Item 12(a)

TOWN COUNCIL – 20 JULY 2020

REPORT FOR DECISION

CONSULTATION ON PUBLIC SPACES PROTECTION ORDERS (PSPO)

RECOMMENDATION

That members resolve to agree to the current PSPOs, that are due to expire in October 2020, being extended for a further 12 months due to the difficulties caused by the Covid-19 pandemic and that a full consultation on a 3-year renewal be carried out in 2021.

BACKGROUND

The attached consultation document from Cornwall Council refers to four PSPOs that are currently in place:

i) The Fouling of Land by Dogs (Cornwall) Order
ii) The Dogs on leads by Direction (Cornwall Council) Order
iii) The Cornwall Council Public Space Protection (Dogs on Leads) Order 2017
iv) The Cornwall Council Public Space Protection (Dog Exclusion) Order 2017

The Antisocial Behaviour Crime and Policing Act 2014 allows a maximum time period of 3 years for a PSPO to remain in place and the 4 PSPOs listed above are all due to expire in October 2020.

Local Authorities must consult with local Town and Parish Councils land owners prior to the creation of a PSPO. However, due to the current national situation regarding the Coronavirus (Covid 19) Pandemic and the difficulties this would impose for carrying out an effective review of existing controls through a consultation process, Cornwall Council intends to renew the existing PSPO's, with the current conditions, for another 12 months, and then to fully consult on their 3-year renewal in 2021.

Teresa Fogarty
Senior Administration Officer

Item 12(c)

TOWN COUNCIL – 20 JULY 2020
REPORT FOR DECISION
OFF- STREET PARKING PLACES ORDER 2020

Link to Strategic Plan or other Town Council Policy	**5. Services** Car Park 1. Review car parking order and its legality

RECOMMENDATION

That members approve the content of the draft Off-Street Parking Places Order 2020 for Wellfields Car-Park and request the Town Clerk to instruct Cornwall Council to move to the consultation stage of the review.

BACKGROUND

Cornwall Council's legal department has been commissioned to carry out a review of the Off-Street Parking Places Order for the Wellfields Car-Park. The Town Clerk received a draft of the new Order mid-March shortly before the pandemic lock-down period started.

At the full council meeting on 26 May it was resolved (Minute 13 (i)) to establish a sub-committee consisting of the Chairs of the Finance & General Purposes, Leisure & Amenities and Penlee House Committees, the Mayor, Town Clerk and Leisure & Amenities Manager to consider the proposed rules and restrictions in the draft Off-Street Parking Places Order 2020, and to bring recommendations to the Full Council meeting on 20 July 2020.

Following comment by the sub-committee a final copy of the Order was drafted. This is attached at appendix b.

Members are now being asked to approve the content of the draft Order. It is hoped that following consultation and consideration of any public representation relating to modifications at the full council on 21 September 2020, the Order will come into effect from 1 October 2020.

Hester Hunt
Town Clerk

Information Classification: PUBLIC

THE PENZANCE TOWN COUNCIL (OFF STREET PARKING PLACES PENLEE CAR PARK) ORDER 2020

The Penzance Town Council in exercise of its powers under Sections 32, 33 and 35 (and Part IV of Schedule 9) of The Road Traffic Regulation Act 1984 (hereinafter referred to as "the 1984 Act") and The Traffic Management Act 2004 (hereinafter referred to as "the 2004 Act") and all other enabling powers and after consultation with the Chief Officer of Police in accordance with Schedule 9 of the 1984 Act **HEREBY MAKES THE FOLLOWING ORDER**

PART I

GENERAL

Commencement and Citation

1.1 This Order shall come into operation on the ?????????????? XXXXXXXXXXX Two Thousand and Twenty and may be cited as "The Penzance Town Council (Off Street Parking Places Penlee Car Park) Order 2020"

Commented [HH1]: We'd like the Order to be in place for 1 October 2020

Definitions and Interpretation

2.1 In this Order except where the context otherwise requires the following expressions shall have the meanings hereby respectively assigned to them:

"Approved Device"	means a device used for statutory purposes in accordance with The Civil Enforcement of Parking Contraventions (Approved Devices)(England) Order 2007
"Blue Badge"	means a disabled persons badge, including time clock, issued by any local authority in accordance with the provisions of The Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 (as amended from time to time) or a badge having effect under those Regulations as if it were a disabled persons badge
"Civil Enforcement Officer"	has the same meaning as Section 76 of the 2004 Act
"The Council"	means Penzance Town Council and any statutory successor
"Disabled Permit"	means a Permit, issued by the Council, upon pre-application, to a driver who is recipient of a

	mobility allowance making the Vehicle exempt from vehicle excise duty
"Driver"	in relation to a Vehicle in a Parking Place means the person driving the Vehicle at the time it was driven into and/or left in the Parking Place and for the purposes of the Order and any legal proceedings taken thereunder if on the date a Vehicle is driven into and/or left in a Parking Place a person is shown to have been the Registered Owner or keeper thereof by notification from the appropriate Registration Authority that person shall be deemed to have been the Driver of the Vehicle on that date unless the contrary is shown
"Dinghy"	means dinghies or small craft up to a maximum length of 4.8m (16 feet) including trailer
"Electric Vehicle"	means any Vehicle that uses one or more electric or traction motors for propulsion
"Invalid Carriage"	shall mean the following Vehicles: (a) an Invalid Carriage as defined in Section 136 of the 1984 Act

(b) a specially adapted Motor Vehicle within the meaning of and exempt from Vehicle excise licence duty under paragraph 18 Schedule 2 of the Vehicle Excise and Registration Act 1994

(c) a Vehicle left by the Driver thereof who is the holder of a Disabled Permit

(d) a Vehicle considered by The Council to be specially adapted for use by those with a disability

"Mobile Telephone Payment"	means the purchase of a period of parking by using a remote electronic device to facilitate a cashless and ticketless parking transaction
"Motor home/ Camper"	means any vehicle constructed or adapted for use as a mobile place of sleeping accommodation
"Owner"	has the same meaning as in Section 92 of the 2004 Act
"Parking Place"	means any area of land or building specified in Schedule 1 to this Order provided by The Council under Section 32 of the 1984 Act for use as a Parking Place

"Parking Space"	means any part of the Parking Place intended for use by a Vehicle indicated by means of signs and or lines or as shown by a person authorised on that behalf by The Council
"Permit"	means any document issued or approved by The Council that allows a Vehicle to be parked in specified Parking Places, and shall include: Disabled Permits, season tickets, rover tickets, reserved permits and residents permits
"The Regulations"	means the regulations made from time to time by the Secretary of State pursuant to the 2004 Act
"Vehicle"	means (unless the context otherwise provides) any class or description of Vehicle and without prejudice to the above shall include a caravan or trailer "heavy motor car", "invalid carriage", "motor car", "motor cycle", "motor tractor", "heavy locomotive" and "light locomotive" have the same meaning as in Section 136 of the 1984 Act and "public service vehicle" has the same meaning as in the Public Passenger Vehicles Act 1981 and for the purposed of this Order

"public service vehicles" and vehicles with 16 seats or more shall be referred to as "coaches" and "heavy motor cars", "motor tractor", "heavy locomotive" and "light locomotive" shall be referred to as "commercial vehicles"

2.2 The Interpretation Act 1978 as amended shall apply for the interpretation of this Order as it applies to the interpretation on an Act of Parliament as if this Order was an Act of Parliament

2.3 Unless expressly stated to the contrary any references to a specific statute or regulation includes any statutory extension or modification, amendment or re-enactment of that statute or regulation and any general reference to a statute includes any regulations or orders made under that statute.

Information Classification: PUBLIC

PART II

USE OF A PARKING PLACE

General

3.1 Each Parking Place specified by name in Schedule 1 may be used subject to the following provisions of this Order as a Parking Place for such classes of Vehicle, for such use, in such positions and on such days and during such hours and on payment of such charges as are specified in relation to that Parking Place in Schedule 1 and shall include variation thereto by virtue of a Notice made pursuant to Section 35C of the 1984 Act

3.2 The Council reserves the right to permanently close or temporarily suspend the use of the whole or part of any of its Parking Places, or enlarge or otherwise alter any of its Parking Places, in Schedule 1 and any associated facilities without prior notice as it deems appropriate. Any remaining Vehicles left in a Parking Place after the notified closing time, and before the stated opening time, may be released on demand by a person authorised by the Council, subject to a release fee being paid by the Driver of the Vehicle

Information Classification: PUBLIC

Conditions of Use

Class and Position of Vehicle

4.1 Where in Schedule 1 the Parking Place is described as available for Vehicles of a specified class or in a specified position, the Driver of a Vehicle shall not permit it to wait or be left in that Parking Place unless it is:-

(a) of the specified class; and

(b) in a specified position being one where Parking Spaces are defined by markings on the ground or otherwise

4.2 Where in Schedule 1 the Parking Place is described as available for Vehicles of a specified class (but no positions have been specified by means of markings upon the ground defining Parking Spaces) the Driver of a Vehicle:-

(a) shall not permit it to wait or be left in a Parking Place unless it is of the specified class and;

(b) if of the specified class shall permit it to wait or be left only in such position or positions as may be required by a Civil Enforcement Officer or other authorised officer of The Council

4.3 The Driver of a Vehicle shall not use a Parking Place which is subject to limitation or restriction on use as specified on the Schedule 1 to this Order otherwise than in accordance with such limitation or restriction.

4.4 The Driver of a Vehicle shall not permit that Vehicle to wait in any Parking Place listed in Schedule 1:-

(a) in a designated loading area during restricted hours unless the Vehicle is parked for the purpose of loading or unloading

(b) in a Parking Space where notice/markings are indicating reserved or permit holders without being the holder of a valid Permit for the Vehicle and Parking Place in question

(c) in a designated restricted area

(d) beyond the markings of any Parking Space

(e) in a disabled persons Parking Space without clearly displaying a valid Blue Badge

(f) in a designated pick-up area unless the Vehicle is waiting for the purpose of persons boarding and alighting.

(g) in a designated electric vehicle charging bay without charging that vehicle with electricity using the apparatus provided for that purpose

Obstruction

5 The Driver of a Vehicle shall not, unless authorised by The Council:-

(a) use a Parking Place so as to unreasonably prevent other persons from obtaining access thereto or therefrom or otherwise cause an obstruction in the Parking Place or Parking Space

(b) park over or beyond the Parking Space markings or otherwise use a Parking Space so as to prevent other Vehicles from using adjoining Parking Spaces

(c) park the Vehicle where cross hatching or yellow lines have been marked on the surface of the Parking Place, with exception of Motor cycles parked in accordance with paragraph 6.14

Payment for Use and Tickets

6.1 The Driver of the Vehicle shall immediately upon first parking, unless otherwise instructed by a person duly authorised by The Council, in any of the Parking Places referred to in Schedule 1 pay the appropriate charge in accordance with the scale of charges specified in Schedule 1 unless the driver is the holder of a valid Permit, the vehicle is an Invalid Carriage displaying a blue badge, or the Vehicle is parked in accordance with paragraph 6.2

6.2 When a Vehicle has been left in a Parking Place operating a pay on exit system, an option to paying the appropriate charge shall be to pre-register the start of a period of stay in the Parking Place by following instructions given. Prior to leaving that parking place, payment in accordance with charges set out in Schedule 1 shall be made by following the instructions on a payment machine. Failure to register the end of a period of stay shall result in a charge being

made at the 24 hour rate for the relevant Parking Place as set out in Schedule 1, and the parking session shall be terminated

6.3 The charges referred to in Article 6.1 and specified in Schedule 1 shall be payable:-

(a) by the insertion of an appropriate coin or coins into the apparatus or device provided; or

(b) where provision is made by Mobile Telephone Payment; or

(c) by payment to an authorised person upon entry to the Parking Place, or

(d) where provision is made for use of a credit or debit card

6.4 In a Parking Place where payment is required via Pay and Display a Vehicle displaying a valid Blue Badge shall be entitled to one extra hour of free parking in addition to the time allowed following payment of the appropriate charge in accordance with the scale of charges specified in Schedule 1

6.5 Any parking ticket issued on payment of the charge referred to in Article 6.1 will indicate either payment of the charge and the date of issue or the date and time of issue and the period running from that time during which parking is permitted. The payment indicated upon any such ticket shall be regarded as conclusive evidence as to the coinage accepted by the apparatus or device. Where a ticket indicates a Vehicle registration number and/or Parking Place the details indicated upon any such ticket shall be regarded as

conclusive evidence as to the Vehicle and/or Parking Place for which the ticket was purchased

6.6 If during charging hours a Vehicle is left in a Parking Place and has displayed on it a parking ticket or tickets issued by a ticket issuing machine the time indicated by the ticket issuing machine clock on the ticket or tickets shall be evidence as to whether the period has expired for which the initial charge shown on such ticket or tickets was paid and in any proceedings for failing to pay the penalty charge shall also be evidence that a penalty charge was incurred, where payment has been made by Mobile Telephone Payment evidence shall be provided by the Mobile Telephone Payment provider.

6.7 (1) Any Permit or parking ticket referred to in Article 6.1 and/or

(2) any Blue Badge

shall be displayed on the Vehicle in respect of which it was issued being:-

(a) in the case of a Motor cycle, in a conspicuous position on the Vehicle in front of the driving seat; and

(b) in the case of all other Vehicles:-

(i) where the Vehicle is fitted with a transparent windscreen, facing forward on the dashboard or fascia, unless authorised differently by The Council, and

(ii) where the Vehicle is not fitted with a transparent windscreen, on the Vehicle in a conspicuous position

so that in each case, full details printed on the face of the ticket issued, Permit or Blue Badge, are at all times visible and can clearly be read.

6.8 Where a charge is specified for a period, the whole of that charge shall be due and payable whether the Parking Place is used for all or part of that period

6.9 The Driver of a Vehicle shall remove the Vehicle from the Parking Place before or upon the expiry of the time paid for

6.10 The Driver of a Vehicle shall pay the appropriate fee for each Parking Space used or part thereof by the Vehicle

6.11 The Driver of a Vehicle shall not use a Parking Place which is subject to a maximum period for parking therein for longer than such period. At the expiration of such maximum period the Driver shall remove the Vehicle from the Parking Place and shall not return thereto within the specified period

6.12 When a Permit, ticket or Blue Badge has been exhibited on a Vehicle in accordance with the provisions of Article 6.6 of this Order no person shall remove the relevant ticket, Permit or badge from

the Vehicle until the Vehicle has been removed from the Parking Place.

