



Clerk's Report to Rugeley Town Council Finance & Management Committee

17th April 2024

12.8 – Electricity – inspection of integrity of supply

This was booked for Monday 8th April, but unfortunately, I was unable to get the boiler house pumped out to allow the inspection to go ahead. I visited Sunday tea time to check the water levels and then cancelled with DESA on Sunday evening. I have had to return the pump purchased last month, as it didn't appear to work, although my husband managed to get it working at home.

Visit to be rescheduled when boiler house can be pumped out – will be at work in progress on 30th April.

13 – Recruitment and Selection policy

This has been drafted from my own experience and training in recruitment and selection and reference to other town councils policies

There are one or two questions I have highlighted:-

1.2 – Our Equal Opportunities policy and Data Protection policies are not on our website. The Equal Opportunities one seems to be work in progress left by my predecessor, and both seem out of date. The Data Protection one will also be linked to our Privacy Policies, which Breakthrough Communications advise are not fit for purpose. (Attached)

6.1 – presently only the Theatre Manager and Caretaker have current DBS checks, but after seeking advice I think this should apply for all staff, who may come into contact with children, vulnerable adults through events or undertake any financial role

7.1 – we don't currently have a staff induction process documented and our Staff Handbook is very out of date

Draft policy for the council to consider for adoption

14 – D Day celebration

This has come to F&M because it was omitted from the CEC agenda.

Council to decide what celebration should be held in Rugeley

	RUGELEY TOWN COUNCIL	
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Recruitment and Selection Policy

Date created	Date adopted	Date last reviewed	Next review date
April 2024			

Approved ?????
Review Date – recommend annually

1. Introduction

1.1 Under this policy Rugeley Town Council aims to:-

- Attract and select the best applicants
- Treat all applicants equally during the recruitment and selection, and not disadvantage any person by any conditions of employment that cannot be justified as necessary on operational grounds
- Offer a fair, equitable and competitive process
- Appoint the best candidate for the vacancy

1.2 This policy should be read, along side the Council's Equal Opportunities and Data Protection policies – *these are not on the website. I have found copies – both quite old (attached). The Equal Opps policy is clearly work in progress left by my predecessor. The Data Protection Policy will be linked to our Privacy Policies, which I have been advised are not fit for purpose by Breakthrough Communications. They recommend a full data review and new privacy policy(cies) need to be drawn up. You can draw up your own, advice on ICO website, but great care must be taken as need to identify every single item of data the Council holds and for what purpose*

1.3 Information relating to a candidate's age, sex, sexual orientation, race, colour, marital status, ethnicity, nationality, religion or belief, disability, pregnancy, maternity, gender reassignment, membership or non-membership of a trade union should not be used in the selection process

1.4 All staff and councillors involved in the recruitment and selection will have been trained in interviewing skills, equal opportunities and relevant recruitment procedures

1.5 The Council reserves the right not to employ relatives of current employees

1.6 This policy will apply to the recruitment and selection of all employees, including permanent, temporary, fixed term or casual staff, and applies to both internal and external recruitment.

2. Preparation

2.1 Council to approve the advertising of a vacancy

2.2 Advert, job description and person specification to be reviewed/created and authorised by Council

2.3 General information on Rugeley Town Council to be reviewed and updated as necessary

3. Advertisement

3.1 Any vacancy will be advertised in the public domain on:-

- Town Council Website
- Town Council Social Media
- Town Council Noticeboards

and if appropriate one or all of the following:-

- Staffordshire Parish Councils' Association (SPCA)

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Review Date – recommend annually

- Society of Local Council Clerks (SLCC)
- National Association of Local Councils (NALC)
- Indeed, or other job site
- Local newspapers
- Any other appropriate publication or location

3.2 The advertisement will state:-

- The position advertised;
- The job location;
- The pay scale range and intended pay rate;
- The qualifications and/or experience required;
- How to apply;
- The name and contact information for further information;
- The closing date for the receipt of applications.

