
016/18	300706		Frankley Neighbourhood Forum	Purchase of Tipper Truck - Frankley Sreet Champions	9,743.00
018/18	300708		Ms Daphine Seymour	Week Wages	22.50
022/18	300712		Ms Daphine Seymour	Week Wages	22.50
023/18	DD		British Telecommunications	Telephone Bill	302.68
024/18	300713		Clr Ian Bruckshaw	Chairperson's Allowance	64.00
025/18	300714		R A S Griffiths	Salary	696.80
026/18	300715		D J Phipps	Salary	398.15
027/18	300716		Ms Daphine Seymour	Wages	22.50
028/17		BAC 101	On-Line Marketing and Sales	Broadband Service	81.00
029/17		BAC 102	DM Payroll Services Ltd	Provision of Services of Data Protection Office	600.00
030/17	300717		Ms Daphine Seymour	Wages	22.50
031/18	DD		Opus Energy	Gas Bill	72.11
032/18	300718		R A S Griffiths	Petty Cash Reimbursement	23.50
033/18	300719		Office Outlet	Stationery	202.83
				Total	£12,274.07

R A S Griffiths

Responsible Financial Officer

* These payments were authorised between meetings by the Chairperson, Vice-Chairperson or the Responsible Financial Officer

19th March 2018

New Frankley in Birmingham Parish Council Risk Assessment

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable New Frankley in Birmingham Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT

Subject	Risk(s) Identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information quarterly. During the budget fixing process the Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the RFO. With this information the Council approves the required monies for standing costs and projects for the following year and applies specific figures to budget headings, from which the precept is calculated. The precept is the amount to be requested from Birmingham City Council. The figure is submitted by the RFO in writing. The Precept is received in two tranches (April and October) the receipt of which is checked by the RFO.	Existing procedure adequate.
Financial Records	Inadequate records	L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate Review the Financial Regulations when necessary
Bank and banking	Financial Irregularities	L	Internal and External Audit	Existing procedure adequate
	Inadequate checks	L	The Council has Financial Regulations which set out banking requirements.	
	Bank's mistakes Loss Charges	L	The RFO undertakes a monthly reconciliation of the Council's financial assets and the bank statement which is signed off by the Chair. Any error between the figures would be reported to the bank.	Existing procedure adequate

	Reconciliation	L	A reconciliation between the monthly bank statement and the Council's financial reserves is made monthly and signed off by the Chair	Existing procedure adequate
Reporting and auditing	Information communication	L	A monitoring statement showing payments and expenditure and budget update is produced quarterly for Members' information.	Existing procedures adequate.
Direct Costs	Goods not supplied but billed Incorrect Invoicing	L	The Council has Financial Regulations which set out requirements to check the invoice amount against the goods received.	Existing procedure adequate
		L	At each Council meeting the Council approves the schedule of requests for payments. Additionally, the RFO submits a schedule of payments made between meetings in accordance with Financial regulations	Review the Financial Regulations when necessary
		L	The Parish Council does not supply goods, services or works which require invoices to be produced.	
	Cheque incorrect	L	Two authorised signatories are required for cheques and the counterfoil initialed; two authorised signatories required for BAC's payment together with a record of the payment signed by the two signatories	As per Financial Regulations
Grants and support payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly; further, if a payment is made for S137 powers of expenditure amount is listed separately in the accounts.	Existing procedure adequate.
Best value accountability	Work awarded incorrectly. Overspend on services.	L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work competitive tenders would be sought.	Existing procedure adequate. Include when reviewing Financial regulations.
		M	if problems encountered with a contract the Clerk would investigate the situation and report to the Council.	

Salaries and assoc. costs	Salary paid incorrectly.	L	Normal practice would be to correct incorrect salary payment at the next payment. Errors are unlikely to occur because of the use of HMRC's Real Time software for salaries.	Existing procedure adequate
	Unpaid Tax to Inland Revenue.	L	Outstanding Tax and National Insurance paid quarterly by the RFO to HMRC in accordance with the amounts calculated by the HMRC Real Time software	Existing procedure adequate
Employees	Fraud by staff	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud.	Existing procedures adequate.
	Health and safety	L	All employees to be provided adequate direction and safety equipment needed to undertake their roles.	Monitor health and safety requirements and insurance annually
	Actions undertaken	L	Clerk/RFO should be provided with relevant training, reference books, access to assistance and legal advice.	Purchase relevant books – Membership of WALC
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out requirements. Section 33 VAT reclaimed annually.	Existing procedures adequate
Annual Return	Submit within time limits	L	Employers Annual Return is completed and submitted within the prescribed time frame by the Clerk/RFO.	Existing procedures adequate.
		L	Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used.	Existing procedures adequate