6.13 The Owner of a Vehicle may on prior application to The Council purchase a quarterly permit, or Disabled Permit for a charge ascertained by reference to the said scale of charges in Schedule 1 or Schedule 2 and such a ticket or Disabled Permit shall be valid in such Parking Places as specified during the period for which it was issued. Any amendments by The Council to such tickets or Disabled Permits may be subject to an administration charge as ascertained by reference to the said scale of charges in Schedule 1

6.14 Tickets purchased are not transferable between Vehicles and/or Parking Places (unless specified). Where a ticket indicates a Vehicle registration number and/or Parking Place the details indicated upon any such ticket shall be regarded as conclusive evidence as to the Vehicle and/or Parking Place for which the ticket was purchased

6.15 Motor cycles, where permitted, may park without charge in a designated Motor cycle Parking Space and in such places so as not to cause an obstruction to other users of a Parking Place. A Motor cycle occupying a Parking Space shall pay the Motor car tariff. (Except where specified in Schedule 1)

Miscellaneous Provisions

7 The Driver of a Vehicle may not enter upon, use or attempt to use a Parking Place when The Council have closed that Parking Place or have placed restrictions on use of that Parking Place and exhibited notice of such closing or restrictions on or near the Parking Place

8 Whilst using a Parking Place a Trailer or Caravan shall, without the prior consent of The Council, remain connected to the towing Vehicle, and payment shall be made for each Parking Space occupied

9 The Driver of a Vehicle using a Parking Place shall stop the engine as soon as the Vehicle is in position in the Parking Place and shall not start the engine except when about to change the position of the Vehicle in or to depart from the Parking Place

10 No person shall without the prior written consent of The Council use a Vehicle while it is in a Parking Place in connection with the sale of or offering for sale any article to any person or persons in or near the Parking Place or in connection with the selling or offering for hire of any skill or service

11 No person shall place or attach to or cause to be placed or attached to any Vehicle in a Parking Place any leaflet or advertising material whatsoever

12 No person shall place or attach to or cause to be placed without prior authorisation from The Council in a Parking Place any leaflet or advertising material whatsoever

13 The Driver of a Vehicle shall not permit that Vehicle to be left in a Parking Place unless the Vehicle is licensed in accordance with the provisions of Section 1 of the Vehicle Excise and Registration Act 1994 and unless there is in relation to the use of the Vehicle by the Driver such a policy of insurance as complies with the requirements of Part VI of the Road Traffic Act 1988

14 The Driver of a Vehicle using a Parking Place shall not sound any horn or similar instrument except when about to change the position of the Vehicle in or to depart from the Parking Place and only then when circumstances demand an audible warning

15 No person shall, except with the permission of a person duly authorised by The Council drive any Vehicle in a Parking Place other than for the purpose of leaving that Vehicle in that Parking Place in accordance with the provisions of this Order or for the purpose of departing from that Parking Place

16 No person shall without the authority of The Council use any part of a Parking Place or any Vehicle left in that Parking Place for the purposes of:-

(a) sleeping or camping purposes

(b) eating or cooking purposes

(c) the purpose of servicing, washing, or painting or otherwise tending any Vehicle or part thereof other than is reasonably necessary to enable that Vehicle to depart from the Parking Place

(d) selling any object or food or drink or other comestible matter

17 No person shall without the consent of a person duly authorised by The Council erect or cause or permit to be erected any tent, booth, stand, building or other structure on a Parking Place

18 No person shall use a Parking Place as a means of passage proceeding from one road to another or to a property not owned by The Council without the express consent in writing of The Council

19 Where in a Parking Place signs are erected or surface markings are laid for the purpose of:

(a) indicating the entrance to or exit from that Parking Place or

(b) indicating that a Vehicle using that Parking Place shall proceed in a specified direction within the Parking Place

(c) indicating the maximum speed limit within the Parking Place

no person shall drive or cause or permit to be driven any Vehicle:

(i) so that it enters that Parking Place otherwise than by an entrance or leave that Parking Place otherwise than by an exit so indicated

(ii) in a direction other than specified

(iii) at a speed in excess of that specified

20 No person without the consent of The Council shall light or cause to permit to be lit any fire

21 No person shall, in a Parking Place engage in pedal cycling, skateboarding, roller-skating, ball games, or games of any description unless authorised by The Council or do anything which is or may be a nuisance or annoyance to any person or to users of the Parking Place or residents of premises in the neighbourhood

22 No person shall in a Parking Place use any threatening, abusive or insulting language, gesture or conduct with intent to put any person in fear or so as to occasion a breach of the peace or whereby a breach of the peace is likely to be occasioned

23 A person using the Parking Place shall not cause or suffer any animal belonging to him or in his charge to enter or remain in the Parking Place unless such animal continues to be under proper control and effectively restrained from causing annoyance to any person and from worrying or disturbing any other animal, continues to be under proper control and effectively confined within a Vehicle,

such Vehicle is to be sufficiently ventilated as to cause no harm or distress to the animal

24 The storage of fishing pots and/or nets shall be prohibited except in the location or locations agreed in writing by The Council

25 Dinghies parked in Parking Spaces, where permitted, must be on trailers

26 No person shall leave or cause to be left a shopping trolley in any Parking Place or any part thereof except in a place designated for that purpose by The Council

27 Any person who contravenes any of the provisions of Articles 8, 11, 12, 13, 14, 15, 16, 17, 18, 19,20, 21, 22, 23, 24, 25, and 26 of this Order shall be liable, on summary conviction, to a fine

PART III

PENALTY CHARGES

Notice and Application of Penalty Charges

28.1 Where a contravention of Articles 4.1, 4.2, 4.3, 4.4(a), 4.4(b), 4.4(c), 4.4(e), 4.4(f), 4.4(g), 5(a), 5(c), 6.7(2), and 10 of the Order occurs a penalty charge at the higher level specified in

column 1 of Schedule 2 shall become due and payable in respect of an offence

28.2 Where a contravention of Articles 4.4(d), 5(b), 6.1, 6.7(1), 6.8, 6.9, 6.10, 6.11, 7, 9, and 16 of the Order occurs a penalty charge at the lower level specified in column 2 of Schedule 2 shall become due and payable in respect of an offence

28.3 Where a penalty charge is due a Penalty Charge Notice ("PCN") shall either;-

(a) be fixed to the Vehicle, or

(b) given to the person appearing to the Civil Enforcement Officer to be in charge of the Vehicle, or

(c) served by post on the person appearing to The Council to be the Owner of the Vehicle where the Civil Enforcement Officer attempted to serve the PCN but was prevented from doing so, or had begun to prepare a PCN but the Vehicle had been driven away, or where a contravention is recorded on an Approved Device

28.4 Where a Vehicle remains in a position so as to attract a PCN a further PCN may be issued on each calendar day thereafter

Restriction on Removal of Penalty Charge Notice

29.1 Where a PCN has been attached to a Vehicle in accordance with the provisions of Article 28.3 of this Order no person other than a Civil Enforcement Officer or some other person duly authorised by The Council or the Driver shall remove the PCN from the Vehicle

29.2 A person contravening Article 29.1 shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale

Manner of Payment of Penalty Charge

30.1 The Owner of a Vehicle in respect of which the penalty charge has been incurred shall pay the penalty charge to The Council in the manner specified in the PCN not later than by the end of the twenty eighth day beginning on the date on which the PCN was served

30.2 If the penalty charge is paid before the expiry of the fourteenth day (or twenty first day where the PCN is served by post on the basis of evidence from an approved device) beginning on the date the PCN was issued the penalty charge in respect of contraventions of Articles 4.1, 4.2, 4.3, 4.4(a), 4.4(b), 4.4(c), 4.4(e), 4.4(f), 5(a), 5(c), 6.7(2), and 10 shall be reduced to the sum specified in column 3 of Schedule 2 and for contraventions of Articles 4.4(d), 5(b), 6.1, 6.7(1), 6.8, 6.9, 6.10, 6.11, 7, 9 and 16 shall be reduced to the sum specified in column 4 of schedule 2

30.3 If the penalty charge is not paid within 28 days of the PCN being served a Notice to Owner may be served on the person appearing to The Council to be the Owner of the Vehicle at the time of the contravention

30.4 If the penalty charge is not paid:-

(1) within 28 days beginning with the date of either:

(a) service of the Notice to Owner where no representations are made against such a notice, or

(b) service of a notice of rejection by The Council of representations by the Owner and no appeal against the notice of rejection has been made, or

(c) notification by The Council to the appellant that it does not accept a recommendation of the appeals adjudicator to cancel the Notice to Owner, or

(d) service of a notice by the appeals adjudicator of his decision relating to an unsuccessful appeal,

OR

(2) within 14 days of the Owner withdrawing his appeal to an adjudicator against a notice of rejection before the adjudicator serves notice of his decision

The Council may serve a Charge Certificate on the Owner to the effect that the penalty charge is increased in respect of contravention of Articles 4.1, 4.2, 4.3, 4.4(a), 4.4(b), 4.4(c), 4.4(e), 4.4(f), 5(a), 5(c), 6.5(2), and 10 by the amount specified in column 5 of Schedule 2 and in respect of contravention of Articles

4.4(d), 5(b), 6.1, 6.7(1), 6.8, 6.9, 6.10, 6.11, 7, 9 and 16 by the amount specified in column 6 of Schedule 2

Representations and Appeals

31 The Regulations shall apply in relation to this Order in respect of the making and determination of representations and appeals

PART IV

REMOVAL AND DISPOSAL OF VEHICLES

Removing or Altering the Position of a Vehicle

32.1 A Civil Enforcement Officer or a Police Officer in uniform may alter or cause to be altered the position of a Vehicle in a Parking Place or remove or arrange for the removal of a Vehicle from a Parking Place:

(a) for the purpose of meeting the requirement of an emergency, or

(b) where the Vehicle is not licenced in accordance with the provisions of Section 1 of the Vehicle Excise and Registration Act 1994, or

(c) the same Vehicle is subject of three or more contraventions of this Order and the PCN's remain unpaid, or

(d) the Vehicle is creating a hazard or an obstruction

32.2 Any person removing or altering the position of a Vehicle by virtue of Article 32.1 of this Order may do so by towing or driving the Vehicle or in such other manner as he/she may think necessary and may take such measure or measures in relation to the Vehicle as he/she may deem necessary to enable him to remove it or alter its position as the case may be

32.3 When a person authorised by The Council removes or makes arrangements for the removal of a Vehicle from a Parking Place by virtue of Article 32.1 of this Order he/she shall make such arrangements as may be reasonably necessary for the safe custody of the Vehicle

32.4 Neither The Council nor any person authorised on its behalf shall be liable for any damage caused or inflicted or any costs, damages, expenses or dispersements incurred by any person in respect of their property as a result of any action that may be taken in accordance with Articles 32.1 and 32.2 of this Order

32.5 Any costs associated with the removal and storage of Vehicles shall be payable by the Owner within 28 days of demand

Information Classification: PUBLIC

Given under the Common Seal of The Penzance Town Council the

_____ day of _____ 2020

THE COMMON SEAL of

The Penzance Town Council

was hereunto affixed in the

presence of

Information Classification: PUBLIC

Schedule 1

NAME OF PARKING PLACE

Wellfields Car Park

POSITION IN WHICH A VEHICLE MAY WAIT

Where provided, wholly within a Parking Space or within a Parking Space or as directed by an authorised officer of the Council. No Vehicle may park on any restrictions or where any such area has been marked as reserved unless the Driver has been authorised to so park by the Council

PERMITTED CLASS OF VEHICLE

Motor cars

Invalid Carriages

Motor cycles

Motor Homes and Coaches are prohibited

NORMAL DAYS OF OPERATION

All days

NORMAL HOURS OF OPERATION

All Hours

MAXIMUM PERIOD OF WAITING

24 Hours

Information Classification: PUBLIC

SCALE OF CHARGES

(Inclusive of VAT)

All Year

(Monday to Saturday inclusive)

£2.50 per day

1600 to 0900 – no charge

QUARTERLY SEASON TICKET

(inclusive of VAT)

£100 - 3 Calendar Months

Information Classification: PUBLIC

Schedule 2

(Penalty Charges)

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Higher level Penalty Charge	Lower level Penalty Charge	Higher level (Paid within 14 days)	Lower level (Paid within 14 days)	Higher level (after service of charge certificate)	Lower level (after service of charge certificate)
£70.00	£50.00	£35.00	£25.00	£105.00	£75.00

Commented [VD2]: These cannot be changed, prescribed by legislation

Information Classification: PUBLIC

ROAD TRAFFIC REGULATION ACT 1984

THE PENZANCE TOWN COUNCIL

(OFF STREET PARKING PLACES)

ORDER 2020

PENZANCE COUNCIL MEETING, 20 JULY 2020

REPORT FOR DECISION

CORNWALL RURAL COMMUNITY CHARITY GRANT APPLICATION

Link to Strategic Plan or other Town Council Policy	**2. Social Responsibility** **Inclusivity** - Recognize barriers individuals face participating in community life and seek to mitigate them in services delivered directly by the Council or through organizations financially supported by the Council **Promote Public Safety** - Work with partners to ensure public spaces are safe for all members of the community & support the Safer Penzance initiative and its partners in making Penzance a safe place. **Promote Social Action** - Promote action to mitigate social problems in the Parish. **Encourage Youth Services** – whilst not YIACS the activity will be targeted at young people.

RECOMMENDATION

That Penzance Council considers awarding a grant to Cornwall Rural Community Charity to enable them to deliver a programme of activity over the summer that will be beneficial to young people identified by the Police and Anti-social behaviour team.

Council is asked to consider supporting either:

1. A grant of £6,792 to enable 24 young people to attend a programme for one day a week, for an eight-week period: or
2. A grant of £1,750 to enable 6 young people to attend a programme for one day a week, for an eight-week period.

Should Council approve a grant award, determine appropriate funds from which to pay it.

BACKGROUND

Cornwall Rural Community Charity (registered as Cornwall Community Development Ltd.) Charity no: 1087550, have been looking at ways they can still support Penzance during the current climate by offering an alternative to their transition programme offer and summer get togethers.

The annual report up to 31 March 2019 shows CCDL and its trading arms of CRCC & PCDT have supported more than 10,000 young people and nearly 240 community groups. Their aim is to empower individuals and groups across Cornwall and the Isles of Scilly to sustain and enhance the quality of life in the community.

Their proposal is to work with local police, targeted youth workers and the anti-social behaviour team to identify young people from our Parish who would benefit from a programme of activity over the summer. The overall aim being to support reducing anti-social behaviour in the town for the benefit of the whole community.

Option 1 is the delivery of an 8-week programme, working with 24 young people split into 4 groups of 6, attending 1 day a week as outlined below at a cost of £6,792:

	Group A – Monday	Group B - Tuesday	Group C - Thursday	Group D - Friday
Wk 1	Paddleboarding/kayaking	Costal walk	Gorge walking	Rock climbing
Wk 2	Costal walk	Gorge walking	Rock climbing	Surfing
Wk 3	Gorge walking	Rock climbing	Surfing	Mountain biking
Wk 4	Rock climbing	Surfing	Mountain biking	Escape room
Wk 5	surfing	Mountain biking	Escape room	Paddleboarding/kayaking
Wk 6	Mountain biking	Escape room	Paddleboarding/kayaking	Costal walk
Wk 7	Escape room	Paddleboarding/kayaking	Costal walk	Gorge walking
Wk 8	Young persons choice	Young persons choice	Young persons choice	Young persons choice

Option 2 is the delivery of an 8-week programme, working with 6 young people, attending 1 day a week as outlined below at a cost of £1,750:

	Group A – Friday
Wk 1	Paddleboarding/kayaking
Wk 2	Costal walk
Wk 3	Gorge walking
Wk 4	Rock climbing
Wk 5	surfing
Wk 6	Mountain biking
Wk 7	Costal exploration
Wk 8	Young persons choice

On both programmes CRCC will offer interventions and interactions and consult with those taking part on the impact of lockdown.

The final programme of activity will be determined by provider availability and more importantly through comprehensive risk assessments. Participants will be transported using CRCC access to minibuses.

As at March 2019, CCDL's consolidated balance sheet shows total funds standing at £1,192,706. This was represented by investments of £447,741 and tangible fixed assets of £481,867. Unrestricted funds of £688,177, including designated reserves of

£266,209 represent the reserves available to the organisation to fulfil existing long-term commitments.

Unrestricted incoming resources for the year ended at £1,691,371 and total resources expended were £1,763,782. After adjustments for gains in investment assets of £7,669 and interfund transfers, net incoming resources for the year were £30,116.

Should Council wish to support this application they should consider where funds should be drawn from. Council might wish to consider the following options:

a) 2020/21 Social Issues Budget of £25,000
b) Social Action fund remaining funds of £3,500
c) Youth Reserve currently standing at £9,860

Helen Wilson-Prowse

Support Services Manager/RFO

PENZANCE COUNCIL MEETING, 20 JULY 2020
REPORT FOR DECISION
GROWING LINKS SOCIAL ACTION/COVID 19 FUND APPLICATION

RECOMMENDATION

That Penzance Council awards a grant of £1500 to Growing Links to fund one week of food purchasing for their Growing Links Street Food Project and the Growing Links Food Store Project.

BACKGROUND

At the start of the Covid-19 crisis £20,200 from the Social Action Fund was mobilised to help fund organisations supporting vulnerable people and groups.

Since the outbreak, the fund has been successful in supporting 11 organisations, including Growing Links who received £750 earlier in the crisis, across a range of activities. The remaining fund stands at £3303.82.

Before and during the Covid-19 crisis Growing Links have been supporting the most vulnerable people in the local area, providing adequate healthy food provision, a point of social contact and appropriate safeguarding support.

They have been consistently supporting up to 500 of the most vulnerable local people each week and are being approached by an ever -increasing number of families and individuals in crisis and in need of food. These requests continue to grow each day.
With no extra food provision in place from statutory services and donations from the community not being enough, this unprecedented crisis has left so many unable to access adequate food. Beneficiaries are living on or below the breadline with many already struggling to put food on the table.