4. Information for Applicants

4.1 All applicants will be provided with an information sheet about Rugeley Town Council, Job Description, Person Specification and copy of this Recruitment and Selection Policy

4.2 All applicants seeking the position will be required to:-

- Apply in writing before the advertised closing date;
- Include a full Curriculum Vitae detailing their relevant experience and qualifications;
- Applicants must declare if they are related to any councillor or member of staff at Rugeley Town Council. Canvassing of members or staff is not permitted.
- Provide the names, addresses and contact details of two people from whom references can be sought, one of which should normally be the applicant's current or most recent employer;

5. Shortlisting

5.1 Shortlisting and interviews will be conducted by a mixed gender panel, with delegated power to deal with the appointment process from beginning to end, as follows:-

- Town Clerk – Chair and two councillors
- Other Town Council Staff – Chair, one councillor and Town Clerk
- Casual Town Council Staff – Clerk and one councillor
- Theatre Staff – Chair, one councillor and Director of Development
- Casual Theatre Staff – Theatre Manager and one councillor

The maximum number of interviewers should be three

5.2 Shortlisting process

- Individuals will be shortlisted against the requirements of the job description and person specification

6. Interviewing

6.1 Interview process:-

- Prior to interview all shortlisted candidates will be asked if they wish to make the Council aware of any disability as defined in the Disability Discrimination Act 1995,

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- and whether there are any reasonable adjustments needed for them to attend interview;
- Candidates will be interviewed by the appropriate panel (see above);
 - Candidates will be required to provide the following:-
 - provide proof of identity, proof of date of birth and address (E.g. photo driving licence/passport, birth certificate, bank statement/utility bill)
 - provide evidence that they are eligible to work in the UK . (This will be retained by the Town Council in accordance with 15 to 25 of the Immigration, Asylum and Nationality Act 2006)
 - provide evidence of any required/relevant qualifications
 - All candidates will be questioned using the same set of criteria and same list of questions agreed in advance to address the essential criteria on the person specification and experience relevant to the job description. Each member of the panel will score the answers of the candidates;
 - Where it is identified as being beneficial, shortlisted candidates may be asked to take part in a practical exercise relating to the role or make a presentation to the panel;
 - All candidates will be informed as quickly as possible after a decision has been made
 - The successful candidate's references will be taken by the Council upon the candidate accepting the position or seek references from all shortlisted candidates prior to interview;
 - The position will be offered subject to the receipt of satisfactory references, medical clearance and holding or obtaining a Disclosure and Barring Services check. This applies to all posts that involve working with children, vulnerable adults and undertaking financial procedures;
 - At the end of the interview process all documentation, notes etc must returned to the Town Clerk for secure storage/disposal as appropriate.

7. Post Interviewing

7.1 The successful applicant will receive:-

- An offer letter will be issued by the Town Clerk – which will include the job offer, subject to references, the job title, employment terms, the start date and any action the candidate needs to take
- A contract of employment within eight weeks, which will normally include a six month probationary period;
- Details of the induction process – we currently don't have a staff induction policy or current Staff Handbook

7.2 All administration relating to any appointment will be undertaken by the Town Clerk.

7.3 All completed application forms and supporting information are private and confidential and should only be made available to those directly involved in the recruitment and selection process. All papers relating to unsuccessful applicants will be securely destroyed three months after the appointment by the Town Clerk

Approved ?????