Minutes/agenda/ Notices/ Statutory Documents	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements.	Existing procedures adequate.
	Business conduct	L	Business conducted at Council meetings should be managed by the Chair	Members required to adhere to the provisions of the Council's Code of Conduct.
	Standing Orders and Financial Regulations	L	Standing Orders and Financial Regulations reviewed annually. The 2016 version of the update Standing Orders are in the process of	
	Members Interests	L	Declarations of Interest by members at Council meetings.	Existing procedures adequate.
	Register of Member's disclosable pecuniary Interests	M	Registers of Members Interests forms reviewed regularly.	Members take responsibility to update register.
Insurance	Adequacy	L	An annual review is undertaken of all insurance arrangements.	Existing procedure adequate, insurance reviewed annually.
	Cost	L	Employers and Employee liabilities a necessity and within policies.	
	Compliance	L	Ensure compliance measures are in place.	
	Fidelity Guarantee	M	Fidelity checks in place.	
Freedom of Information	Policy Provision	L	The Council has a Model Publication scheme in place. To date there has been no requests under FOI.	Monitor any requests made under FOI
		M	The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Parish Council can request a fee to supplement the extra hours.	

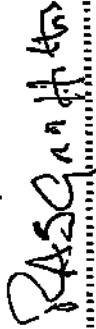
PHYSICAL EQUIPMENT OR AREAS					
Assets	Loss or damage	L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate	
	Risk/damage to third party(ies) property	L			
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate	
Notice Boards	Risk of damage	L	The Parish Council currently has two notice boards. Regular inspections are undertaken and any reports of damage or faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate	
Meeting locations	Adequacy	L	The Parish Council meeting is held in the Parish Office which in the opinion of the Council has appropriate facilities for the Council Officers, members and the general public.	Existing procedures adequate	
	Health & Safety	M			
Council records -- paper	Loss through: Theft Fire damage	M	The Parish Council records are stored in accommodation at the rear of the Parish Office. Records include historical correspondence, minutes, insurance, bank records.	Damage (apart from fire) and theft is unlikely and so provision is adequate.	
Council records -- electronic	Loss through: Theft, fire damage or corruption of computer	L M L	The Parish Council's electronic records are stored on the Council Computer (pass word protected) located in the Parish Office. Backups of electronic data are made at regular intervals.	Existing procedures considered adequate	



Signed

Chairperson

Date 11/2/18



Signed

Responsible Financial Officer

Date 11-2-18

RISK REVIEW LOG FOR THE YEAR ENDING: 31st MARCH 2018

Item	Frequency	Last Reviewed	Comments / Actions
Parish Office:			
Equipment Safety Inspection	Ongoing		
Lighting Safety Check	Ongoing		
Portable Electrical Equipment Inspection	Annual	Mar 2017	All Portable items passed test
Risk Assessment of office premises	Ongoing		
Asset Valuation/Management	Annual	March 2017	To be checked March 2018 as part of Internal Audit
MUGA			
Annual Safety Inspection	Annual	Mar 2017	Annual Safety Inspection carried out by RoSPA – Next inspection due March 2018
Parish Council Insurance:			
Public & Employers' Liability	Annual	Jun 2017	Insurance cover reviewed to ensure meeting the requirements of the Council in June 2017
Money & Fidelity Guarantee	Annual	Jun 2017	
Personal Accident	Annual	Jun 2017	
Financial Matters:			
Banking Arrangements	Annual	Feb 2017	Continue with current bankers
VAT Return	Annual	Apr 2017	Form VAT 126 Completed & Returned to HMRC. Outstanding VAT paid to Council in June 2017
Precept Request	Annual	January 2018	Precept requirement for 2017/2018 sent to BCC in January 2018
Receipts & Payments Procedure	Ongoing		Draft Payment List submitted to Monthly Council Meeting for approval. Payments made <i>between meetings</i> reported to Council monthly together with reason for early payment.

NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

Bank Reconciliation	Monthly	Feb 2017	Monthly reconciliation signed off by Chair following receipt of monthly bank statements.
Staff Salary Review	Annual	October 2017	Staff Salaries/Hours reviewed in October 2017
Chairman's Allowance Review	Annual	May 2017	City Council's Independent Remuneration Committee undertook review of Chair's Allowance and recommended that it be increased to £800 pa. Figure approved by Council at the Annual Meeting in May 2017
Internal Audit	Annual	May 2017	Internal Audit completed end of May 2017. Audit report presented to Council at its meeting in June 2017
External Audit	Annual	Jun 2017	Completed Annual Return sent to Auditor June 2016 – Unqualified Audit opinion given. Reported to Council at its meeting in September 2017
Internal Control Audit	Quarterly	January 2018	Council's quarterly expenditure/receipts reported to Council, June, September, December and April
Record Keeping: Minutes	Ongoing		
Financial Regulations	Ongoing		Revised Model Financial Regulations published by NALC and submitted for adoption by the Council at the April 2016 meeting

NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

Standing Orders

Ongoing

Revised Model Standing Orders published by NALC and submitted for adoption by the Council at the April 2016 meeting

Freedom of Information Publication Guide

Adopted November 2008

Member's Responsibilities: Code of Conduct

Adopted July 2012

Register of Interests Completed

Ongoing

As far as the Clerk is aware, all Members' Registers of Interests are up to date.

Register of Gift/Hospitality

Ongoing

No member has reported the receipt of any gifts/hospitality

The Information given above was agreed at meeting of the Council on 31st March 2018 as being a correct record.

Signed:

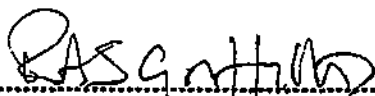


Chairperson

Date:

14. 2. 18

Signed:



Responsible Financial Officer

Date:

14-2-18

NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

19th MARCH 2018

GENERAL DATA PROTECTION REGULATIONS

Under the General Data Protection Regulations (GDPR), the data protection principles set out the main responsibilities for organisations

Article 5 of the GDPR requires that the personal data shall be:

- a) Processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) Collected for specific, explicit and legitimate purposes and not further processed in a manner which is compatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) Adequate, relevant and limited to what is necessary in relation to the purpose for which they are processed;
- d) Accurate, and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are accurate, having regard to the purpose for which they are processed, are erased or rectified without delay;
- e) Kept in form which permits identification of data subjects for no longer than is necessary for the purpose for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for achieving purpose in the public interest, scientific or historical research purposes or statistical purposes subject to the implementation of the appropriate technical and organisational measures required in order to safeguard the rights and freedoms of individuals; and

- f) Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage. Using appropriate technical or organisation manners

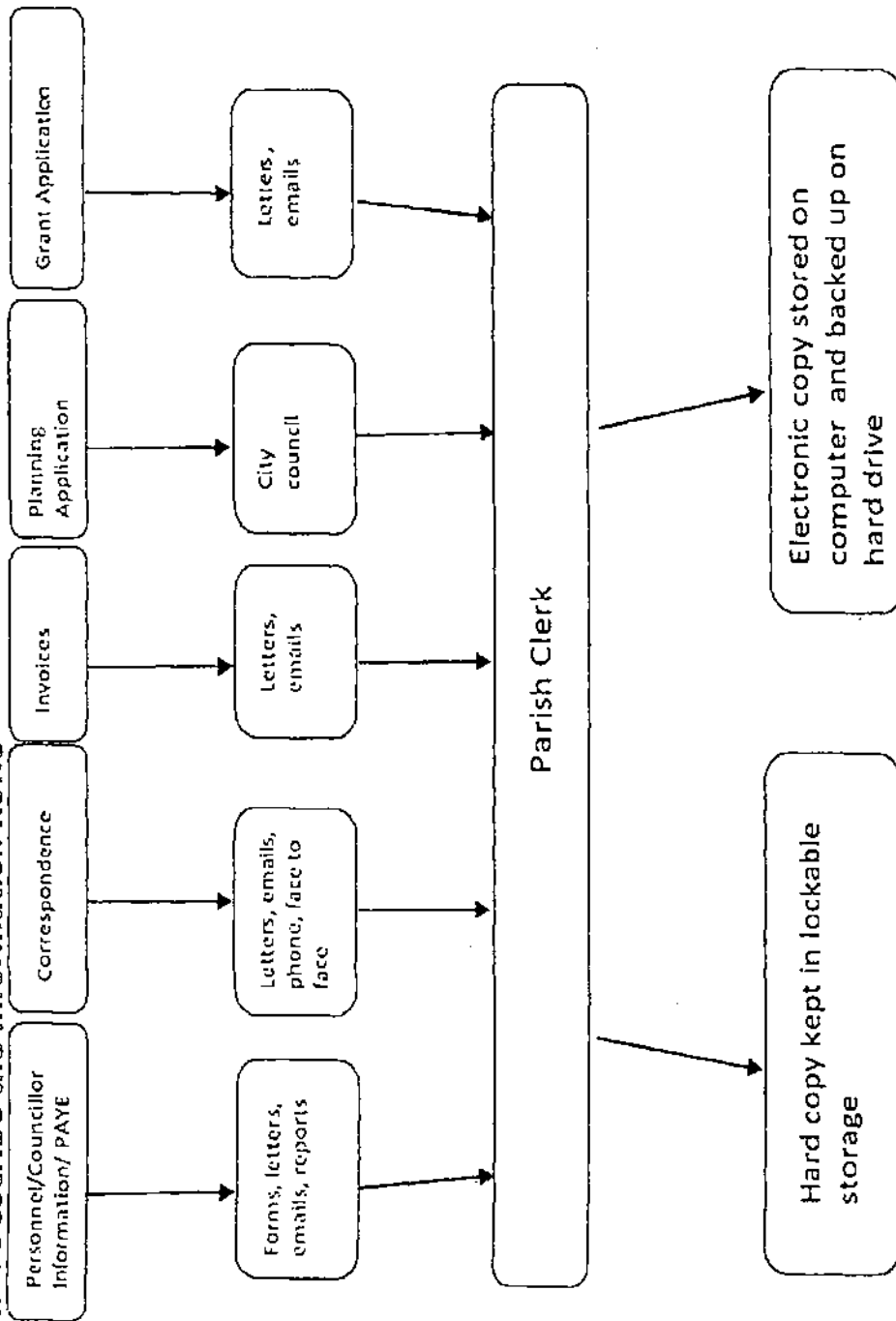
New Frankley Parish Council Data Protection Impact Assessment