Further funding from Penzance Council will benefit up to 500 local (Penzance & wider Penwith area) vulnerable people experiencing food poverty including working families, children, youth, the elderly, people with disabilities , people with mental health issues, people experiencing homelessness, women's aid re-settlers, people coming out of prison, rehab and detox.

Growing Links have trained 30 volunteers to work on the frontline in their outreach teams with their staff. These volunteers have each worked 8 hours a week throughout the crisis.

As well as training volunteers they have created employment for three unemployed local people during the crisis.

Helen Wilson-Prowse
Support Services Manager/RFO

Item 12(e)

TOWN COUNCIL – 20 JULY 2020

REPORT FOR DECISION

APPOINTMENT OF TRUSTEE TO THE SAINT PAUL'S TRUST OF PENZANCE

RECOMMENDATION

That members nominate a Councillor to be the Council's representative on the Board of Trustees of The Saint Paul's Trust of Penzance.

BACKGROUND

At the Council meeting of 26 May, members received correspondence from The Saint Paul's Trust of Penzance requesting that the Council nominate a new Trustee to the charity to represent the Council.

Members requested more information about the organisation before making a decision, and further correspondence is now attached to this report.

Teresa Fogarty
Senior Administration Officer

19 JUN 2020

The Saint Paul's Trust of Penzance
Reg. Charity no. 1143691

Secretary

Mrs. Leslie Hygate
24 Tregew Road
Flushing
Cornwall
TR11 5TF

Hester Hunt
Penzance Council
Penlee Centre
Penlee Park
Penzance
TR18 4HE

16th June 2020

Dear Ms Hunt

St Pauls Trust of Penzance

Thank you for your letter dated 28 May 2020.

Mike Cotton was a most valued member of the Trust Board, introducing a Penzance Council perspective upon the issues the Trust dealt with.

I am enclosing a copy of the Trust Deed, newly drafted by the Charity Commission on 20 July 2010. You will see the objects set out under clause 4 and the make up of the Trust Board under clauses 7, 8, and 9.

Clause 9(1) lists the Nominated trustees. I am the nominee of the Diocesan Board of Education.

The Trust is a grant making body and since I have been a trustee one of the areas of support has been initiatives sponsored by St. Marys School which has provided school holiday activities for families under pressure with provision for basic needs.

I hope the information is of assistance. Trustees usually meet 3 times a year, in St. Marys School. Communication is email led, wholly so at the moment.

I await to hear in due course.
Many thanks

Yours sincerely

Roger Hygate
Chair

THE CHARITY COMMISSION FOR ENGLAND AND WALES

Under the power given in the Reverter of Sites Act 1987

Orders that from today, the

20 July 2010

this

SCHEME

will govern the property consisting of

The Former St Paul's Old School, Penzance

and now to be known as

THE SAINT PAUL'S TRUST OF PENZANCE (4042653)

at

Penzance, Cornwall

Authorised Officer

Reference Number: 410/1011
Case Number: C-234640-FJFX

1. **Definitions**

In this scheme:

"the Act" means the Reverter of Sites Act 1987.

"the charity" means the charity created by clause 2 of this scheme.

"the property" means The St Paul's Old School, Taroveor Road, Penzance. Registered at HM Land Registry under title number: CL237769.

"the area of benefit" means Penzance.

"the Parish" means the ecclesiastical parish of St Mary with St Paul Penzance.

"the trustees" means the managing trustees of the charity acting under this scheme and "trustee" means one of the trustees.

"the former trusts" means the Conveyance dated 20 October 1884.

"the Commission" means the Charity Commission for England and Wales.

ADMINISTRATION

2. **Administration**

The property is to be administered in accordance with this scheme. This scheme replaces the former trusts of the charity.

3. **Name of the charity**

The name of the charity is The Saint Paul's Trust of Penzance.

OBJECTS

4. **Objects of the charity**

The objects of the charity are:

(1) To advance the education of the pupils at St Mary's Church of England Voluntary Aided School by providing and assisting in the provision of facilities (not required to be provided by the local education authority) for education at the school.

(2) To further the educational work of the Church of England in the area of benefit.

POWERS

5. **Powers of the trustees**

In addition to any other powers which they have, the trustees may exercise the following powers in furtherance of the objects of the charity:

(1) Power to make rules and regulations consistent with this scheme for the management of the charity.

(2) Power to sell, lease or otherwise dispose of all or any part of the charity's property. The trustees must comply with the restrictions on disposal imposed by section 36 of the Charities Act 1993, unless the sale, lease or disposal is excepted from these restrictions by section 36(9)(b) or (c) or section 36(10) of that Act. The proceeds of any such sale must be invested pending any other application within the powers set out in clause 27(3)(b) of this scheme.

CUSTODIAN TRUSTEE

6. **Custodian Trustee**

The Truro Diocesan Board of Finance Limited shall be and will continue to be the custodian trustee of the charity.

TRUSTEES

7. **Trustees**

(1) There should be:

2 *ex officio* trustees and
5 nominated trustees

appointed in accordance with clauses 8 and 9.

(2) The first trustees are the persons listed in the schedule to this scheme. Subject to clause 13 (termination of trusteeship) they will hold office for the periods shown in the schedule.

8. **Ex officio trustees**

(1) The ex officio trustees will be:

(a) the Diocesan Director of Education; and

(b) the Incumbent of the Parish for the time being ('the office holders').

(2) If unwilling to act as ex officio trustee, either office holder may:

(a) before accepting appointment as ex officio trustee, give notice in writing to the trustees of his or her unwillingness to act in that capacity; or

(b) after accepting appointment as ex officio trustee, resign under the provisions contained in clause 13 below.

In either case, the office of ex officio trustee will then remain vacant until the office holder ceases to hold office.

(3) At any time during any vacancy in the office of ex officio trustee due to the office holder's unwillingness to act or resignation, the trustees may appoint an additional trustee.

(4) Subject to clause 13 below (termination of trusteeship), an additional trustee will hold office until the vacancy in the office of ex officio trustee ends.

9. **Nominated trustees**

(1) The nominated trustees must be appointed as follows:

2 by the Parochial Church Council of the Parish of St Mary with St Paul, Penzance;

1 by the Diocesan Board of Education;

1 by the Board of Governors of St Mary's School; and

1 by the Penzance Town Council who must be independent of the Parochial Church Council of the Parish of St Mary with St Paul, Penzance.

(2) Any appointment must be made at a meeting held according to the ordinary practice of the appointing body.

(3) Each appointment must be made for:

(a) 4 years; or

(b) if the appointment is being made to fill a casual vacancy, the unexpired term of the appointee's predecessor.

(4) The appointment will be effective from the later of:

(a) the date of the vacancy; and

(b) the date on which the trustees or their secretary or clerk are informed of the appointment.

(5) The person appointed may but need not be a member of:

(a) The appointing body; or

(b) The Church of England.

10. New trustees

The trustees must give to each new trustee, on their first appointment:

(1) a copy of this scheme and any amendments made to it;

(2) a copy of the charity's latest report and statement of accounts.

11. Register of trustees

(1) The trustees must keep a register of the name and address of every trustee and the dates on which their terms of office begin and end. Every trustee must sign the register before acting as a trustee, whether on their first appointment or on any later re-appointment.

(2) The trustees must promptly report any vacancy in the office of nominated trustee to the body entitled to appoint the trustee.

12. Payments to charity trustees

(1) A trustee may receive repayment from the charity of reasonable expenses properly incurred by him or her when acting on behalf of the charity.

(2) No trustee may:

(a) buy goods or services from the charity on terms preferential to those applicable to other members of the public; or

(b) receive any payment or other financial benefit from the charity; or

(c) acquire or hold any interest in property of the charity (except in order to hold it as a trustee of the charity);

unless the payment or transaction is:

(i) permitted in accordance with, and subject to the conditions in, section 73A or 73F of the Charities Act 1993; or

(ii) previously and expressly authorised in writing by the Charity Commission.

(3) In this clause:

(a) "charity" includes any company in which the charity:

(i) holds more than 50% of the shares; or

(ii) controls more than 50% of the voting rights attached to the shares; or

(iii) has the right to appoint one or more directors to the Board of the company;

(b) "trustee" includes any child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the trustee or any person living with the trustee as his or her partner.

13. **Termination of trusteeship**

A trustee will cease to be a trustee if he or she:

(1) is disqualified from acting as a trustee by section 72 of the Charities Act 1993; or

(2) is not an ex officio trustee and is absent without the permission of the trustees from all their meetings held within a period of 6 months and the trustees resolve that his or her office be vacated; or

(3) gives not less than 1 month's notice in writing of his or her intention to resign (but only if at least 4 trustees will remain in office when the notice of resignation is to take effect).

OFFICERS

14. **Chairman**

(1) At their first ordinary meeting in each year the trustees must elect one of their number to be chairman of their meetings.

(2) The trustees present at a meeting must elect one of their number to chair the meeting if the chairman is not present or the office of chairman is vacant.

15. **Secretary or clerk**

The trustees may appoint a secretary, treasurer or clerk.

MEETINGS OF TRUSTEES

16. **Ordinary meetings**

(1) The first meeting after the date of this scheme must be called by Ann Round or, if they do not do so within 3 months from that date, by any 2 trustees.

(2) The trustees must hold at least 3 ordinary meetings in each 12 month period.

(3) Ordinary meetings require at least 10 days' notice.

(4) The chairman, or any 2 trustees, may call an ordinary meeting at any time.

17. **Special meetings**

(1) The chairman, or any 2 trustees, may call a special meeting at any time.

(2) Special meetings require at least 4 days' notice.

(3) The notice calling a special meeting must include details of the business to be transacted at the meeting.

(4) A special meeting may, but need not, be held immediately before or after an ordinary meeting.

18. **Quorum**

No business may be transacted at a meeting unless at least 4 trustees are present.

19. **Voting**

(1) Every matter must be decided by majority decision of the trustees present and voting at a duly convened meeting of the trustees.

(2) The chairman of the meeting may cast a second or casting vote only if there is a tied vote.

20. **Recording of meetings**

The trustees must keep a proper record of their meetings.

21. **Trustees to act jointly**

(1) Subject to the exception stated in sub-clause (2) of this clause, the trustees must exercise their powers jointly, at properly convened meetings.

(2) The trustees may appoint a committee of not less than two of their number to deal with applications for assistance from the charity which cannot await the trustees' next meeting. The decisions of such a committee must be reported to the trustees at their next meeting.

CHARITY PROPERTY

22. **Property**

The custodian trustee holds the property in trust for the charity.

23. **Provision for claims**

If any person:

(1) but for the making of this scheme, would be a beneficiary under the trust arising in relation to the property under section 1 of the Act; and

(2) has not consented to the establishment of this scheme; and

(3) notifies his or her claim to the trustees within 5 years after the date of this scheme;

the trustees must pay to him or her an amount equal to the value of his or her rights under such trust at the date of this scheme.

24. **Insurance**

The trustees must (out of the proceeds of sale of the property) effect a suitable policy of insurance to secure the payment of any such sum required to be made under clause 23 above.

25. **Extinguishment of rights**

Subject to the provisions of clauses 23 and 24 above, the rights of the beneficiary or beneficiaries under the trust arising in relation to the property under section 1 of the Act are extinguished by this scheme.

26. **Restriction on amendments**

The trustees must not make any amendment which would:

(1) vary this clause;

(2) amend or delete the following clauses:

(a) clause 23 (Provision for claims);

(b) clause 24 (Insurance); and

(c) clause 25 (Extinguishment of rights).

27. **Use of income and capital**

(1) The trustees must firstly apply:

(a) the charity's income; and

(b) if the trustees think fit, expendable endowment; and

(c) when the expenditure can properly be charged to it, its permanent endowment

in meeting the proper costs of administering the charity and of managing its assets.

(2) After payment of these costs, the trustees must apply the remaining income in furthering the objects of the charity.

(3) The trustees may also apply for the objects of the charity:

(a) expendable endowment; and

(b) permanent endowment, but only on such terms as the Commission may direct in advance.

GENERAL PROVISION

28. Questions relating to the Scheme

The Commission may decide any question put to it concerning:

(1) the interpretation of this scheme; or

(2) the propriety or validity of anything done or intended to be done under it.

SCHEDULE

Ex officio trustees

Keith Robert Owen
Susan Caroline Green

Nominated trustees

Name	Term of office
Ann Round	4 years
John Chitson	3 years
Ian Halford	3 years
Nicola Bonell	2 years
Simon Glasson	1 year

Item 12(f)

TOWN COUNCIL – 20 JULY 2020

REPORT FOR DECISION
ANNUAL POLICY REVIEW

RECOMMENDATION

That the Town Council agrees the proposed amendments as outlined below and adopts the revised policies.

BACKGROUND

The annual Policy Review was carried out in March/April 2020 and, where updates were available, a number of the Council policies were reviewed and amended. The proposed amended policies (see appendix a) are as follows:

- Bereavement Policy – *The Parental Bereavement (Pay & Law) Act 2018 (also known as 'Jack's Law) came into law on 6 April 2020. It entitles parents who have lost a child under the age of 18 or have had a stillbirth from the 24th week to a minimum 2 weeks' paid compassionate leave.*
- Bullying & Harassment - *Incorporate Complaints Procedure provided by South West Councils*
- Capability Procedure - *Substitute 'Line Manager' for 'Town Clerk' in the initial stages of an investigation, in line with the Disciplinary and Grievance Procedures.*
- Enhanced Employee Benefits Scheme - *Include 25% discount at the Orangery Café for take-away food*
- Local Government Pension Scheme - Discretions Policy - *Amended in line with advice from Cornwall Council Pensions Department*

Teresa Fogarty
Senior Administration Officer

PENZANCE COUNCIL

Bereavement Policy

CURRENT POLICY STATUS

Version:	3	Approving Body:	Full Council
Date:	04/2020	Date of Approval:	
Responsible Officer:	Town Clerk	Minute Reference:	
Overview Committee:	Personnel	Review Date:	04/2020

VERSION HISTORY

DATE	VERSION	AUTHOR/EDITOR	COMMENTS
21/09/2015	1		
08/04/2019	2		

REVIEW RECORD

DATE	TYPE OF REVIEW	COMPLETED BY

Penzance ~~Town~~ Council acknowledges the personal nature of bereavement and grief and is committed to supporting employees in practical and reasonable ways.

1. LEAVE ENTITLEMENTS

(a) Paid leave

Bereavement leave is paid leave that allows an employee time off to deal with their personal distress and related practical arrangements, primarily, but not limited to, when a member of their family dies.

Penzance ~~Town~~ Council acknowledges that bereavement impacts all individuals differently and the guidelines below are intended to show the minimum paid leave an employee is entitled to in different circumstances.

Penzance ~~Town~~ Council acknowledges that not all employees will need to take the full allowance, and some employees will need additional time, depending on their relationship with the person who has died and the circumstances of the death.

(i) In the event of the death of an immediate relative, 5 working days paid leave will be granted. An immediate relative includes a spouse, civil partner or partner (including same sex partners), ~~child,*~~ parent, step-parent, sibling or a person with whom the employee is in a relationship of domestic dependency.

~~*Child includes children in respect of whom the employee is the adoptive parent and legal guardians and carers.~~

(ii) 3 days leave will be allowed on the death of a mother/father-in-law, grandparents, grandchildren, son/ daughter-in-law.

(iii) 2 days leave will be allowed on the death of an uncle/aunt to facilitate attendance at the funeral.

(~~ii~~iv) Individual circumstances will be taken into account.

Up to an extra 2 days paid leave may be granted at the discretion of the Council in cases where the employee is responsible for undertaking business in connection with organising the funeral.

An employee should notify their line manager of their need to take leave as soon as possible or, at latest, on the first day of absence. In exceptional circumstances, applications for leave will be considered after the first day of absence. Line managers have the right to exercise discretion in exceptional circumstances as outlined above. Leave days do not have to be taken consecutively.

(b) Annual leave

In the event of bereavement, an employee will be able to take unpaid leave or annual leave at short notice to supplement their bereavement leave. Requests should be directed to the employee's line manager.

An employee who suffers a family bereavement while on annual leave can convert their annual leave into bereavement leave and take their annual leave at a future date.

(c) Unpaid leave

Unpaid leave on compassionate grounds week may be granted after bereavement, following consultation with the employee's line manager.