Review Date – recommend annually

Clerk

From: Staffordshire Parish Councils Association <spca.parish@staffordshire.gov.uk>
Sent: 21 March 2024 10:18
To: Cruise-Taylor, Ian (EXT)
Subject: FW: D-DAY 80 FLAG OF PEACE - TOWN & PARISH COUNCILS

Pl see below

Kind Regards

Ian Cruise-Taylor
Training Officer

Staffordshire Parish Councils Association

Please note I only work part time and there may be a delay in responding to your message, or you can leave a message on 01785 276536

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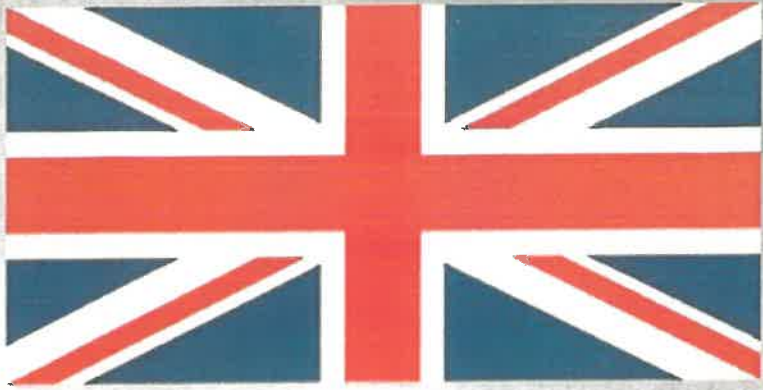
Visit our website: www.spcaonline.org.uk

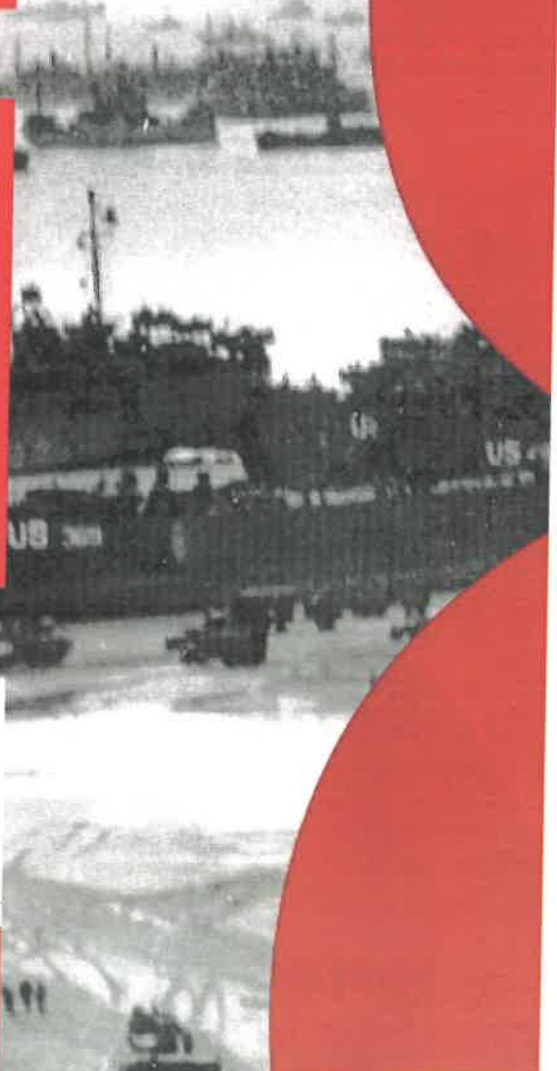
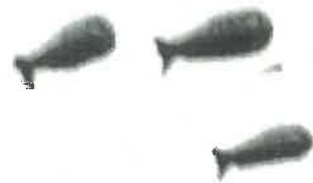
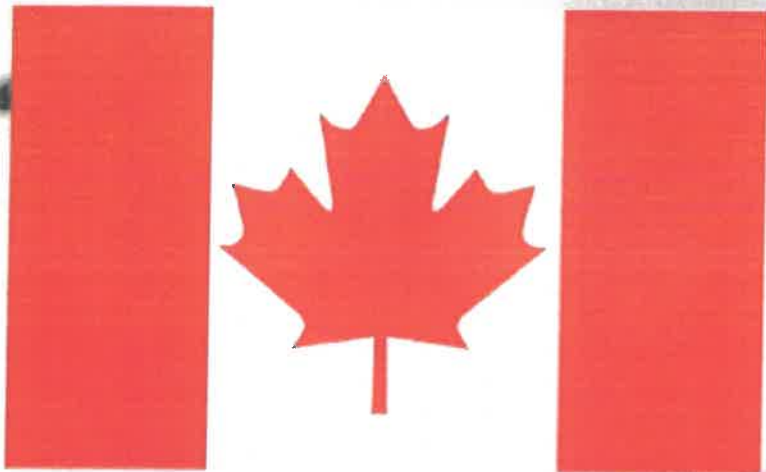