Step one: Identify the need for a DPIA

The following is a list of data this parish council processes and controls to run the council:

- Current employee's information
- Clerk application notes.
- Records of current and previous councillors' information including declarations of interests
- Invoices
- Grant application for community services
- General correspondence

Step two: Describe the information flows



Step three: Identify the privacy and related risks

Privacy issue	Risk to individuals	Compliance risk	Associated organisation / corporate risk
Holding outdated data	Data subjects at increased risk of their data being breached	Does not comply with the main principles of GDPR	Damage to reputation and possible fine if breach occurs
Unlocked file cabinets and storage cupboards	Could lead to unauthorised access of information.	GDPR states all data should be kept securely.	Damage to reputation and possible fine if breach occurs.
Back up drive kept in computer	Could lead to complete loss of personal data.	GDPR states all data should be kept securely and a loss of data is a breach,	Damage to reputation and possible fine if breach occurs.
Lack of digital document shredder	Data subjects at increased risk of their data being breached	Does not comply with the main principles of GDPR	Damage to reputation and possible fine if breach occurs
Lack of password protected documents	If computer is stolen, only currently one method of protection to data.	GDPR states computer should have more than one level of protection	Damage to reputation and possible fine if breach occurs.
Lack of retention policy	Data may be kept for longer than needed	GDPR states data controllers must have a clear,	Damage to reputation and possible fine if breach occurs.

Lack of privacy policy	and therefore increase risk of breach.	transparent retention policy.	Damage to reputation and possible fine if breach occurs.
Without a privacy policy data subjects will not know or accept who their data could be a shared with.	GDPR states data controllers must have a clear, transparent privacy policy		

Step four: Identify privacy solutions

Risk	Solution(s)	Result: is the risk eliminated, reduced, or accepted?	Evaluation:
Holding outdated data	Shred all data that is outdated and no longer required	Eliminate	Shredding outdated data is an essential part of compliance
Unlocked file cabinets and storage cupboards	Lock all keys and cupboards when not in use, store keys securely.	Reduce	Easy and effective way of adding secondary security measure.
Back up drive kept in computer	Store back up drive in lockable file when not in use	Reduce	Effective way of securing back up and therefore decrease risk of losing data.

Lack of digital shredder	Download digital shredder, shred all data that is outdated and no longer required	Eliminate	Shredding outdated data is an essential part of compliance
Lack of password protected documents	Use Microsoft password protection for personal documents.	Reduce	Very effective way to secure files and ensure compliance.
Lack of retention policy	Adopt suitable retention policy, this will now be implemented.	Eliminate	Solution is a justified way of ensuring compliance.
Lack of privacy policy	Updated with data audit, this will now be implemented.	Eliminate	Solution is a justified way of ensuring compliance.