2. PARENTAL BEREAVEMENT LEAVE AND PAY (Parental Bereavement (Leave & Pay) Act 2018 - 'Jack's Law)

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Parental Bereavement Leave provides up to two weeks' leave for employees following the loss of a child, on or after 6 April 2020, who was under the age of 18 or a stillbirth after 24 weeks of pregnancy.

(a) Parental Bereavement Leave

In order to qualify for parental bereavement leave and pay, the employee must be either:

- the child's legal parent; or
- a parent's partner, in an enduring family relationship with the child who has passed away and their parent; or
- an individual with a caring relationship to the child, such as a "parent in fact", who are defined as a person who for a continuous period of at least four weeks before the child's death has lived with the child in the person's home, and had day to day responsibility for the child's care (provided they are not paid for that role, foster payments excepted); o
- the "intended parent" of a child who has passed away, i.e. a parent using a surrogate; or
- the "natural parent" of a child who has passed away who is named in a court order, i.e. where a court orders some contact for an adopted child's birth parent; or
- the adopter of a child who has passed away.

All employees, who are eligible as above, are entitled to 2 weeks' parental leave regardless of their length of service.

The two weeks' leave can be taken, either as one block or in two one-week blocks. The leave may be taken at any time within 56 weeks of the child's death.

(b) Notification requirements

If the employee wishes the leave to start within 56 days of the child's death, notice must be given to the Town Clerk before the day the employee wishes the leave to start, or where that is not possible as soon as is reasonably practicable.

Employees must give the Town Clerk at least one week's notice if they wish the leave to start after the 56-day period.

When giving notice the employee must specify, ideally in writing, to the Town Clerk:

- the date of the child's death,
- the date on which the employee intends the leave to start, and
- whether the period of absence is for one week or two weeks.

(c) Cancellation of Parental Bereavement Leave

If an employee has asked to begin parental bereavement leave within the first 56 days of the date of the child's death, they can cancel the parental bereavement leave, as long as they inform the Town Clerk prior to when they would have been due to start work.

If an employee has asked to begin parental bereavement leave more than 56 days after their child's death, then they can cancel their request for parental bereavement leave, as long as they inform the Town / Parish Clerk at least one week in advance.

Employees cannot cancel any week of parental bereavement leave that has already begun.

(d) Parental Bereavement Pay eligibility

In order to qualify for parental bereavement pay employees must meet the eligibility criteria as above and also have:

- at least 26 weeks' continuous service by the week before the week in which their child passes away, and still be employed by the Council on the day on which the child passed away;
- weekly average earnings over the lower earnings limit for National Insurance contributions in the eight weeks prior to the week before the child's death.

(e) Parental Bereavement Pay

Parental bereavement leave will be paid at the Statutory Parental Bereavement Pay (SPBP) rate or 90 per cent of the average weekly earnings, whichever is the lower.

In order to receive parental bereavement pay, an employee must notify the Town Clerk in writing within 28 days of the start of the week's (or weeks') leave or, if that is not reasonably practicable, as soon as is reasonably practicable.

Notice must include the parent's name and the date of the child's death. Furthermore, on the first occasion leave is taken, the employee must also provide a written declaration that they meet one of the qualifying conditions in terms of their relationship with the child.

Parental bereavement leave for employees who are not eligible for parental bereavement pay will be unpaid.

(f) Continuous Service

Parental Bereavement Leave counts for the purpose of continuous service.

(g) Returning to work following parental bereavement leave

Employees have the right to resume working in the same job when returning to work from parental bereavement leave if the period of leave, when added to any other period of statutory leave (typically maternity leave, paternity leave, adoption leave, or shared parental leave) in relation to the same child, is 26 weeks or less.
Employees are entitled to return to an alternative job that is suitable and appropriate, rather than the same job, if:

- the period of leave taken is more than 26 weeks, when added to other statutory leave (typically maternity leave, paternity leave, adoption leave, or shared parental leave) in relation to the same child; and
- it is not reasonably practicable for them to return to the same job.

3. RETURN TO WORK

In certain circumstances a full return to work may not be possible for an employee following the death of an immediate relative – for example, when the employee's grief is likely to impact on their ability to perform their role, or where new child care arrangements have to be sourced or responsibility for the care of an elderly parent has transferred to the employee.

In such instances Penzance ~~Town~~ Council will allow a phased return to work on a part-time or reduced hours basis where practicable. Alternative duties may also be considered. Any such arrangement would need to be agreed in advance by the line manager, would be subject to an agreed maximum number of days and would be managed in line with Penzance Town Council's flexible working/part-time working policy.

4. EMPLOYEE SUPPORT

Penzance ~~Town~~ Council acknowledges that bereavement leave is intended to support employees in the immediate period around the death of a relative. However, the process of grief, the natural reaction and adjustment to loss and change may take a significant time and will be personal to each individual.

An employee with any concerns about the grieving process impacting on their work performance should discuss this in confidence with their line manager to ensure that any reasonable adjustments that may be necessary are discussed and put in place and that the employee is supported in their return to the full range of duties and responsibilities that they had prior to the bereavement or their duties and responsibilities are adjusted (as necessary) with the prior agreement of their line manager.

5. HEALTH AND SAFETY

Bereavement can have an impact on concentration, sleep, and decision-making. The health and safety assessment of the workplace will include consideration of the impact of bereavement on employees, their duties and responsibilities, and the context in which they

are working, e.g. do they operate heavy machinery? Any employee who is concerned about their ability to conduct their duties safely in the weeks following a bereavement must discuss this with their line manager.

6. CULTURE AND DIVERSITY

Penzance ~~Town~~ Council recognises that different cultures respond to death in significantly different ways. Line managers will check whether the employee's religion or culture requires them to observe any particular practices or make special arrangements which would necessitate them being off work at a particular time. Employees should not assume that their line manager is aware of any such requirements and should draw this to their line manager's attention as soon as possible. Line managers who are unsure of how to respond to a bereaved employee from a different culture should ask the bereaved employee or someone else from their cultural group about what is appropriate.

PENZANCE COUNCIL

Bullying & Harassment Policy

CURRENT POLICY STATUS

Version:	2	Approving Body:	Full Council
Date:	03/2018	Date of Approval:	26/03/2018
Responsible Officer:	Town Clerk	Minute Reference:	129(n)(ii)
Overview Committee:	Personnel	Review Date:	

VERSION HISTORY

DATE	VERSION	AUTHOR/EDITOR	COMMENTS

REVIEW RECORD

DATE	TYPE OF REVIEW	COMPLETED BY
03/2018	Annual	Senior Admin Officer

1. POLICY STATEMENT

Employees are Penzance Council's most valuable and important resource, and the Council has a legal, moral, and ethical duty to ensure that the environment in which they work enables them to contribute to their fullest potential and that they feel confident and comfortable about that working environment.

As well as considering the welfare of its employees, there is a strong business case for ensuring the elimination and prevention of harassment and bullying such as; the financial impact (e.g. cost of reduced performance), health and safety (e.g. physical and emotional effects on employees), and recruitment and retention (e.g. people will not wish to join us or to remain with us).

Penzance Council believes that all its employees have the right to be treated with dignity and respect, and that harassment and bullying is totally unacceptable. The Council will deal effectively with any form of harassment or bullying and take any steps it sees fit to either stop or prevent it. This may include taking disciplinary action, up to and including dismissal.

2. SCOPE OF THE POLICY

This policy should be read in conjunction with other Council policies and procedures such as: the Equal Opportunities Policy, Disciplinary Procedure and Grievance Procedure.

The policy covers harassment and bullying by Officers and Members of the Council. It does not cover harassment and bullying from the public or contractors. However, the Council has a duty of care towards its employees and, in these cases, employees should report any such behaviour to their line manager who will decide upon the appropriate action.

3. AIMS OF THE POLICY

The information given below shows how harassment and bullying can affect both individuals and the Council, and demonstrates the need for a policy. The aims of having a harassment and bullying policy are as follows:

- To ensure that all of the Council's employees are treated with dignity and respect;
- To ensure that harassment and bullying is prevented and, if it does occur, that action is taken to stop it;
- To ensure that the working environment is such that each employee feels confident and comfortable about the way they will be treated whilst at work;
- To ensure that all of the Council's employees know what harassment and bullying is and what the Council's policy is;
- To explain the responsibilities of Members, management, and employees; and
- To explain the procedures for dealing with harassment and bullying.

4. HARASSMENT

There are various definitions of harassment, but there are three key questions which help to define 'Harassment'. They are: 'Is the behaviour unwanted?' 'Does it undermine the dignity of the individual?' and 'Is it related to a protected characteristic?'

Harassment is defined by ACAS as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The protected characteristics are age; disability; sex or gender; gender reassignment; marriage/civil partnership; pregnancy or maternity; race (including ethnic origin, skin colour, nationality and national origin); religion or belief; and sexual orientation.

It is also unacceptable to harass any individual:

- Based on their association with another individual with a protected characteristic (e.g. an employee married to someone of a different ethnic origin); or
- Based on a perception that they have a protected characteristic (e.g. a heterosexual employee who is made fun of because his colleagues believe he is homosexual).

A definition of bullying is given in the next section of this policy, but harassment and bullying are closely linked.

Examples of harassment include:

Sexual harassment:

- Ridiculing someone because of their sex or sexual orientation by looks, remarks, sexual innuendo or jokes of a sexually explicit nature
- Unnecessary touching or unwanted physical conduct

Sexual orientation harassment:

- Homophobic remarks, innuendo, jokes
- Offensive actions and physical attack

Racial harassment:

- Embarrassing or derogatory remarks such as racist jokes, name-calling or nicknames
- Deliberate isolation or different treatment

Harassment on the grounds of disability:

- Name calling
- Univited, patronising or unnecessary assistance

Harassment on the grounds of religion or belief:

- Ridicule and religious jokes
- Scorning of belief

Age harassment:

- Negative comments generalising about the age group of the individual
- Exclusion from informal groups such as social events

5. BULLYING

ACAS states that bullying can be characterised as 'offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient'.

It must be clearly understood that it is a manager's responsibility to set targets and review work performance. It is also the manager's role when individuals do not reach targets to ensure that corrective processes are put in place. These discussions are sometimes difficult for both parties but need to take place to ensure employees work competently. In this context bullying will only occur when a manager abuses his or her authority.

It should be noted that bullying does not just occur in manager/subordinate relationships, it can occur when there is unacceptable peer pressure or pressure by others in a position of 'authority', e.g. Members.

Examples of bullying behaviour can include:

- Spreading malicious rumours;
- Making the employee the butt of jokes;
- Aggressive, insulting and unco-operative attitude;
- Destructive innuendo and sarcasm;
- Constant unjustified criticism;
- Unjustifiably removing responsibilities and replacing them with trivial tasks to do instead;
- Shouting at employees;
- Unreasonable use of disciplinary/competence procedures;
- Unreasonable refusal of requests (e.g. leave or training) ;
- Deliberately ignoring or excluding individuals from activities;
- Imposing unreasonable workloads and/or unjustifiably reducing deadlines;
- Constantly undermining an employee in terms of their professional or personal standing;
- Undervaluing an employee's efforts;
- Seeking to make an employee appear incompetent, or intentionally creating an unacceptable working environment, with the object of either achieving a dismissal or of making them resign.

Penzance Council recognises the fact that employees may initally submit to a particular instance of harassment or bullying, but this does not mean that they find the behaviour acceptable. For example, an employee who is the butt of jokes may not wish to object initially, but this should not prevent them from addressing the issue once they feel able to do so.

6. VICTIMISATION

Any employee who makes a complaint or supports another employee who has done so must not be subjected to any victimisation or less favourable treatment as as result. Penzance Council will not tolerate any such behaviour and will take appropriate action to stop/prevent this,which may include disciplinary action.

7. RESPONSIBILITIES OF MANAGERS, EMPLOYEES AND MEMBERS

7.1 Managers

Managers will have the following responsibilities:

- Compliance with the Policy;
- Creating/ensuring that there is a supportive working environment;
- Making sure that their employees know the details of this policy and ensuring compliance with it;
- Making sure that their employees know what standards of behaviour are expected of them;
- Taking allegations of harassment and/or bullying seriously and dealing with them as quickly as possible;
- Ensuring that vicitms of harassment and/or bullying receive appropriate support which might include counselling. (Note: consideration should be given as to whether the harasser/bully should also be given access to counselling, as the employee who has been accused of bullying/harassment can find this a stressful situation);
- Dealing with complaints under the Bullying and Harassment Complaints Procedure (see below);
- Ensuring that matters are dealt with confidentially and impartially;
- Ensuring that their employees attend any training requirement; and
- Liaising with the Town Clerk on how to deal with cases that arise.

7.2 Employees

Employees will have the following responsibilities:

- Compliance with the policy;
- Treating their colleagues with dignity and respect;
- Having an awareness of their own standards of behaviour;
- Making it clear that they find harassment and bullying unacceptable;
- Reporting harassment and supporting management with the investigation of complaints; and
- Intervening to stop harassment and/or bullying and give support to victims.

7.3 Members

Members will have the following responsibilities:

- Compliance with the Policy; and
- Treating employees with dignity and respect.

PENZANCE COUNCIL

Bullying & Harassment Complaints Procedure

1 Introduction

No employee need put up with bullying or harassment. Penzance Council recognises that making a complaint may be a distressing experience, but all complaints will be taken seriously and dealt with in a sympathetic and sensitive manner.

If you feel that you are being bullied/harassed, the decision about how to pursue this will, in the first instance, rest solely with you. You have the right to redress through either the informal or formal procedure.

Only if the matter is brought to the attention of the alleged harasser/bully or your manager can action be taken to stop the behaviour.

In the interests of natural justice a complaint should be made as close as possible to the date when the incident occurred. In a situation where, in your view, an accumulation of incidents merit a bullying/harassment complaint, this should be done as close as possible to the date when the 'final straw' incident took place.

2 Stage One

If it is possible and appropriate to do so, you should ask the person who you feel is harassing or bullying you to stop such behaviour, making it clear that you find it offensive and it is unwelcome. This can be done face-to-face or in writing.

If you feel that you cannot approach the alleged harasser/bully alone then you may wish to ask a work colleague or trade union representative to accompany you.

It is possible that some people may not have realised that their behaviour was offensive and alerting them to it will alter their behaviour.

3 Stage Two

If you feel unable to use the approach set out in Stage 1, or you feel that this is not appropriate, or if Stage 1 action fails to resolve your complaint then you can raise this formally if you wish.

In this case you will need to put your complaint in writing to the Town Clerk (or in the case of the Town Clerk to the Personnel Committee) , giving details of the specific actions/incidents about which you are complaining.

Once you have done this the matter will be investigated under the Council's Grievance Procedure.

The Town Clerk (or in the case of the Town Clerk members of the Personnel Committee) will discuss your complaint with you. In line with the informal resolution stage set out in the Grievance Procedure, the Town Clerk will, if appropriate, explore with you whether there are any informal measures that you feel able to pursue in order to attempt to resolve the situation before requesting that formal action is taken. These could include meetings with the alleged harasser/bully facilitated by your line manager or the Town Clerk (or in the case of the Town Clerk members of the Personnel Committee), or more structured mediation.

The formal process must, however, be followed if the particular 'offence' brought to the Council's attention is so serious that criminal prosecution may result.

If informal measures are not appropriate/successful or you wish to proceed straight to the formal process, the Town Clerk (or in the case of the Town Clerk members of the Personnel Committee), or his/her representative, will thoroughly investigate the complaint in accordance with the Grievance Procedure.

The usual representation will apply to the alleged bully/harasser and you can be supported throughout the process by a work colleague or trade union representative.

In accordance with Penzance Council's Grievance Procedure you will be invited to attend a hearing. You will be given written notification of the outcome of this hearing and will have the right of appeal.

Decisions will be made at/after the hearing about the appropriate actions to be taken. These could include taking disciplinary action against the bully/harasser; issuing management instructions; arranging mediation if both parties are willing to participate; making changes to working arrangements; or taking no further action.

It should be noted that if disciplinary action is taken against the alleged bully/harasser, you will be informed that disciplinary action is being taken, but will not be informed of the outcome of this or have a right of appeal against the decision of the disciplinary panel. Nor do you have the right to raise a grievance about any decision affecting the harasser/bully following a disciplinary hearing or investigation.