CiLCA
RECOGNISED TRAINER

From: Bruno Peek <brunopeek@mac.com>
Sent: Thursday, February 22, 2024 12:17 PM
To: Staffordshire Parish Councils Association <spca.parish@staffordshire.gov.uk>
Subject: Fwd: D-DAY 80 FLAG OF PEACE - TOWN & PARISH COUNCILS

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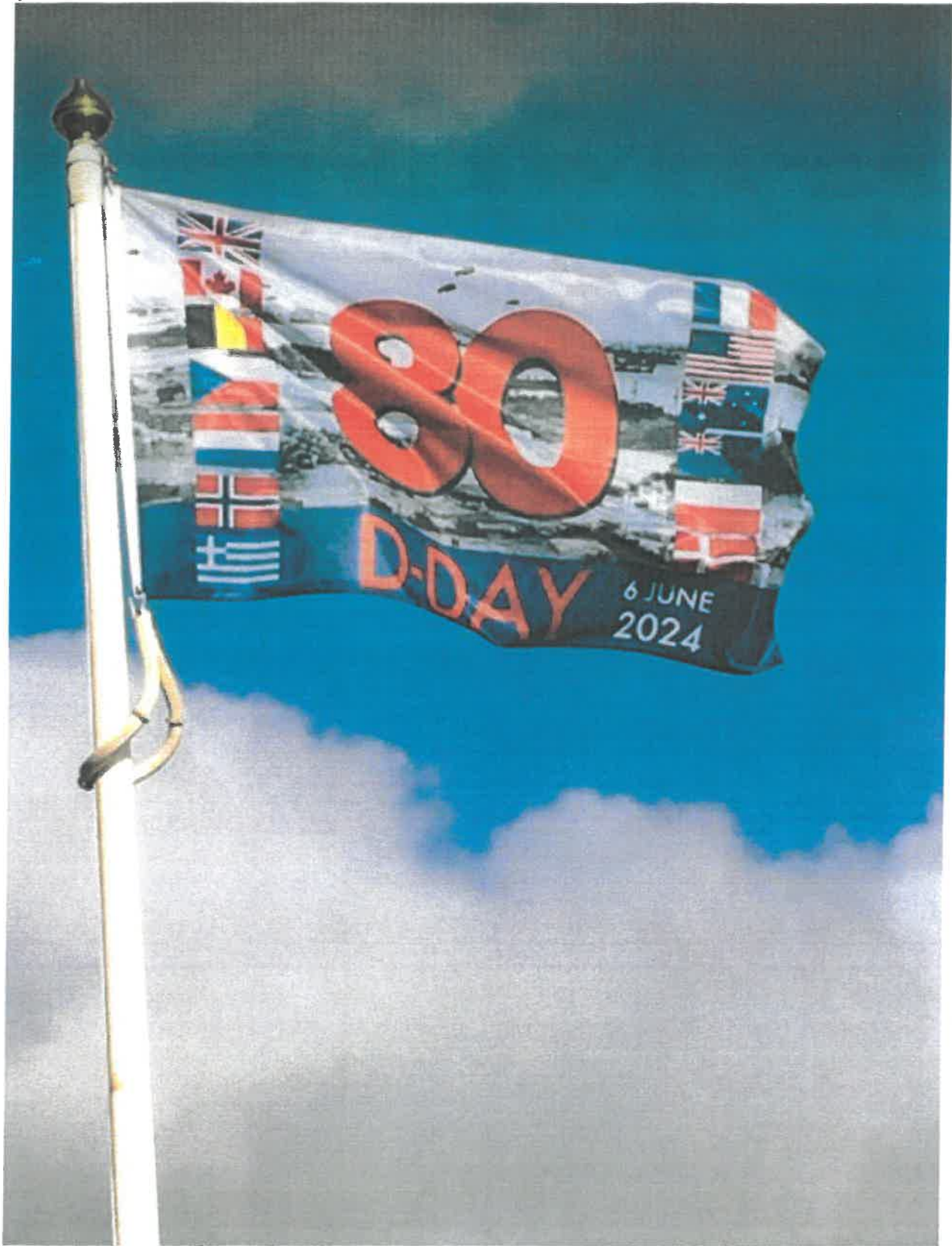