Step five: Sign off and record the PIA outcomes

Risk	Approved solution	Approved by signature
Holding outdated data	Shred all data that is outdated and no longer required	Clerk: Chairman:
Unlocked file cabinets and storage cupboards	Lock all files and cupboards when not in use, store keys securely.	Clerk: Chairman:
Back up drive kept in computer	Store back up drive in lockable file when not in use	Clerk: Chairman:
Lack of digital shredder	Download digital shredder, shred all data that is outdated and no longer required	Clerk: Chairman:
Lack of password protected documents	Use Microsoft password protection for personal documents.	Clerk: Chairman:

Lack of retention policy	Adopt suitable retention policy, this will now be implemented.	Clerk: Chairman:
Lack of privacy policy	Updated with data audit, this will now be implemented.	Clerk: Chairman:

Step six: Integrate the PIA outcomes back into the project plan

Action to be taken	Date for completion of actions	Responsibility for action
Shred all data that is outdated and no longer required	April 2018	Clerk
Lock all files and cupboards when not in use, store keys securely.	April 2018	Clerk
Store back up drive in lockable file when not in use	March 2018	Clerk

Clerk

April 2018

Download digital shredder, shred all data that is outdated and no longer required

Clerk

April 2018

Use Microsoft password protection for personal documents.

Clerk

April 2018

Adopt suitable retention policy, this will now be implemented.

Clerk

April 2018

Updated with data audit, this will now be implemented.

Contact point for future privacy concerns
Ben Malley: ben@dmpayrollservices.co.uk

NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

RETENTION OF DOCUMENTS POLICY

Retention of documents

Attached is an Annex indicating the appropriate minimum retention periods documents. Documents should be retained for audit, staff management, tax liabilities, and the eventuality of legal disputes and legal proceedings.

Retention of documents for legal purposes

The below table lists the limitation periods of time where legal claims may be brought under the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period.

Category	Limitation Period
Negligence (and other 'Torts')	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal Injury	3 years
To Recover Land	12 years
Rent	6 years
Breach of Trust	None

Where the limitation periods above are longer than other periods specified in the attached annex, the documentation should be kept for the longer period specified.

Data Protection and Freedom of Information Considerations

The Lord Chancellor's Code of Practice on the Management of Records issued under section 46 of the Freedom of Information Act 2000 applies to public authorities and also bodies which are subject to the Public Records Act 1958 (the 1958 Act). Although local councils are not subject to the 1958 Act, they should familiarise themselves with the contents of the Code of Practice so they can formulate their own system of records management.

The General Data Protection Regulations (GDPR) will be applied from 25th May 2018.

ANNEX TO RETENTION OF DOCUMENTS POLICY

RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCILS

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Personnel		
Personnel records	3 years after employee leaves	Limitation Act 1980 (as amended)
Disciplinary/grievances	Review 6 years after last action	Management
Recruitment documents	6 months	Management
Wages records	6 years	Audit
Pension records	12 years	Superannuation
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
Members allowances register	6 years + current	Tax Limitation Act 1980 (as amended)
Audit		
Scales of fees	6 years + current	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books	6 years + current	VAT
Bank statements	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years + current	Limitation Act 1980 (as amended)
Paid invoices	6 years + current	VAT
Paid cheques	6 years + current	Limitation Act 1980 (as amended)
VAT records	6 years + current year generally but 20 years for VAT on rents	VAT
Petty cash	6 years + current year	Tax, VAT, Limitation Act 1980 (as amended)

Investments	Indefinite	Audit, Management
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Contracts and Procurement

Unsuccessful tenders	2 years	Audit
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Successful tenders	6 years + current year	Audit
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Administration

Minute books	Indefinite	Archive
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Insurance policies	While valid	Management
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Certificates for Insurance against Liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability Compulsory Insurance Regulations 1998 (Sl. 2753), Management
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Litigation	6 years after folder closure	Limitation Act 1980
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Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
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For Halls, Centre, Recreation Grounds

application to hire lettings diaries copies of bills to hires record of tickets issued	6 years + current year	VAT
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For Allotments

register and plans	Indefinite	Audit, Management
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Plot holder tenancy records	6 years + current year	Audit.
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Rights of Data Subjects

Overview of rights

The right to be informed	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
The right of access	Data subjects have the right to learn what PII is held on them by whom and why
The right of rectification	Data subjects can request corrections to their PII
The right to erase	Data subjects can request to be forgotten
The right to restrict processing	Data subjects can ask organisation to stop processing their PII
The right to data portability	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
The right to object	Data subjects can object to organisation processing their PII
Automated decision making and profiling	Protection against targeted marketing and decision making

Rights in more detail

The right to be informed: covers the Council's necessity to provide fair processing of information. This is typically through a privacy notice. It places emphasis on the need for transparency over how Personal Data is used. The material the Council gives regarding the processing of Personal Data must be:

- Concise, transparent, understandable, and easily accessible
- Communicated in clear and plain language, especially if addressed to a child
- Free of charge

Information obtained directly from Data Subjects:

- At the time the data is obtained
- Typically, it is a **Privacy Notice**

Information that is not obtained directly from Data Subjects:

- Within one month of having obtained the data
- In cases where the data is used to communicate with the individual, at the latest, when the first communication takes place

The right of access: The GDPR clarifies that the reason for allowing individuals to access their Personal Data is so that they remain aware of and can verify the lawfulness of the processing.