4 Confidentiality

Any complaint received, either formally or informally, will be treated with as much confidentiality as possible. However in order to enable your complaint to be investigated and/or resolved the individuals concerned will have to be made aware of your complaint, and it may not be possible to do this without identifying you.

The knowledge that a complaint has been made will be restricted to the minimum number of people necessary to investigate what happened. All those involved in any

complaint must respect this and ensure that they are sensitive to the needs of both the complainant and the alleged harasser/bully.

All involved in investigating a complaint will do so impartially and make no inferences that either party is at fault until the investigation is complete. Breaches in confidentiality may result in disciplinary action.

5 Complaints About Other Parties

If the matter involves a complaint against the Town Clerk, you should inform the Town Mayor or Chair of the Personnel Committee], who will determine the most appropriate means of dealing properly with the complaint.

If the matter involves a complaint in relation to a Member's conduct, you should inform the Town Clerk and consideration should be given regarding the need to consult the Monitoring Officer to establish the most appropriate way to deal with this matter.

6 Malicious/Unfounded Complaints

This procedure is designed to protect individuals who raise their concerns. It is accepted tht some allegations may arise from genuine misunderstandings. However making a malicious and unfounded complaint may itself constitute harassment and be dealt with under the disciplinary procedure.

PENZANCE COUNCIL

Capability Procedure

CURRENT POLICY STATUS

Version:	2	Approving Body:	Full Council
Date:	03/2018	Date of Approval:	26/03/2018
Responsible Officer:	Town Clerk	Minute Reference:	129(n((ii)
Overview Committee:	Personnel	Review Date:	

VERSION HISTORY

DATE	VERSION	AUTHOR/EDITOR	COMMENTS

REVIEW RECORD

DATE	TYPE OF REVIEW	COMPLETED BY
03/2018	Annual	Senior Admin Officer

1. INTRODUCTION

This procedure is used to support, enhance, and improve the performance of employees using a framework for resolving issues relating to poor performance, in accordance with the Employment Rights Act 1996, Human Rights Act 1998, and the ACAS Code of Practice on Disciplinary Procedures. The procedure aims to ensure that consistent and fair treatment is given to all individuals.

Penzance Town Council places great importance on maintaining levels of performance at an acceptable standard and the capability procedure provides a fair and objective process to enable managers to ensure that those standards are met in every aspect of the Council's operations.

Definition:

For the purpose of this Capability Procedure, capability is defined as:

"*Where a member of staff is failing in a significant or persistent way to carry out their responsibilities or duties in a satisfactory manner, either due to a lack of ability, inadequate training or lack of experience. Such failings will be identified by use of the following procedures and steps taken to improve performance. Where such steps prove unsuccessful the member of staff may have their employment terminated on the grounds of incapacity*".

2. SCOPE

Where there are issues of misconduct or of negligence, these will be dealt with under the Disciplinary Procedure. For matters of sickness, disability, or ill health, the Absence Management Policy will be used.

3. GENERAL PRINCIPLES

The Procedure is not a substitute for good management practices. It should only be invoked when initial attempts to improve performance have been unsuccessful following discussions between the employee and their Line Manager.

The employee must be given at least 5 workings days' notice of the requirement to attend a formal review meeting or an appeal.

The employee has the right to be represented at formal review meetings or appeals.

In the event of a formal warning or a dismissal, the employee has the right of appeal.

4. RELATED PROCEDURES

When using the procedure, it may be necessary to refer to the contents of other agreed documents such as:

- The Equal Opportunities Policy
- The Grievance Procedure
- The Absence Management Policy
- Other conditions set out in the Staff Handbook

5. REPRESENTATION

Employees have the right to representation at hearings and appeals relating to any stage of the formal procedure. This can be a trade union representative or a work colleague.

Representatives can take an active part in review meetings.

6. ACTION AGAINST A TRADE UNION OFFICIAL

In normal circumstances no action will be taken against an officer of a recognised Trade Union until the matter has been discussed with a full-time officer of that union.

7. THE INFORMAL PROCEDURE

The Town Clerk (or Chair of the Personnel Committee in relation to matters concerning the Town Clerk[1]) should deal with minor issues of poor performance in the first instance.

A meeting with the employee to discuss poor performance should be arranged and any problems or areas for concern should be raised by the Town Clerk. Appropriate support and training should be offered to assist the individual towards meeting the required standards in the future. Realistic targets should be agreed with the individual and future expectations made clear by the Town Clerk. The Town Clerk will record the points discussed in the meeting and confirm this in writing to the employee along with the agreed plan to achieve acceptable levels of performance. A review meeting should be arranged within 2 months to assess whether the targets have been met and whether the performance is satisfactory.

In most cases, these meetings should provide sufficient guidance, support, and clarification of standards to rectify the situation.

However, the formal procedure will apply when:

- Previous informal advice or guidance has proved ineffective; or
- The performance is so poor that informal discussions are unlikely to help.

8. THE FORMAL REVIEW

If informal discussions have proved unsuccessful in raising performance levels to the standards set by the Town Clerk then the formal procedure will be invoked. There are three stages to the formal procedure. The employee has the right of representation at each stage.

During each stage, the employee's performance will be monitored closely. The method of doing this will be made clear to them at the conclusion of each review meeting.

8.1 Stage 1: The Capability Review

The Capability Review should build on the informal discussions. It should be sufficiently specific so that the employee knows exactly what it is about their performance that is

[1] Further references to the Town Clerk in this context should be read as 'Chair of Personnel Committee' if the Town Clerk is the employee for whom the Capability Procedure is being invoked.

unsatisfactory and how they can improve to the required standard. The Town Clerk (or Chair of the Personnel Committee, in relation to matters concerning the Town Clerk) will carry out the Review.

The review has four main purposes:

1. To allow the Town Clerk to discuss with the employee: (i) the standards of work required; (ii) what improvement is necessary; (iii) how the employee can be helped to achieve them; and (iv) how improvement will be assessed and the timescale which must be reasonable.

2. To allow the employee to: (i) obtain a clear understanding of what is expected of them; (ii) give an explanation or comment on their work; and (iii) give their views on how the problem can best be tackled.

3. To allow the Town Clerk and the employee to explore other options, such as additional instruction, training, or personal development activity; or referral to occupational health, which may involve alternative action under the Council's Absence Management Policy. Please refer to the Absence Management Policy.

4. To make clear to the employee: (i) the timescale for improvement; (ii) how and by whom their work will be monitored during the review period; and (iii) the consequences if their work does not improve or if improvement is not maintained.

Ideally, standards of performance should be agreed between the Town Clerk and employee. However, in the absence of such an agreement, the Town Clerk must satisfy himself or herself that any targets set are reasonable and non-discriminatory. If training has already been given then its effectiveness should be reviewed and any further training and support agreed.

If the Town Clerk is satisfied at the conclusion of the review that there is a shortfall in performance, the employee will be issued with a formal warning and a set of objectives, including timescales, to achieve. It will also be made clear that failure to achieve the action plan will lead to the next stage of the formal procedure. The length of time given to improve will depend on the nature of the job and the performance gap but in normal circumstances it should not be more than 3 months. The Town Clerk should confirm the outcome of the meeting in writing to the individual within 5 working days.

8.2 Stage 2 – The Capability Review

If the employee fails to achieve the standards or the timescales set out in the action plan then Stage 2 of the procedure is invoked. This involves a further review based on the same structure as Stage 1.

Stage 2 of the Capability Review will be conducted by the Town Clerk (or Chair of the Personnel Committee, in relation to matters concerning the Town Clerk). If it is concluded that there is still a performance issue to be addressed, a further formal warning should be issued along with an action plan giving details of the standards of performance required and the timescales within which these must be achieved. The employee should be reminded that if the action plan is not achieved, then Stage 3 will be invoked. It needs to be made clear that Stage 3 may result in a decision to dismiss the employee. Again, the length of time given to improve will depend on the nature of

the job and the performance gap but in normal circumstances should not be more than 3 months. A letter to confirm the outcome of the meeting should be sent to the employee within 5 working days, it should also explain the employee's right to appeal against any warning issued.

8.3 Stage 3 – The Final Capability Review

The Final Capability Review will be heard by three members of the Personnel Committee.

The Town Clerk who conducted Stages 1 and 2 should also be present to provide details of the previous review meetings and of the steps taken to encourage improvement in the employee's performance.

The employee will have the opportunity to respond and put forward any points they wish to be considered.

Consideration should be given to any alternatives to dismissal, such as redeployment or options of downgrading. However, this may not always be possible and will depend on each individual situation and the circumstances of the organisation.

The Panel must satisfy themselves that they have heard all of the relevant information and that the employee has been given sufficient opportunity to improve. If they consider that the employee's performance remains unsatisfactory, they must inform the employee that their employment is terminated on the grounds of capability or any alternatives to dismissal.

The employee's dismissal will be with notice or, if serving their notice period is not in the interests of the Council, they will receive pay in lieu of notice. The dismissal must be confirmed in writing within 5 working days, stating the reasons for it, and informing the employee of their right of appeal.

8.4 Levels of Authority

Guidance is given here on the appropriate levels of authority, although alternative arrangements may have to be made on occasion.

Formal	Officer	Authority
Stage 1 & 2	Town Clerk	Formal warnings
Stage 3	Personnel Committee	Dismissal

8.5 The Right of Appeal

In the event of a formal warning or dismissal, the employee has the right of appeal to the Town Clerk (or Chair of the Personnel Committee, in relation to matters concerning the Town Clerk). The Appeal must be made in writing within 10 days of the date of the letter confirming dismissal.

Three members of the Appeal Committee will hear the appeal, providing that they have had no previous involvement in the matter. They will be assisted by an independent adviser.

The appeal will take place as soon as is practically possible. The Appeal Panel will consider the details of the poor performance presented by the Chair of the Final Capability Review and will consider the comments of the employee.

The decision of any appeal hearing is final.

8.6 Training

Appropriate training will be given to the Town Clerk or any Members who might be involved in capability or appeals meetings to ensure that they fulfil their responsibilities under this procedure.

PENZANCE COUNCIL

Enhanced Employee Benefits Scheme

CURRENT POLICY STATUS

Version:	3	Approving Body:	Full Scheme
Date:	09/2019	Date of Approval:	09/09/2019
Responsible Officer:	Town Clerk	Minute Reference:	69(e)
Overview Committee:	Personnel	Review Date:	

VERSION HISTORY

DATE	VERSION	AUTHOR/EDITOR	COMMENTS
26/03/2018	2		
13/02/2017	1		

REVIEW RECORD

DATE	TYPE OF REVIEW	COMPLETED BY
09/2019	Update	Senior Admin Officer

Penzance Town Council is committed to being a good employer and has approved a range of employee benefits:

Pension Scheme

Local Government Pension Scheme with generous employer contributions and the option to make additional contributions.

Annual Leave

Generous annual leave entitlement starting at 21 days per annum, rising to 25 days after 5 years' continuous service, plus 3 additional statutory days per year (1 at

Christmas, 1 at Easter and St Piran's Day – 5 March), and all statutory Bank Holidays.

Flexible Working

Every employee has the statutory right to ask to work flexibly after 26 weeks employment service. Written requests made by employees to change their working hours or place of work are handled under the statutory right in the Employment Rights Act 1996 to request flexible working.

Training & Development

Penzance Town Council believes that providing staff with increased skills, knowledge, qualifications and competence will ultimately lead to a better level of service being offered and our employees feeling more motivated and engaged.

The benefits of Continuing Professional Development (CPD) are recognised and all employees are actively encouraged to review and take part in relevant training opportunities.

Free Car Parking

Employees are entitled to park in Penlee Car Park during working hours and/or when on Town Council business.

Free Flu Immunisation

If an employee wishes to receive an influenza immunisation inoculation and does not fall into one of the categories stipulated by the NHS for free immunisation (over 65, diabetic, serious medical condition etc.), Penzance Town Council is willing to reimburse the cost of the inoculation.

Other vaccinations

Employees who are exposed to biological agents e.g. Hepatitis B and Tetanus will be offered suitable vaccinations against biological hazards.

Eyesight Tests

All employees who habitually use Display Screen Equipment (DSE) as a significant part of their normal day to day work, are entitled to ask the Council to provide an eye test. This is a full eye and eyesight test by an optometrist (or a doctor).

If the test shows that an employee needs special corrective appliances (normally spectacles) that are prescribed for the distance the screen is viewed at, the Council will pay for the spectacles. If an ordinary prescription is suitable for your DSE work, the Council does not have to pay for the spectacles.

PENZANCE COUNCIL

Local Government Pension Scheme – Employers Discretion Policy

CURRENT POLICY STATUS

Version:	1	Approving Body:	Full Council
Date:	26/03/2018	Date of Approval:	26/03/2018
Responsible Officer:	Town Clerk	Minute Reference:	128(n)(i)
Overview Committee:	Personnel	Review Date:	

VERSION HISTORY

DATE	VERSION	AUTHOR/EDITOR	COMMENTS

REVIEW RECORD

DATE	TYPE OF REVIEW	COMPLETED BY

1. INTRODUCTION

The Local Government Pension Scheme Regulations require each local authority to publish a policy statement detailing how it will exercise the discretionary items in relation to the Local Government Pension Scheme (LGPS). Penzance Town Council is considered to be a local authority for the purposes of these regulations.

The purpose of the statement is to manage the severance arrangements for employees where voluntary redundancy or early retirement is in the best interest of efficiency of service, whilst giving regard to workability, affordability and reasonableness. The policy also provides for early retirement on compassionate

grounds in exceptional circumstances and flexible retirement where there is a benefit to the Council.

This Policy explains how the Council will exercise the discretions available to it under Parts 3 and 4 of the regulations.

2. DISCRETIONS

Regulation R16(2)(e) & R16(4)(d)	Policy Decision
Shared Cost Additional Pension Contributions An employer can choose to pay for or contribute towards a member's Additional Pension Contract via a Shared Cost Additional Pension Contract (SCAPC). This discretion does not relate to cases where a member has a period of authorised unpaid leave and elects within 30 days of return to work to pay SCAPC to cover the amount of pension lost during that period of absence.	Penzance Town Council will only exercise this discretion in exceptional circumstances and with permission of the Finance & General Purposes Committee after consideration of the costs that would be incurred by the Council.

Regulation R30(6)	Policy Decision
Flexible Retirement Employers may allow a member from age 55 onwards to draw all or part of the pension benefits they have already built up while still continuing in employment. This is provided the employer agrees to the member either reducing their hours or moving to a position on a lower grade. In such cases, pension benefits will be reduced in accordance with actuarial tables unless the employer waives reduction on compassionate grounds or a member has protected rights.	Penzance Town Council will consider employee requests to take flexible retirement on a case by case basis after taking into account the service requirements of the Council and costs that may apply. The Personnel Committee will be responsible for considering all requests to take flexible requirement and will make recommendations to the Finance & GPs Committee.
Regulation R30(8)	**Policy Decision**
Waiving actuarial reduction on flexible retirement Employers have the right to waive, on compassionate grounds, the actuarial reduction (in whole or part) applied to members benefits paid on the grounds of flexible retirement. Employers may also waive, on compassionate grounds, the actuarial reduction (in whole or part) applied to members benefits for deferred members and suspended tier 3 ill health pensioners who elect to draw benefits on or after age 60 and before normal pension age. Employers also have the power to waive (in whole or in part) the actuarial reduction applied to active members benefits when a member chooses to voluntarily draw benefits on or after age 55 and before 60.	Penzance Town Council will only waive the actuarial reduction on flexible retirement in exceptional circumstances following a recommendation by the Personnel Committee and approval by the Finance & GPs Committee.
Regulation 18 TPsch2, para 2(2) & 2(3)	**Policy Decision**
Power of employing authority to 'switch on' the 85 Year Rule An employer can choose whether to "switch on" the 85 year rule for members who voluntarily retire on or after age 55 and before age 60. An employer can also choose to waive, on compassionate grounds, the actuarial reduction applied to benefits for a member voluntary drawing benefits on or after age 55 and before age 60.	Penzance Town Council will only agree to 'switch on' the 85 year rule in exceptional circumstances following recommendation from the Personnel Committee and approval from the Finance & GPs Committee after considering the costs that will apply.

