

# Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

**This is to certify that**  
**Rockland St Mary with Hellington Parish Council**  
**has signed up to the Civility & Respect Pledge**

Rockland St Mary with Hellington Parish Council believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector.

Certificate number: 512.

**Rockland St Mary with Hellington Parish Council will:**

- Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- Put in place a training programme for councillors and staff.
- Sign up to Code of Conduct for councillors.
- Have in place good governance arrangements in place including, staff contracts, and Dignity at Work Policy.
- Commit to seek professional help at early stages should civility and respect issues arise.
- Commit to calling out bullying and harassment when if and when it happens.
- Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
- Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

**Signed on behalf of the council by:**

Chairperson/Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

9/Nov/2022

**ROCKLAND ST MARY WITH HELLINGTON PARISH COUNCIL**  
**DATA PROTECTION COMMITTEE TERMS OF REFERENCE**

**Name**

This Committee will be called Rockland St Mary with Hellington Parish Council Data Protection Committee.

**Meetings**

The Committee will convene only when a breach of data use must be investigated.

**Membership**

The Committee will be made up of three Councillors, one being the Chair of the Parish Council. There will be no ex-officio members. The Committee will be appointed each year at the Annual Parish Meeting. If a member of the data committee is the subject of investigation, then another councillor will be appointed in their place.

All Councillors have a responsibility to ensure they comply with the terms of the Data Protection Act. As such all Councillors undertake to:

- Determine the purpose and manner of processing personal data according to the law;
- Ensure that the Clerk as Data Protection Officer (DPO) has no conflict of interest with this process;
- Ensure that Councillors and staff (where appropriate) receive ongoing and appropriate training for Data Protection;
- Update the section on data Risk Management on the Risk Management Register to ensure compliance with Data Protection;
- Receive any reports from the DPO of any manifestly unfounded requests and confirm action to be taken;
- Receive reports from the DPO of any investigation of breaches which might need to be undertaken;
- Undertake an annual review of the GDPR Policy and recommend any changes to Council which might be required;
- Recommend to Council any changes which may be required in Standing Orders in respect of DP;
- Recommend to Council any changes which may be required to the Job Description and Contract of Employment for the Clerk / DPO.

Signed:



Name: Kate Bevington, Chair

Date: 9<sup>th</sup> November 2022

**Revisions**

Adopted:	March 2018
First Review:	April 2019
Second Review:	April 2020
Third Review:	July 2021

Reviewed July 2022

## Guidance/Information

[www.hse.gov.uk/pubns/indg36.pdf](http://www.hse.gov.uk/pubns/indg36.pdf) (DSE Guide, Display equipment)

[www.hse.gov.uk/home-working/employer/display-screen-equipment-at-home.htm](http://www.hse.gov.uk/home-working/employer/display-screen-equipment-at-home.htm)

RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Electricity at Work Regulations (1989)

Control of Substances Hazardous to Health 2002 (COSHH)

Health and Safety (First Aid) Regulations 1981

Health and Safety (Consultation with Employees) Regulations 1996


Fire Precautions Act 1971

Fire Precautions (Workplace) Regulations 1997 (as amended)

Office, Shops and Railway Premises Act 1963

**THIS IS NOT A DEFINITIVE LIST; OTHER LEGISLATION MAY BE RELEVANT**

Signed:



Name: Kate Bevington Chairman

Date: 9<sup>th</sup> November 2022

## Revisions

Last revision:	October 2017
Second revision:	October 2018
Third revision:	October 2019
Fourth revision:	February 2021
Latest Revision:	July 2022