Under the GDPR, individuals will have the right to obtain:

- Confirmation that their data is being processed
- Access to their Personal Data
- Other supplementary information – this largely corresponds to the information that should be provided in a privacy notice.

The mechanism for this is called a **Subject Access Request: see template provided.**

The right of rectification: Data Subjects are entitled to have their Personal Data corrected if it is inaccurate or incomplete.

If you have disclosed the PII to third parties:

- You must inform them of the correction (where possible)
- You must also inform the Data Subjects which third parties have the information.

You must respond within one month:

- The period of compliance may be extended by a further two months. This is in cases where the requests are complex or multiple
- In such an instance, the individual must be informed within one month of the receipt of the request and an explanation as to why the extension is necessary.

If action is not taken in response to a request for rectification, adequate reasoning explaining why must be communicated along with informing the requester about their rights to contact the ICO.

The right to erase: Individuals have a right to have their personal data erased and to prevent processing in some specific situations, these include:

- Where the personal data is no longer necessary regarding the purpose for which it was originally collected/processed
- When the individual withdraws consent
- When the individual opposes the processing and there is no superseding legitimate interest for continuing the processing

- If the personal data was unlawfully processed (i.e. otherwise in breach of the GDPR)
- If the personal data must be removed to comply with a legal obligation
- If the personal data is processed in relation to the offer of information/society services to a child (**if a child requests erasure even if they have previously given consent you must do so**)

You can refuse to comply with a request for erasure where the personal data is processed for the following reasons:

- To exercise the right of freedom of expression and information
- To conform with a legal obligation for the performance of a public interest task or exercise of official authority
- For public health purposes in the public interest
- For archiving purposes in the public interest, historical or scientific research, or statistical purposes
- The exercise or defence of legal claims

The right to restrict processing:

When processing is restricted, it is possible to store the personal data, but you are not permitted to further process it (pause processing). When restriction is lifted you must inform data subject.

- You can retain just enough information about the individual to guarantee that the restriction is respected in the future.

Processing should be restricted when:

- Where an individual contests the accuracy of the personal data, you should restrict the processing until you have verified the accuracy of the personal data
- Where an individual objects to the processing (where it was obligatory for the performance of a public interest task or for legitimate interests), and you are considering whether your organisation's legitimate grounds outweigh those of the individual.
- If you no longer require the personal data but the individual requires the data to establish, exercise or defend a legal claim.

- When processing is unlawful, and the individual opposes erasure and requests restriction instead

The right to data portability:

The right to data portability enables individuals to acquire and reuse their personal data for their own purposes across different services:

- This allows individuals to move, duplicate, or transfer personal data easily from one IT environment to another in a safe and secure way, without hindrance to usability
- It allows consumers to take advantage of applications and services that can use this data to help them save money, or help them understand their spending habits

The right to data portability only applies:

- To personal data that an individual has provided to a Controller themselves
- Data Sets for which consent has been given
- Where the processing is based on the individual's consent or for the performance of a contract
- When processing is carried out by automated means.

The right to object:

The Right to Object is used in cases where the Lawful basis of processing is other than Consent (for which it is merely necessary to withdraw consent)

Individuals have the right to object to processing:

- Which uses "Legitimate Interests" or "the performance of a task in the public interest" or "exercise of official authority", including profiling.

Organisations processing data in the categories on the previous slide should:

- Inform data subjects of their right to object "at the point of first communication" and in their privacy notice
- This must be explicitly brought to the attention of the data subject and shall be presented clearly and separately from any other information
- Identify ways that can be used to object which should be appropriate to how the data is collected and processed (eg if they

are carried out online, it is essential that you offer an option for individuals to be able to object online)

- Respond to an objection within one month
- If you reject the Right then explain why and remind individuals of their ability to seek redress from the ICO

Automated decision making and profiling:

Safeguards for individuals are introduced by the GDPR to protect against the possibility that a harmful decision is made without human intervention:

- Such rights work similarly to those existing under the DPA.

Individuals possess the right not to be subject to an agreement when it:

- Is focused on automated processing
- Results in a legal or equally important impact on the individual

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website or for more specific enquires at ben@dmpayrollservices.co.uk.

[Your full address]
[Phone number]
[The date]

[Name and address of the organisation]

Dear Sir or Madam

Subject access request

[Your full name and address and any other details to help identify you and the information you want.]