Regulation R31	Policy Decision
Power of employing authority to grant additional pension An employer can choose to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (by up to £6,500 per annum). **The figure of £6,500 will be increased each April under Pensions Increase orders.*	Penzance Town Council will only exercise this discretion in exceptional circumstances. This discretion will only be exercised with a recommendation from the Personnel Committee and approval from the Finance & GPs Committee after consideration of the costs that would apply.
Regulation 30	**Policy Decision**
Choice of early payment of pension **B30(2)** Employers can also allow the early payment of deferred benefits to former members of the LGPS between the ages of 55 and 59. **B30A(3)** Employers may also grant an application for reinstatement of a suspended tier 3 ill health pension on or after age 55 ad before age 60. **B30(5) & B30A(5)** in such cases, pension benefits will be reduced in accordance with actuarial tables unless the employer waives reduction on compassionate grounds or a member has protected rights.	Penzance Town Council will only exercise this discretion in exceptional circumstances. This discretion will only be exercised with a recommendation from the Personnel Committee and approval from the Finance & GPs Committee after consideration of the costs that would apply.
Regulation 100	**Policy Decision**
Transfer of service into the LGPS Employees joining the LGPS have an initial period of 12 months in which to request an investigation into the option of transferring any pension benefits from previous employments into the Cornwall Pension Fund. The employer and now also the Administering Authority (Cornwall Council) has discretion to extend this 12 month time limit.	Penzance Town Council will not extend the 12 month time limit for transferring pension benefits from previous employment into the Cornwall Pension Fund.

Item 12(g)

TOWN COUNCIL – 20 JULY 2020

REPORT FOR DECISION

PERSONNEL COMMITTEE – REVISION OF TERMS OF REFERENCE

RECOMMENDATION

That Penzance Council reviews, approves and adopts the revised Terms of Reference for the Personnel Committee.

BACKGROUND

At the Full Council meeting of 16 December 2019, members resolved to approve and adopt the recommended revisions to the Terms of Reference for the Personnel Committee that resulted from the review conducted by South West Councils.

The Town Clerk was tasked with implementing these revisions and the revised Terms of Reference are attached to this report for members' consideration.

Teresa Fogarty
Senior Administration Officer

PERSONNEL COMMITTEE

The Personnel Committee is comprised of 7 members of ~~the Town~~ Penzance Council chosen for their experience and commitment. There is no public participation at Personnel Committee meetings (this includes Councillors who are not members of the Committee). Non-member Councillors receive copies of the agenda/summons only, not accompanying reports.[1]

Terms of Reference:-

Personnel and Staffing

- To ~~draft and~~ keep under review the staffing structure of ~~the Town~~ Penzance Council and make recommendations as appropriate.
- To monitor the absence and TOIL records of all staff (to be reported at each Personnel Committee meeting) which will influence the review of ~~To keep under review~~ staff work/life balance, working conditions and well-being~~,~~ ~~including~~
- ~~the monitoring of absence and TOIL (to be reported at each Personnel Committee meeting).~~
- To ~~keep under~~ review any changes to all staff contracts of employment, terms and conditions and make recommendations to full Council.
- To ~~monitor~~review changes to the Council's employment policies and procedures in ~~respect of~~line with changes to legislation and make recommendations to Council where appropriate.
- To make recommendations on personnel-related expenditure to the Finance and General Purposes Committee of the Council.
-

~~Interview Panels~~

Recruitment (refer to Recruitment & Selection Policy)

- ~~For the Town Clerk role – the interview panel should comprise the Town Mayor, Deputy Mayor and Chairs of the 4 standing committees. The Chair of the Personnel Committee to invite a Human Resources professional to attend as an adviser and observer during the interview process.~~
- ~~For members of the Management Team – the interview panel should comprise the Town Mayor, Chair of the Personnel Committee and the Chair of the relevant standing Committee, with the Deputy Mayor and relevant Vice-Chairs acting as~~

[1] In accordance with Town Council resolution 21(k) of 21 May 2018

~~substitutes, if required. An external, professional adviser to be invited to attend, if deemed appropriate by members of the panel. The Town Clerk to be in attendance to provide advice and assistance.~~

- ~~For all roles below the level of the Management Team – the interview panel should comprise the Town Clerk, and the relevant Committee Lead Officer with a further line manager in attendance, where required. If required by the Town Clerk, the Chair of the relevant Committee (or the Vice-Chair as substitute) would also be included on the panel.~~

Performance

- The Chair of the Personnel Committee or, in his/her absence, the Vice-Chair to conduct a review of the performance and annual appraisal of the work of the Town Clerk (Proper Officer). The reviews and appraisal to be reported in writing and subject to approval by resolution by the Personnel Committee.
- To delegate the conducting of Staff Appraisals for all officers below the level of Town Clerk to the Town Clerk and/or relevant Line Manager

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- ~~To carry out staff appraisals~~
- ~~To make recommendations on personnel related expenditure to the Finance and Property Committee of the Council.~~
- To ~~identify training requirements through appraisal and agree~~monitor staff training programmes.

Complaints (refer also to the Council's Complaints, Grievance & Disciplinary Procedures)

- To receive and consider any complaints made under the Council's ~~Grievance and Disciplinary~~Complaints Procedure, where the complainant is dissatisfied with the response received from the Town Clerk.
- To investigate and, where appropriate, hear complaints made in respect of the Town Clerk ~~made~~ under the Council's Grievance and Disciplinary Procedures and take whatever action necessary.

Item 12(h)

PENZANCE COUNCIL – 20 JULY 2020
REPORT FOR DECISION
COUNCILLOR ADVOCATE SCHEME

Link to Strategic Plan or other Town Council Policy	**2. Social Responsibility** Promote Public Safety 1. Work with partners to ensure public spaces are safe for all members of the community

RECOMMENDATION

That Council nominates a Councillor to represent Penzance Council on the Councillor Advocate Scheme operated by the Police & Crime Commissioner's Office.

BACKGROUND

A councillor advocate is an elected member from any council in Devon, Cornwall and the Isles of Scilly who has volunteered to help improve communication between the police, councils, and the police and crime commissioner (PCC).

Local councillors know and understand the communities that they represent. Because of this, they are in a unique position of being able to help improve the connection between the community and the police.

The PCC's Councillor Advocate Scheme (the scheme) aims to ensure that:

- Councillors feel more informed about crime and policing in your local area;
- a practical and positive route exists to enable the Council to bring the overall views of the community to the police;
- the PCC is kept informed of community views across Devon, Cornwall and the Isles of Scilly, so that she can effectively hold the chief Constable to account for policing;
- consistent, accurate and honest information relating to crime and community safety is cascaded to the public;
- Councillors feel more equipped to inform the public about crime and policing, educate the community about crime and support/encourage greater reporting of issues to the police and other appropriate partner organisations; and
- police officers time is used to its optimum by enabling the cascade of information to be efficient and without duplication.

The PCC is seeking representatives from local Councils to join the Councillor Advocate Scheme. It should be noted that, although a representative from the Council is requested, any Member can join the Scheme as an individual Councillor.

Further information about the scheme can be found in the attached documents.

Teresa Fogarty
Senior Administration Officer

From: beata prudnikow <beataprudnikow@yahoo.com>
Sent: 05 June 2020 14:18
Subject: Councillors Advocate Scheme

Good morning

I am writing to you on behalf of the Office of the Police and Crime Commissioner to give you more information about our Councillor Advocate Scheme, with a view to you nominating a representative of your council to join the scheme.

If your council does already have a councillor advocate representative I would appreciate it if could just confirm their name and the best email address to contact them.

If however your council isn't represented I would ask that you consider nominating someone.

I have attached a number of documents which explains all you need to know about the scheme and how it can benefit your community.

The scheme currently has around 150 nominated advocates and we would like to see that number increase greatly in the coming months.

This and the attachments may help.

- CAS Induction Document – Draft

This document explains the scheme, the role of councillors/police/our office etc. This approach has been very effective in giving councillors ownership of the scheme itself.

- Cllr Advocate Information Directory

We were asked by councillors to create something specifically for them in terms of an A to Z of community safety issues. This is completely bespoke so rather than giving members generic information, we explain issues and most importantly how they as a councillor can support the work of the police and other partners. So far this has proved incredibly popular.

- 2 x PCC Briefing Documents

This is just to give you an example of the type of information we cascade from our office to the councillors as part of the scheme. The information is nothing that is not in the public domain so any elected member across the area could access this from our local police and crime panel website, however we have tried to put it into a slightly more digestible format for our advocates.

The scheme itself works by offering:

Face to face discussions:

1. Access to a quarterly meeting with the police at a local level

2. Access to councillor advocate themed seminars each year

3. Access to a named contact within the commissioner's office

Written materials:

4. A bespoke advocate information directory

5. Quarterly key topic briefing documents specifically for advocates

6. Quarterly newsletter from the commissioner

7. Monthly Citizens in Policing newsletter

8. Notification of press releases issued by the police and the commissioner

Campaigns and events:

9. Access to police campaign materials (e.g. posters and leaflets)

10. Prior notification of and invitation to police arranged community engagement activities

If you require any further information about the scheme please reply to this message.

Please accept my apologies for emailing from my personal email address but due to the current coronavirus crisis we are all working remotely and don't have access to police systems.

With kind regards.

Beata Prudnikow 97992

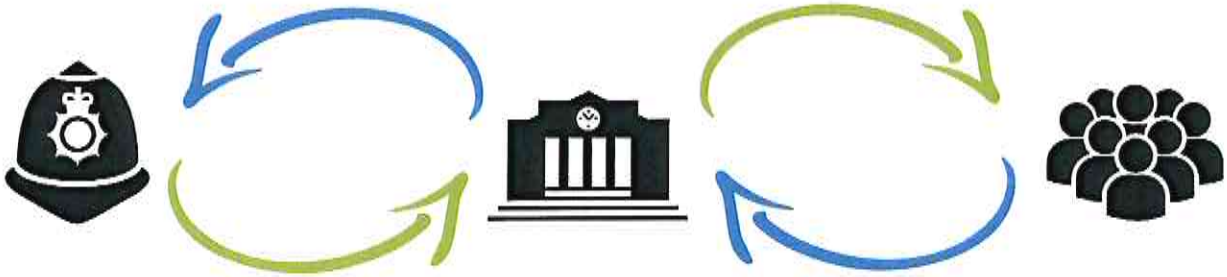
Community and Engagement Worker

Office of the Police and Crime Commissioner

Building connections that last

The councillor advocate scheme

Induction guide



Version: 1.1
Last updated: 20 May 2020
Updated by: Andrew Rigbin, communications and engagement officer
Email: councilloradvocatepcc@devonandcornwall.pnn.police.uk

PCC
Office of the Police and Crime Commissioner
Devon and Cornwall

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If you need this information in a different format please contact us at the Office of the Police and Crime Commissioner by email councilloradvocateopcc@devonandcornwall.pnn.police.uk or telephone 01392 225555 and we will do our best to help you.

What is a councillor advocate?

A councillor advocate is an elected member from any council in Devon, Cornwall and the Isles of Scilly who has volunteered to help improve communication between the police, councils, and the police and crime commissioner (PCC).

Introducing councillor advocates

As a local councillor you know and understand your communities. You are a recognised and influential local leader who is well connected with the communities you represent. Because of this, you are in a unique position of being able to help improve the connection between your communities and the police.

The PCC's Councillor Advocate Scheme (the scheme) aims to ensure that:

- you feel more informed about crime and policing in your local area;
- a practical and positive route exists to enable you to bring the overall views of your communities to the police;
- the PCC is kept informed of community views across Devon, Cornwall and the Isles of Scilly, so that she can effectively hold the chief Constable to account for policing;
- consistent, accurate and honest information relating to crime and community safety is cascaded to the public;
- you feel more equipped to inform the public about crime and policing, educate your communities about crime and support/encourage greater reporting of issues to the police and other appropriate partner organisations; and
- police officers time is used to its optimum by enabling the cascade of information to be efficient and without duplication.

How the scheme works

The scheme works by improving the consistency and frequency of communication, and offers advocates:

Face to face discussions:

1. Access to a quarterly meeting with the police at a local level
2. Access to councillor advocate themed seminars each year
3. Access to a named contact within the PCC's office

Written materials:

4. A bespoke advocate information directory
5. Quarterly key topic briefing documents specifically for advocates
6. Quarterly newsletter from the PCC
7. Monthly Citizens in Policing newsletter
8. Notification of press releases issued by the PCC

Campaigns and events:

9. Access to police campaign materials (e.g. posters and leaflets)
10. Prior notification of and invitation to police arranged community engagement activities

In each policing area councillors are invited to volunteer themselves as a councillor advocate. Whilst councils may choose to select an individual as a councillor advocate for the scheme using their own internal processes, the scheme is open to any councillors (or in some cases parish/town clerks) who wish to take part

and is not restricted to those selected by councils. Advocates are welcome from unitary, county, district, town and parish councils. It is each councillor advocate's responsibility to ensure that they have informed their council and community safety partnership (CSP) that they have signed up to the scheme.

Every quarter the councillor advocates for each policing area will meet with a representative from Devon and Cornwall Police (the Force). A representative from the relevant CSP will also be invited to attend, as will a community engagement worker from the OPCC (if there is one allocated to the area), along with any police engagement volunteers in the area.

This discussion will enable each councillor advocate to raise issues on behalf of their council's communities, and allow the police the opportunity to update all councillor advocates on relevant information and/or request support with a specific issue. After the meeting the police representative will send a brief written summary of the meeting to the office of the police and crime commissioner (OPCC) by email to councilloradvocateopcc@devonandcornwall.pnn.police.uk.

Each quarter advocates will also be invited to attend a 'councillor advocate seminar' which will focus on one key issue, for example:

1. Neighbourhood Policing
2. The police telephone 101 service
3. Antisocial behaviour
4. Road safety

Attendance at seminars will be exclusively for councillor advocates and will provide opportunities to receive information and updates from professionals, and enable councillors to ask questions, raise queries and feedback the views of their communities to the police and the police and crime commissioner.

The role of a councillor advocate

The role of a councillor advocate is to:

- improve the connection between communities, the Force, and the PCC;
- connect with their local CSP;
- identify opportunities where councillors may be able to proactively support the police with specific campaigns or activities;
- regularly engage with all councillors from their council and their communities to explore what crime and community safety issues they may be experiencing, and cascade that information back to the police;
- encourage all councillors from their council and their communities to register for the free neighbourhood alert system at https://devonandcornwallpcc.neighbourhoodalert.co.uk/;
- ensure that accurate information from the police is cascaded throughout their council and communities;
- cascade crime prevention information to encourage all communities to take proactive steps to reduce the risk of crime and encourage reporting;
- raise awareness and clarify the most appropriate methods of reporting antisocial behaviour. nuisance issues and crimes within their communities;
- raise awareness within their council of the Victim Care Unit and encourage all councillors to promote it within their areas;

- ensure that specific police campaigns are widely communicated within their council and cascaded throughout communities; and
- tell the police about community concerns, but also about positive experiences so that good practice can be captured and feedback used by the police.

In return a councillor advocate can expect:

- regular and consistent access to their local policing team;
- regular information from the PCC;
- to receive exclusive access to councillor advocate seminars;
- access to a named contact within the OPCC;
- for the views of their communities to be heard by the PCC; and
- recognition for their advocate efforts within the PCC's publicity.

What the councillor scheme is not:

- the scheme is about improving the cascade of information between groups, and is not designed to tackle issues relating to individual and specific cases within a locality as existing structures and forums already exist for that purpose;
- the scheme does not replace existing crime reporting or provide an alternative for reporting crime;
- the scheme is not intended to impinge on the local expertise of existing groups and forums (such as statutory CSPs);
- councillor advocates are <u>not</u> 'single points of contact' between the police and a council

The role of the police

The police will:

- arrange quarterly discussions with councillor advocates (to also include a representative from the local community safety partnership) where councillors will receive:
    - up to date, accurate information about recorded crime, along with contextual information;
    - an outline of what specific work the police have been focusing on in the last quarter;
    - an outline of where the police will be focusing their efforts in the next quarter and if/how councillors can support that;
    - information about any planned police arranged community events and engagement activities
- councillor advocates will also receive a copy of the monthly Citizens in Policing[1] newsletter

[1] Devon and Cornwall Police has a Citizens in Policing Strategy which aims to: deliver an innovative and transformational approach to engaging volunteers to support policing; expand the police's imagination as to how volunteers can benefit from and contribute to the aims of Devon & Cornwall Police; develop new approaches to maximise the use of volunteers' time, skills, energy and commitment, while integrating them into the wider police family; enhance the policing service through connecting our communities to policing and connecting policing to our communities; draw together the activity of citizens operating within policing; and create collaborations and partnerships with existing third-sector organisations who can add value to policing.