Clerk

Subject:

FW: D-DAY 80 FLAG OF PEACE - TOWN & PARISH COUNCILS



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Hi,

RE: D-DAY 80 FLAG OF PEACE - TOWN & PARISH COUNCILS

I hope you are well, and thank you for your valuable assistance in circulating important information to the Town and Parish Councils within your County over the last fourteen months, regarding the preparation and opportunities for them to take part in the 80th Anniversary of the D-Day landing on 6th June this year.

However, and most importantly, we have been asked by many of your Town and Parish Councils if a souvenir Flag is being produced for the occasion, providing them with another simple, meaningful and an extremely cost effective way for them to take part, so we have listened, and have developed the attached D-Day 80 Flag of Peace for them to consider purchasing and flying from **9am** on 6th June, leaving it up for one week should they wish to. The Flags come in various sizes with the largest being 5' x 3' at a cost of £28.80 including vat post and packaging, with the smallest being a 3' x 2' at a cost of £22.80 including vat post and packaging.

The Flags can be purchased direct from Tracy Turner at Newton Newton Flags Limited - email tracy@newtonnewtonflags.com, the official suppliers of Flags for D-Day 80 - 6th June 2024, who will be delighted to assist your members in providing them with costs and the individual sizes, so with this in mind, we would be grateful if at your earliest convenience please, you would kindly circulate the attached to all your members within your County please, providing them with the opportunity of taking part in these Commemorations with a D-Day 80 Flag of Peace, as well as encouraging others within their communities such as Churches and Schools etc, to participate with one.

As I am sure you are aware, June 6th is a week day, so Schools will still be open, so this Flag provides them with a unique opportunity for **young people** to become involved in this important

Commemoration that day, with the Flags being raised at **9am**, which in turn could become part of their early morning Assembly programme too, so we do hope that you will kindly assist us as requested, and again, thank you for your previous and valuable support.

My warmest regards to you as always,

Bruno Peek

Bruno Peek CVO OBE OPR

Pageantmaster

D-Day 80

6th June 2024

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www.d-day80beacons.co.uk

D-DAY 80TH ANNIVERSARY BEACON AND LAMP LIGHT LIGHTING CEREMONY



Bruno Peek CVO OBE OPR, Pageantmaster, provides insights into the arrangements for the upcoming D-Day 80th anniversary, and how local councils can actively participate.



D-Day history and commemoration

6 June 2024, marks the 80th anniversary of D-Day and the beginning of Operation Overlord, the most extensive naval, air, and land operation in history, involving the landing of around 156,000 Allied troops in Normandy, with some 130,000 of them touching down on the beaches of Normandy, as they sought to recapture Western Europe from the Nazis.

To honour the bravery and sacrifice of all those who secured the peace and freedom we enjoy today, beacons will be lit around the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories at 9:15pm on 6 June. This will be followed by an event commemorating what is one of the most remarkable achievements in living memory.

We invite all town, parish, and community councils to join us in lighting beacons and hosting events to remember and honour the hundreds of thousands Allied casualties. This includes the nearly 37,000 ground forces and 16,000 air forces killed in the invasion of Normandy's Utah, Omaha, Gold, Juno, and Sword beaches.