Please supply the information about me I am entitled to under the GDPR 2016 relating to: [All data you hold on me, for example

- your personnel file;
- emails between 'A' and 'B' (between 1/6/11 and 1/9/11);
- your medical records (between 2006 & 2009) held by Dr 'C' at 'D' hospital;
- CCTV camera situated at ('E' location) on 23/5/12 between 11am and 5pm;
- copies of statements (between 2006 & 2009) held in account number xxxxx).

What is the purpose for which the data is held?

Who else has a copy?

The retention policy

The data subject rights

If you need any more information from me, please let me know

It may be helpful for you to know that a request for information under the GDPR 2016 should be responded to within 30 days.

If you do not normally deal with these requests, please pass this letter to your Data Protection Officer. If you need advice on dealing with this request, the Information Commissioner's Office can assist you and can be contacted on 0303 123 1113 or at ico.org.uk

Yours faithfully
[Signature]

Correspondence Privacy Policy

Your personal information is being processed by New Frankley in Birmingham Parish Council. We are devoted to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

Description of processing

The following is a broad description of the way this council processes personal information:

Reasons for processing information

We process personal information to enable us to process your correspondence

Type of information processed

We process information relating to the above purposes. This information may include:

- personal details- such as name, address and contact details.

We do not need to process sensitive classes of information.

Who the information is processed about

We process information regarding the person giving the correspondence

Who the information may be shared with

We will not need to share this information with any third party.

Retention policy

Retention Period	Will be kept until the cause of the correspondence is dealt with.
Where stored:	Electronic, paper
Authority:	New Frankley in Birmingham Parish Council
Information Asset Owner:	Parish Clerk
Location Held:	Office P C and Secure File
Permanent Preservation:	No
Sensitive Personal Data:	No

Rights of Data Subjects

The right to be informed	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
The right of access	Data subjects have the right to learn what PII is held on them by whom and why
The right of rectification	Data subjects can request corrections to their PII
The right to erase	Data subjects can request to be forgotten
The right to restrict processing	Data subjects can ask organisation to stop processing their PII
The right to data portability	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
The right to object	Data subjects can object to organisation processing their PII
Automated decision making and profiling	Protection against targeted marketing and decision making

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website or for more specific enquires at ben@dmpayrolservices.co.uk.

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature:

Date:

Grants Privacy Policy

Your personal information is being processed by xxx Parish Council. We are devoted to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

Description of processing

The following is a broad description of the way this council processes personal information:

Reasons for processing information

We process personal information to enable us award grants and for accounting purposes.

Type of information processed

We process information relating to the above purposes. This information may include:

- personal details- such as name, address and contact details.

We do not need to process sensitive classes of information.

Who the information is processed about

We process information regarding the person named in the grant application form.

Who the information may be shared with

We will not need to share this information with any third party.

Retention policy

Retention Period	All information below will be kept for 6 years for VAT and accounting reasons: <ul style="list-style-type: none">• application forms
Where stored:	Electronic, paper
Authority:	New Frankley in Birmingham Parish Council
Information Asset Owner:	Parish Clerk
Location Held:	Office P C and Secure File
Permanent Preservation:	No
Sensitive Personal Data:	No

Rights of Data Subjects

The right to be informed	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
The right of access	Data subjects have the right to learn what PII is held on them by whom and why
The right of rectification	Data subjects can request corrections to their PII
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The right to data portability	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
The right to object	Data subjects can object to organisation processing their PII
Automated decision making and profiling	Protection against targeted marketing and decision making

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website or for more specific enquires at ben@dmpayrollservices.co.uk.

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature:

Date:

Security Breach Protocol

1. Identification of breach
2. Contact DPO
3. Further investigation into what has been breached, who can be affected and how the breach has occurred.
4. Breach must be recorded
5. The DPO will report the breach to the ICO within 72 hours, if the breach has sufficient risks.
6. The data subjects effected must be informed without undue delay, this notification must include:
 - The name and contact details of DPO
 - The likely consequence of the data breach
 - Any measures taken by the council to remedy the breach.

The Seven Principles



Legality, Transparency, &
Fairness Principle



Accuracy Principle



Purpose Limitation
Principle



Storage Limitation
Principle



Minimisation Principle



Integrity &
Confidentiality Principle



Accountability
Principle



Date: Friday 9th March 2018

R A S Griffiths, Clerk
New Frankley In Birmingham Parish Council
40 Meadow Vale Road
Lickey End
Bromsgrove
Worcestershire
B60 1JY

2018/01870/PA – Application Reference

6336334 – Your Unique Identification Number Reference. Please use this reference when making comments on Planning Online

PLANNING CONSULTATION

Site: 33-35 Wareham Road , Frankley , Birmingham , B45 0JS

Proposal: Variation of condition number 3 attached to planning application 2003/00651/PA to allow opening hours between 11.30 - 14.00 Monday to Saturday and 16.00 - 22.00 on Sundays.