The role of the OPCC

The OPCC will ensure that councillor advocates receive:

- an induction pack and specially designed information directory
- use of a specific email address councilloradvocateopcc@devonandcornwall.pnn.police.uk to enable efficient correspondence with the office of the police and crime commissioner
- press releases issued from the office as soon at the point of release
- regular newsletters from the PCC
- key briefing documents on specific issues that are of interest to councillor advocates
- an invitation to exclusive councillor advocate thematic seminars each year

The community link contacts from the OPCC will:

- ensure that advocates are provided with police campaign materials upon request;
- field any enquiries that councillor advocates may have and signpost advocates as appropriate; and
- review the summary of discussions from the quarterly councillor advocate meetings and ensure that any relevant specific issues are raised with the PCC and the chief constable in an appropriate and consistent format.

Find out more

To discuss the scheme or to apply please contact the OPCC by email councilloradvocateopcc@devonandcornwall.pnn.police.uk or telephone 07914 536733 and ask to speak with Mick Harrison.

Appendix 1

ROLE PROFILE

Role:	Councillor Advocate
Team:	Office of the Police and Crime Commissioner
Duration:	Ongoing subject to 12 monthly review

About the police and crime commissioner

The police and crime commissioner (PCC) is responsible by law for holding the chief constable to account on behalf of the residents of Devon, Cornwall and the Isles of Scilly for delivering a police force that works well and meets the needs of its communities. The police and crime commissioner also has to make sure that Devon and Cornwall Police is helping to deliver our area's 'police and crime plan'. The PCC's plan has five priorities:

1. Connecting communities and policing – the local policing promise
2. Preventing and deterring crime
3. Protecting people at risk of abuse and those who are most vulnerable
4. Supporting victims and witnesses and helping them to get justice
5. Getting the best out of the police

The police and crime commissioner's key priority is the 'Local Policing Promise'. This promise means that she will work to ensure that policing in Devon, Cornwall and the Isles of Scilly is accessible, responsive, informative and supportive. To assist in delivering that promise, the police and crime commissioner has created a Councillor Advocate Scheme, to harness the power and connectivity of locally elected councillors throughout Devon, Cornwall and the Isles of Scilly.

The chief constable and the police and crime commissioner have many different responsibilities but in short their roles are to:

Chief Constable	Police and Crime Commissioner
Must deliver an effective police force.	Makes sure that the views and needs of Devon, Cornwall and the Isles of Scilly residents inform how our police service operates.
Leads and makes decisions on all aspects of operational policing.	Sets the police's priorities (i.e. the issues that are the most important) and decides how much money the police force will be given each year to operate.
Is the most senior police officer in Devon and Cornwall Police	Acts on behalf of the electorate to ensure that the chief constable is delivering effective policing in Devon, Cornwall and the Isles of Scilly by holding him to account.

Chief Constable	Police and Crime Commissioner
Is responsible for the delivery of operational policing and overall performance of the police.	Decides what the council tax contribution towards policing (the precept) is, and then decides how much money the chief constable will have to run the police force, as well as then commissioning other services to reduce crime and/or improve community safety.
Is politically independent.	Is elected into office.
Accountable to the police and crime commissioner.	Accountable to the public.

About the role

The Police and Crime Commissioner's Councillor Advocate Scheme aims to ensure that:

- councillors feel more informed about crime and policing in their local area;
- a practical and positive route exists to enable councillors to bring overall views from their communities to the police;
- the Police and Crime Commissioner is kept informed of community views across Devon, Cornwall and the Isles of Scilly, so that she can effectively hold the Chief Constable to account for policing;
- consistent, accurate and honest information relating to crime and community safety is cascaded to the public;
- councillors feel equipped to inform the public about crime and policing, educate their communities about crime and support/encourage greater reporting of issues to the police and other appropriate partner organisations; and
- the time of police officers is used to its optimum by enabling the cascade of information to be efficient and without duplication.

The role of a councillor advocate is to:

- improve the connection between communities, the police, and the police and crime commissioner;
- connect with their local CSP;
- identify opportunities where councillors may be able to proactively support the police with specific campaigns or activities;
- regularly engage with all councillors from their council and their communities to explore what crime and community safety issues they may be experiencing, and cascade that information back to the police;
- encourage all councillors from their council and their communities to register for the free neighbourhood alert system at https://alerts.dc.police.uk;
- ensure that accurate information from the police is cascaded throughout their council and communities;
- cascade crime prevention information to encourage all communities to take proactive steps to reduce the risk of crime and encourage reporting;
- raise awareness and clarify the most appropriate methods of reporting antisocial behaviour and other nuisance issues within their communities;

- raise awareness within their council of the Victim Care Unit and encourage all councillors to promote it within their areas;
- ensure that specific police campaigns are widely communicated within their council and cascaded throughout communities; and
- tell the police about community concerns, but also about positive experiences so that good practice can be captured and feedback used by the police.

In return a councillor advocate can expect:

- regular and consistent access to their local policing team;
- regular information from the Police and Crime Commissioner;
- to receive exclusive access to councillor advocate seminars;
- access to a named contact within the office of the police and crime commissioner;
- for the views of their communities to be heard by the police and crime commissioner; and
- recognition for their advocate efforts within the police and crime commissioner's publicity.

What the councillor scheme is not:

- the scheme is about improving the cascade of information between groups, and is not designed to tackle issues relating to individual and specific cases within a locality as existing structures and forums already exist for that purpose;
- the scheme does not replace existing crime reporting or provide an alternative for reporting crime;
- the scheme is not intended to impinge on the local expertise of existing groups and forums (such as statutory Community Safety Partnerships);
- councillor advocates are not 'single points of contact' between the police and a council.

Community Safety Partnerships

Community Safety Partnerships are structured groups who deliver activity based on data driven priorities. Councillor advocates are expected to engage with the relevant Community Safety Partnership for their area.

Community Safety Partnerships are made up of representatives from the police, local council, fire service, health service, probation as well as many others.

Their purpose is to make the community safer, reduce crime and the fear of crime, reduce anti-social behaviour and work with business and residents on the issues of most concern.

CSP Area	Web link to further information
Cornwall	https://safercornwall.co.uk/
Plymouth	https://www.plymouth.gov.uk/antisocialbehaviourandcrime/communitysafetypartnership
Torbay	http://www.torbay.gov.uk/emergencies/sct/
Devon	https://new.devon.gov.uk/emergencies/safer-devon-partnership/
East and Mid Devon	http://eastdevon.gov.uk/community-safety/east-and-mid-devon-community-safety-partnership/
Exeter	https://exeter.gov.uk/clean-safe-city/community-safety/exeter-community-safety-partnership/about-the-partnership/
North Devon and Torridge	http://www.northdevon.gov.uk/community-safety-and-emergencies/north-devon-and-torridge-community-safety-partnership/

CSP Area	Web link to further information
South Devon and Dartmoor	http://saferdevon.co.uk/south-devon-dartmoor-csp/
Isles of Scilly	http://www.scilly.gov.uk/community-safety/community-safety-partnership

Commitment

Councillor advocates will be requested to attend quarterly meetings and to proactively bring information to those discussions, as well as cascade the results of the meeting throughout their council and communities. In addition, councillor advocates will be invited to attend any relevant police and crime commissioner consultation and engagement events which are scheduled to take place within their council's area. Councillor advocates will also be invited to attend seminars each year. The police and crime commissioner recognises that councillor advocates are volunteers and as such their attendance at any event is in a voluntary capacity.

Expenses

The police and crime commissioner is unable to make any financial reimbursement to councillor advocates as part of the scheme. Refreshments will be provided at councillor advocate seminars.

Police vetting and the Disclosure and Barring Service

Councillor advocates will not be expected to provide, nor be provided with personal, confidential or sensitive information as part of the scheme. As such advocates will not be subject to police vetting or Disclosure and Barring Service processes.

Information security and data protection

Councillor advocate meetings are not forums where specific cases or individuals will be discussed.

Councillor advocates will not be expected to provide, nor be provided with personal, confidential or sensitive information as part of the scheme.

Should a councillor advocate be made aware of a specific issue relating to any individual(s) that they wish to discuss with the police, this activity must be considered as being outside of the councillor advocate scheme process and the councillor should adhere to their council's own policies and practices for the appropriate, proportionate and legal disclosure of information.

Should an incident occur where a councillor advocate does share any information with the police or the office of the police and crime commissioner that is deemed to relate to the safety and/or safeguarding of a person(s), that information may be shared with other organisations for the purposes of preventing crime and/or safeguarding in accordance with statutory duties.

Information exchanged via the councillor scheme should be stored and communicated using appropriate and secure methods, with due regard to relevant data protection and human rights legislation.

The following information about councillor advocates will be collected and stored by the office of the police and crime commissioner:

Type of information	Reason for use/storing/retaining
Councillor name	To enable registration to the scheme.
Name of council	To ensure that the office of the police and crime commissioner can identify which councils are represented on the scheme.
Telephone number	To enable staff from the office of the police and crime commissioner to contact councillors with specific enquiries or notifications (for example a seminar cancellation).
Email address	To enable councillors to receive regular information as part of the scheme.
Any special requirements	This will be asked for individual events and communications to ensure that staff from the office of the police and crime commissioner take any specific requirements into consideration.

Information sharing

Elected members understand that by registering to become a councillor advocate that they are consenting to their information (i.e. name and contact details) being shared with Devon and Cornwall Police, relevant Community Safety Partnerships, Democratic Services Teams/Town Clerks and other councillor advocates.

Councillors may request to be removed from the scheme at any time by emailing councilloradvocateopcc@devonandcornwall.pnn.police.uk.

Access to police buildings

Quarterly meetings of advocates may take place on police premises but advocates will not be provided with specific police authorised identification or access cards for any police premises as part of the scheme.

Training

Councillor advocates will be invited to attend seminars each year where specific inputs and/or training will be provided. Four seminars will take place throughout the year in Devon and Cornwall. The Office of the Police and Crime Commissioner will be guided by councillor advocates when choosing topics for each seminar (for example crime prevention, modern slavery and human trafficking, domestic abuse and sexual violence, scams, county lines etc).

Person specification

Councillor advocates should demonstrate:

- commitment to working positively and in partnership to solve problems;
- excellent and professional communication skills;
- ability to proactively gather and cascade information;
- demonstrable integrity and commitment to promoting equality, diversity and human rights; and

- diplomacy.

Equality, diversity and human rights

It is important that the police and the police and crime commissioner can demonstrate that they promote and respect equality, diversity and human rights at all times. The police and police and crime commissioner must ensure that those they interact with are treated fairly and without discrimination. It is also important that the police and police and crime commissioner respects and understands the diversity of the individuals and communities they serve.

The Equality Act 2010 places a duty on all public authorities (including police and crime commissioners) which requires them to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The police and crime commissioner's councillor advocate scheme must fully reflect the commissioner's legal duties and all councillor advocates will be expected to behave in accordance with these duties and principles at all times online and offline and both professionally and privately. Failure to do so may result in a formal investigation by the office of the police and crime commissioner and possible removal from the scheme.

Councillor advocate conduct

Councillor advocates are expected to act in accordance with the seven Nolan principles that apply to the conduct of people in public life, which are:

1. Selflessness: you should act in the public interest.
2. Integrity: you should not put yourself under any obligations to others, allow them improperly to influence you or seek benefit for yourself, family, friends or close associates.
3. Objectivity: you should act impartially, fairly and on merit.
4. Accountability: you should be prepared to submit to public scrutiny necessary to ensure accountability.
5. Openness: you should be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure.
6. Honesty: you should always be truthful.
7. Leadership: you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour.

How to apply

To apply to the scheme please email councilloradvocateopcc@devonandcornwall.pnn.police.uk.

COMMUNITY LINK CONTACTS

What are community link contacts?

A number of members of staff who work for the office of the police and crime commissioner are assigned a 'community link contact' role, in addition to their standard duties. Each member of staff can allocate up to 10 hours per month to their community link function (dependent on other priorities).

What is the aim of the community link contacts?

The main aim of the role is to develop communication links between the office of the police and crime commissioner and specific groups within individual geographical areas.

Community link contacts aim to:

- develop communication channels with groups throughout Devon, Cornwall and the Isles of Scilly by offering a named point of contact for enquiries within the commissioner's office
- raise awareness of the role of the police and crime commissioner
- feedback issues from geographical areas to the police and crime commissioner to assist her in her role to a) hold the chief constable to account for policing and b) commission services throughout Devon, Cornwall and the Isles of Scilly.

Community link contacts assist greater communication and are not a resource for local areas to use for solving specific problems, although they may signpost groups and the public to other useful stakeholders and resources and are unable to become involved with any activity that relates to operational policing.

Community link contacts may:

- attend some local events as appropriate (e.g. a councillor advocate seminar, a police neighbourhood surgery, community engagement group meetings, drop-in and other partnership events)
- raise awareness about the role of the police and crime commissioner, her remit and relationship with policing and how she can help groups and communities
- record community concerns, listen to the public, feedback to the police and crime commissioner and her team and refer issues (as appropriate) or signpost to a partner agency

Find your community link contact

You can find your community link contact online at www.devonandcornwall-pcc.gov.uk/about-us/the-opcc-team/community-link-officer or by telephone 01392 225555.

COUNCILLOR ADVOCATE SCHEME

1. **Welcome and introductions.**

2. **Crime update.**

3. **Police/partnership activity update.**

4. **Councillor views and questions.**

5. **Campaign updates.**

6. **News and engagement events.**

7. **Specific issues that require a response from the commissioner.**

8. **Details of next meeting**

Police and Crime Commissioner's Update

June 2018

Welcome

Welcome to the Police and Crime Commissioner's (PCCs) regular update. This update is produced as part of PCC's Councillor Advocate Scheme. The purpose of providing this update is to keep councillors throughout Devon, Cornwall and the Isles of Scilly informed about the work of the commissioner and her office.

The content of this update is based on the information that the PCC submits to the police and crime panel.

To find out more about the councillor advocate scheme please visit our website at www.devonandcornwall-pcc.gov.uk/take-part/councillor-advocate-scheme.

To find out more about the police and crime panel please visit the Plymouth City Council website at http://web.plymouth.gov.uk/modgov?modgovlink=http%3A%2F%2Fdemocracy.plymouth.gov.uk%2FmgCommitteeDetails.aspx%3FID%3D1051.

In this update:

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EXPLORING THE POTENTIAL FOR A MERGER WITH DORSET POLICE

Many areas of Devon and Cornwall Police and Dorset Police business are already fully engaged into a Strategic Alliance which has seen significant efficiencies and better working in the last four years. The police and crime commissioners and chief constables recognise that the Strategic Alliance has increased resilience, streamlined leadership and provided new opportunities all allowing re-investment in services.

Find out more about the existing Strategic Alliance on the Devon and Cornwall Police website at www.devon-cornwall.police.uk/your-right-to-information/our-people/our-plans/strategic-alliance/strategic-alliance-an-introduction.

In September 2017, the chief constables of Devon and Cornwall and Dorset Police announced their intentions to explore further collaboration and closer working between the two forces. These plans are supported by the two police and crime commissioners. The collective view is that it is right to *explore* whether a full merger between the two forces will bring additional benefits above and beyond those that can be achieved through collaboration.

Devon and Cornwall Police and Dorset Police put in place project management and supporting governance for this new exploratory work, with Assistant Chief Constable Sharon Taylor taking on the role of Programme Director. A Convergence Board chaired by the police and crime commissioner for Devon and Cornwall has been established and a Steering Board chaired by Chief Constable Shaun Sawyer is responsible for taking forward this programme of work with a view to developing a business case for consideration by November 2018.

Developments to date

Development of an outline business case to understand what the potential costs and benefits might be of any merger. In order to achieve any merger there would be a number of procedures and legal requirements which would need to be undertaken ahead of the police and crime commissioner elections in May 2020 and these are also being fully explored.