Types of beacons

There are four types of beacons being lit for the occasion:

- Bonfire beacon
- Your D-Day 80 Bishops Frome Strawman
- Beacon Brazier
- Gas-Fuelled beacons

D-Day 80 Lamp Light of Peace

For local councils that would like to take part but are lacking resources or land to light a beacon, we encourage the purchase of a reusable 'Lamp Light of Peace'. A very cost efficient and simple way to take part, the lamp's ruby red colour represents the ultimate sacrifice made by brave men and women across the globe, and its flame the 'light of peace' that emerged from the darkness of war. We would like these lamps to be lit at the same time as the beacons, and once lit for this occasion, they can be re-lit again at 11am on 11 November in 'Remembrance' for many years to come. The Lamps can be purchased and lit by care homes, hospitals, churches, hotels, pubs and families etc enabling them to be part of this historic commemoration. Please visit <https://lamplightofpeace.co.uk/> for more details.



D-Day 80 Flag of Peace

The Nation will come together at 9am on 6 June to raise the 'Flag of Peace'. I encourage all town, parish and community councils, as well as other organisations, individuals, churches etc to take part in raising the official flag which can be purchased here: <https://newtonnewtonflags.co.uk/shop/>



D-Day 80 Empire Medal Pin Badge

Empire Medals has crafted a beautiful Pin Badge to commemorate D-Day 80, which can be purchased and worn by individuals during the build up to 6 June, and on the day itself. It can also be used as a personal tribute to past family members involved in D-Day and/or WWII as a whole. More information is available at <https://www.empiremedals.com/>.

Promotional tips:

- Extend an invitation to your Lord Lieutenant or local dignitary to light your beacon or lamp and undertake the Nation's Tribute at 9.15pm. Alternatively, organise a competition in partnership with local media, allowing the winner to light the beacon or lamp and deliver the Nation's Toast
- If appropriate - use social media channels to promote your event and post photographs of your beacon lighting ceremony
- Publicise your event. We will provide you with a Press Release template which you can customise. Send it to local media to enable them to get in touch with you directly

IMPORTANT: All participants with a beacon or D-Day 80 Lamp Light of Peace need to register their involvement by providing the following information via email to brunopeek@mac.com no later than 30 May:

- Name of county
- Name of town, parish, city etc
- Name of contact
- Email
- Beacon
- Lamp Light of Peace
- Public or private event

Ensure you comply with all legal and safety requirements before lighting your beacon or lamp.

Timeline 6 June (British Summer Time):

- **8am** – Pipers playing Highland Laddie from selected locations (as part of D-Day 80 Pipers 80-Day Countdown commencing 18 March)
- **8am** - Town Criers participate in the D-Day 80 Proclamation
- **9am** - Nation comes together to raise 'Flag of Peace'
- **11am** - Schools undertake the Poem for Schools D-Day Heroes
- **6:30pm** – Join our World in Ringing Out for Peace (Central Council of Bell Ringers)
- **8:15pm** – Lamp Lights of Peace are lit on Utah, Omaha, Juno, and Sword beaches in Normandy, France
- **9:10pm** – The sound of bagpipes will grace the capital cities of the United Kingdom - London, Edinburgh, Belfast, and Cardiff just before the beacons ignite (as part of D-Day 80's Tribute to Scottish Piper William (Bill) Millin)
- **9:15pm** – Principal Beacon lighting in the United Kingdom, Channel Islands, and Isle of Man at Portsmouth. All communities in France and the UK are urged to pause and participate in The International Tribute, alongside lighting of beacons and lamps

Further information

For more detailed information, and to view and download the full 'Guide to Taking Part in D-Day 80', from where the above information is shared, please ensure you visit the official website www.d-day80beacons.co.uk.

Prime Minister Rishi Sunak is urging all communities to take part and you will be able to read his message on page 3 in the guide.

All information correct at time of print.