The above application was accepted by the Council on 07/03/2018. We are interested in your comments on the application no later than **03 April 2018**, as a decision may be made after this date.

What has changed if we have contacted you before on this application (blank if 1st consultation with you):

For MPs, Councillors or members of Resident Associations or Neighbourhood Forums

Click - www.birmingham.gov.uk/planningonline, this is the fastest and simplest way to view and scale plans as well as making comments on the application.

Visit - Our offices at Lancaster Circus or any Birmingham City Council library where you can view the plans electronically and make comments using their internet facilities - **IMPORTANT NOTE** - You will need to be a member of the Council Library service to use their internet facilities. Joining the Council Library Service is open to anyone. Libraries require you to make an appointment to use their internet facilities so please check before you visit.

Write - Send a letter using the address above ensuring you quote the application reference number.

Note for Telecommunications Applications - When processing an application for either Planning Permission or Prior Approval, please note that the Local Authority cannot take into consideration the following grounds for objection - evaluation of property and the effects on health. It is the Government's view that if a proposal meets the ICNIRP guidelines, it should not be necessary for a Local authority to consider further the health aspects and concerns about them. For further information on this please see Central Government Guidance PPG8 on Telecommunications at www.gov.uk

For internal Birmingham City Council Consultees

Click - Please use the link you have been provided with for making comments through the internal online consultations system.

For external Birmingham City Council Consultees

Click - <http://eplanning.birmingham.gov.uk/Northgate/PlanningExplorer/DisplayAppDetails.aspx?AppNo=2018/01870/PA>
This is the fastest and simplest way to view, scale plans and make comments.

The Case Officer for this application is **Caroline Featherston**, you can email directly on:
caroline.featherston@birmingham.gov.uk.

www.birmingham.gov.uk ...check if you need planning permission....make planning applications...comment on planning applications... search for planning applications and appeals



Birmingham
City Council

Planning and Development
PO Box 28, Birmingham B1 1TU



Yours faithfully

Waheed Nazir, Corporate Director, Economy

11th March 2018. Parish Council briefing

Frankley Carnival Committee – We still need a secretary, any volunteers? Our Easter Egg hunt on Sat. 31st March will be based at the Community Orchard in Arden Road. This will follow last year's successful model, the egg hunt around Balaam's Wood and a craft tent. There were problems for push-chairs which we will address.

FSC/FNF – Steady if slow progress is being made in establishing working relationships with BCC staff. New ideas to improve recycling are being trialled.

Bad weather played havoc with plans for the Great British Spring Clean but we hope to complete the programme in the coming weeks.

HLB – Quotes have now been received for installing litter bins, cutting back bushes and trees in Frogmill Walk and installing 12 planters. As always, the devil is in the detail.

Green Gym/Balaam's Wood LNR – We are discussing details of Malcolm's Meadow with Parks. The area concerned is the grass area between Arden Road shops car park and Ormond Road. The idea is that this area should no longer be mowed but should have wild flowers planted in it.

Frankley Family Forum - Regular meetings are now held in the Parish Office @ 2:00 on the same day as Parish Council meetings.

Balaam's Wood School – We have been invited to attend 2 parents events this month.

Local meetings to which all are welcome –

Housing Liaison Board – March 28th 6:15 @ Grizedale Sheltered Scheme common room

Frankley Carnival Committee - April 5th 6:00 @ Parish Office

Northfield District Environmental Forum – April 6th 2:00 til 4:00 @ Parish Office

If anyone has information that they would like included in future briefings please let me know.

Bruce Pitt 11th March. 2018.

OUTSTANDING MINUTES – 19th March 2018

Minute Number(s)	Item	Update
<p>3883, 4066, 4113, 4218, 4247, 4656, 4676, 4702, 4747, 4767, 4796, 4819, 4836, 4861, 4887, 4915, 4942, 4973</p>	<p>Outdoor Exercise Equipment</p>	<p>Councillor Pitt advised that he would endeavour to contact the school Secretary in order to progress the matter owing to difficulty in contacting the Head Teacher due to his daily workload.</p> <p>Councillor Pitt undertook to arrange a meeting with Ward Councillor Cruise to progress the matter.</p> <p>Councillor Pitt confirmed that Ward Councillor Cruise had visited the school, however the Head Teacher was taken ill and the meeting was cancelled. Councillor Pitt advised that he was still working on the issue.</p> <p>Councillor Pitt advised that Ward Councillor Cruise was in direct contact with other members of the teaching staff and arrangements would be made to progress the matter.</p>