The police and crime commissioners and chief constables have held discussions with Home Office and wider government officials to clarify such requirements and to ensure that all relevant considerations and legal processes are being fully considered as part of the development of the business case. Discussions have also been held with the Ministry of Housing, Communities and Local Government on what processes and procedures would apply for any required aligning of the police element of the council tax precept across both Dorset and Devon and Cornwall

The police and crime commissioners and chief constables have appointed Local Partnerships, a consultancy jointly backed by HM Treasury and the Local Government Association to develop the business case on their behalf. Currently they are working on the development of an outline business case and subject to sign off this would then proceed to the creation of a full business case.

If the outline business case is positive then work will progress to the development of a full business case which will explore all of the issues, benefits and costs in detail.

The full business case process

Following local agreement, any full business case will need to be submitted to the Home Office for consideration. Subject to Ministerial agreement, Home Office officials would then need to issue an order under Section 32 of the Police Act 1996 to be laid before Parliament. This must be laid by 7th November 2019 at the latest to comply with electoral commission guidelines ahead of the PCC elections in 2020.

The Home Office has requested the full business case by 12th October 2018 to provide sufficient time to complete the required stages within their timeframe.

Governance and assurance processes

Any decision to move to a merged police force across Devon and Cornwall and Dorset is a significant one and it is fully recognised by all of the corporation soles (i.e. Devon and Cornwall Police, Dorset Police, Office of the Police and Crime Commissioner for Devon, Cornwall and the Isles of Scilly and the Office of the Police and Crime Commissioner for Dorset) that clear governance and assurance processes need to be put in place.

There is an overarching set of principles which each of the four corporation's sole need to see fulfilled in order to gain adequate assurance and be satisfied with any final business case. In particular the respective PCCs will need to ensure that the respective communities that they represent are adequately served by the Strategic Alliance and subsequent merger proposals.

There is a shared view from the Chief Constables that a merger of the two Forces offers the best long term solution for all parties. However, in considering the future it is important that we understand the community impact of any decisions in this area and that we identify and properly mitigate any optimism bias.

There will need to be key decision points built into the development of the final business case for merger. The evolving nature of policing and the needs of our communities mean that these will need to be flexible.

The PCCs will seek assurance at various stages of the process. The Chief Constables will likewise want the same discretion. As a minimum the commissioner will be seeking assurance once the following are known:

- Public responses to the engagement on the merger;
- Council tax alignment;
- Clarity on any financial imperatives for each separate Police force; and
- PCC scrutiny of alliance performance.

We will be engaging with the public over the summer to seek their views. We hope you will help us publicise this.

Information will be published soon on the commissioner's website at www.devonandcornwall-pcc.gov.uk and Devon and Cornwall Police website at www.devon-cornwall.police.uk.

ACCOUNTABILITY AND SCRUTINY PROGRAMME 2018/19

To support the commissioner in her duty to hold the chief constable to account, the OPCC will be working with the Centre for Public Scrutiny to develop an Accountability and Scrutiny Programme for 2018/19. The Centre for Public Scrutiny will also be facilitating discussions between the commissioner and her office, and the chief constable and his staff to develop robust scrutiny practice, process and culture with a focus on: positive organisational learning; and openness and transparency. Scrutiny training will also be delivered to key personnel to assist them in their role to support the commissioner.

HMICFRS reports

The Commissioner has published her formal responses to two HMICFRS (Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services) inspection reports. These are the Crime Data Integrity re-inspection and PEEL Effectiveness.

Regulation requires the commissioner to submit formal responses to HMICFRS reports about Devon and Cornwall Police, having first invited the Chief Constable's comments, to the Home Secretary, HMICFRS and Police and Crime Panel within 56 days of the report's publication. The commissioner's responses can be viewed online at www.devonandcornwall-pcc.gov.uk/information-hub/response-to-hmic-consultations/hmic-responses-may-2016-onwards/.

Use of Force Scrutiny Panel

The joint Devon and Cornwall and Dorset Use of Force Scrutiny Panel held its second meeting in February 2018 and its third in May 2018. The Panel was created to scrutinise Devon and Cornwall Police and Dorset Police in instances where officers resort to the use of force in the course of their duties. This is an issue of particular importance to the Commissioner and to the public given that suitable assurance in this area is important for building confidence in policing and ensuring legitimacy.

The focus of this second scrutiny panel was mental health. As such the Panel, which included independent members and experts from health, explored instances when the police in Devon, Cornwall and Dorset had used force which had been categorised as involving individuals with mental ill health. The purpose of that scrutiny was to reveal any areas of good practice; identify any areas that the police may wish to consider for development; and provide an assurance to the public that the police have been using force legally, appropriately and proportionally. The Panel also examined and discussed the existing processes and forms in place for recording use of force and performance data on overall use of force incidents.

The work of this scrutiny panel will be a key component of the PCC's Accountability and Scrutiny programme for 2018/19.

Out of Court Disposals Scrutiny Panel

The commissioner is responsible by law for holding the chief constable to account on behalf of the residents of Devon, Cornwall and the Isles of Scilly for delivering a police force that works well and meets the needs of its communities. To do this the commissioner 'scrutinises' certain issues and activities including the use of Out of Court Disposals (OoCDs). The commissioner's office is in the process of establishing a new OoCD Scrutiny Panel.

The scrutiny of OoCD's is about reviewing cases and working practices, to support the police to learn and achieve consistent and accurate outcomes. It is important that the public and criminal justice partner organisations understand and have confidence that Devon and Cornwall Police are using their powers legally, proportionately and appropriately. It's also healthy for any organisation to pause to reflect on their practice, and learn. The aim of the OoCD Scrutiny Panel is to independently review both youth and adult cases that have been resolved through the use of OoCDs and to publish their findings in the public domain. The panel also has a role to:

- identify and recognise good practice
- identify any areas of improvement relating to the use of OoCD's
- explore the quality of decision making relating to OoCD's
- make recommendations to those individuals within organisations who have the power to make changes
- provide a mechanism within the scrutiny process to ensure that victims have their voices heard

MAKING FUNDS AVAILABLE TO COMMUNITY GROUPS

The PCC's Small Grant Scheme intends to support communities to help resolve local issues themselves and to make Devon, Cornwall and the Isles of Scilly a safer place. £80,000 has been allocated to be granted in 2018 and an additional £80,000 in 2019 to local communities with identifiable anti-social behaviour (ASB) issues.

This year's scheme was launched on 21 May 2018 inviting bids of between £250 and £2,500 to address the more challenging forms of anti-social behaviour in public spaces which have a significant impact on community safety.

The Small Grant Scheme is only available to community groups and other local organisations that can show that they are undertaking or wish to undertake actions that can have a positive impact in reducing and preventing repeated anti-social behaviour. Bidders will need to show they are working with, and have the support of, their local Town or Parish Council, or Ward Councillors in larger urban areas.

Applications will be considered by a panel consisting of OPCC staff, police staff and Councillor Advocates. A scoring matrix has been agreed to select the applications that best evidence their need and their ability to tackle and prevent repeating anti-social behaviour in the area that they represent. Councillor advocates from the areas applying will not be scoring their own area applications.

The closing date for first year applications is 23 July 2018. The panel will meet at the end of July and funds will be paid in September 2018.

For further information visit the commissioner's website at www.devonandcornwall-pcc.gov.uk/about-us/commissioning/small-grant-scheme/.

A number of councillor advocates have already kindly offered to assist with the grant scheme panels. Any other advocates who wish to support the panel process can register their interest via email smallgrantscheme@devonandcornwall.pnn.police.uk.

SUPPORTING THE POLICE TO CONNECT WITH COMMUNITIES

In response to the police and crime plan, Devon and Cornwall Police created a new 'connectivity framework' which aims to better connect the police with the communities they serve. The commissioner has created a fund to provide small amounts of money to support frontline officers with creative ideas and initiatives to help them better connect with their communities. Applications to this fund were limited only to members of Devon and Cornwall Police.

Applications were open during April and May 2018 with 45 separate bids received from across the organisation. A panel of OPCC and Force staff and officers considered all submissions and agreed to support 25 applications to progress to the next stage. Unsuccessful applicants were signposted to other options for support where available. A final decision on awards will be made at the end of June 2018.

SUPPORTING SAFER ROADS

The commissioner and chief constable have agreed to focus on roads policing and road safety within their respective organisations in recognition of the importance of this issues to communities throughout Devon, Cornwall and the Isles of Scilly.

Work is being taken forward in a number of areas to enhance the policing approach to road safety across the peninsula:

- working with the chief constable to develop a roads policing strategy for Devon and Cornwall Police,
- investing in enhanced capacity within policing to support road safety; and
- supporting efforts to enhance community speedwatch within Devon, Cornwall and the Isles of Scilly

As the national lead for Police and Crime Commissioners on road safety the commissioner is also working closely with the National Police Chiefs Council (NPCC) lead Chief Constable Anthony Bangham and with the Department for Transport to consider how we can deliver improved road safety.

New Policing Road Safety Strategy

A new policing strategy for road safety is under development and is due for completion in July 2018. The strategy is being developed through an examination of local data and evidence, workshops with internal staff and partners and consideration of national and local best practice. Fundamental to the strategy is the 'partnership' nature of delivering safer roads and a recognition that 'road safety' is the responsibility of all elements of policing – not just the dedicated roads policing unit. There is considerable good work taking place in Devon and Cornwall Police

already but there is a need for greater clarity of purpose, consistency and co-ordination and the strategy will set the ground for this. The strategy will be supported by a detailed action plan.

The current vision being considered is:

'For Devon and Cornwall and the Isles of Scilly to have the safest road systems in the U.K. free from death and serious injury where people and communities have confidence in their safety.'

The following principles will underpin the strategy:

- The safer systems methodology will be adopted where enforcement, education and engineering/technology initiatives will be developed to ensure safe roads, safe speeds, safe vehicles, and safe road users. This requires a strong collaborative approach with partners.
- In line with the Force mission all aspects of policing will be expected to contribute recognising that road safety is a cross cutting issue.
- A commitment to working in partnership with stakeholders and communities.

In June we will start phase two of this work, to scope options for a new Devon and Cornwall wide 'top level' Strategic Road Safety Forum which brings together senior leaders from across partners to aid collaborative working on road safety and drive forward progress. The commissioner has agreed to provide the support for such a new Strategic Forum within her team for the next two years.

Enhancing proactive work – a new No Excuse Team in Devon and Cornwall Police

The commissioner has prioritised with the Chief Constable the recruitment of additional officers into a high visibility 'No excuses' team on road safety following best practice. This will enable the targeting of our most prolific and potentially dangerous drivers and demonstrates our commitment to making road safety a priority. The teams carry out highly visible, targeted roads policing enforcement operations.

Community speedwatch

The commissioner is committed to working with communities to support the establishment of community speedwatch where needed and to assist in its operation. There are currently 33 Active Teams with 6 more in the process of setting up.

The commissioner and partners through the Peninsula Road Safety Partnership have commissioned a local study which is due to report in June 2018 into current community speedwatch arrangements. One of the aims of that study is to determine the required structures and resources that are needed to support the establishment and operation of community speedwatch schemes so that we can help schemes to flourish.

There are many factors that make a community speedwatch scheme a success – these include committed volunteers and local support from policing and wider partners. There is also a capital cost – in terms of the provision of equipment that is needed for the schemes to operate. The commissioner has agreed to provide a significant capital investment to support that equipment and will be making up to £100,000 available from the capital reserve over the next two years to fund community speedwatch equipment. .

National portfolio

The Commissioner has held discussions with the National Police Chiefs' Council Lead Anthony Bangham who has responsibility for the development and implementation of the recently publish National Roads Policing Strategy 2018 – 2021. This has resulted in contact with various force areas suggested as providing best practice initiatives which will be considered for implementation locally. Further discussions and meetings with Chief Constable Bangham are planned to assist in the commissioner's development of her National Road Safety portfolio.

CCTV

Since February the commissioner has awarded capital funding support to Wadebridge town council to help with the installation of a networked town centre camera system. The system will be connected into Cornwall Fire and Rescue control room where the cameras will be monitored. Bodmin has also received funding support to increase the number of cameras in the town. The number of towns connected into the Tolvaddon control room is now 11, with several more towns in Cornwall working with the OPCC office and Cornwall Fire to cost camera systems and upgrades of existing infrastructure.

In Devon, during June, the OPCC is holding meetings with all of the district councils, towns who have expressed interest (23 to date, in addition to major conurbations) and CCTV providers to explore options and costs for installing or upgrading CCTV systems within the towns. The options will include the provision of monitoring services from the major CCTV control rooms/hubs.

In Exeter, the OPCC is working with the city council to rebuild and further develop the existing system. This will include creating the capacity needed to offer monitoring services to Devon towns.

In Torbay work is starting on a comprehensive upgrade of the CCTV systems in Torquay, Brixham and Paignton, including the main control room in Torquay. The Commissioner is supporting this project with grant funding of £60,000.

BUILDING CONNECTIONS WITH COUNCILLORS

To date 71 individuals have registered for the councillor advocate scheme. The scheme aims to improve the connectivity between councillors, the police and the commissioner. It works to ensure that:

- councillors feel more informed about crime and policing in their local area;
- a practical and positive route exists to enable councillors to bring overall views from their communities to the police;
- the Police and Crime Commissioner is kept informed of community views across Devon, Cornwall and the Isles of Scilly, so that she can effectively hold the Chief Constable to account for policing;
- consistent, accurate and honest information relating to crime and community safety is cascaded to the public;
- councillors feel more equipped to inform the public about crime and policing, educate their communities about crime and support/encourage greater reporting of issues to the police and other appropriate partner organisations; and
- the time of police officers is used to its optimum by enabling the cascade of information to be efficient and without duplication

The scheme is still in its infancy but is progressing with the support of councillors. It works on a practical level by improving the consistency and frequency of communication, and offers advocates:

Face to face discussions:

- Access to a quarterly meeting with the police at a local level
- Access to councillor advocate themed seminars each year
- Access to a named contact within the commissioner's office

Written materials:

- A bespoke advocate information directory
- Quarterly key topic briefing documents specifically for advocates
- Quarterly newsletter from the commissioner
- Monthly Citizens in Policing newsletter

- Notification of press releases issued by the police and the commissioner

Campaigns and events:

- Access to police campaign materials (e.g. posters and leaflets)
- Prior notification of and invitation to police arranged community engagement activities

How the commissioner is listening to councillor advocates

The first series of councillor advocate seminars was held in April with one event in Devon (6 April) and one in Cornwall (19 April). The theme for the first seminars was Project Genesis / changes to neighbourhood policing and was chosen specifically in response to issues raised with the commissioner by councillors. At the seminars some councillors raised concerns relating to reductions in numbers of Police Community Support Officers (PCSOs). The councillors expressed a need for assurance around monitoring the impact of this decision and requested that the commissioner scrutinises the implementation of Genesis and ongoing performance relating to neighbourhood policing, in order to hold the Chief Constable to account for this.

The advocates also talked about Devon and Cornwall Police communications and there was a general view that police communications often focus on the work of neighbourhood teams, but that this can create an imbalance in public perception. Councillors stated that more could be done to promote the work of other police teams/departments, particularly those working on less visible issues such as cyber-crime and the exploitation of vulnerable people. As such, councillors requested that the commissioner explores with the chief constable, if communications from Devon and Cornwall Police could be developed further to educate and inform the public about the much broader, diverse and in some cases complex aspects of policing.

In response to this feedback the commissioner requested that 'councillor advocate feedback' be added as an agenda item to her Joint Management Board with the chief constable. The issues raised will be discussed in that forum and the outcome communicated back to the advocates.

The OPCC is in the process of establishing a steering group to help guide the future development of the scheme. A representative from the chief constable's office will also be requested to join the steering group. The office will also be re-publicising the scheme over the coming months.

For further information please email councilloradvocateopcc@devonandcornwall.pnn.police.uk

SUPPORTING VICTIMS OF SEXUAL VIOLENCE

The OPCC is pleased to announce the award of the Independent Sexual Violence Advocacy (ISVA) contract to First Light, the organisation currently responsible for operating the Cornwall & Plymouth Sexual Assault Referral Centres (SARC's). Bidders were subject to independent evaluation by panel members comprising representatives from the OPCC, NHS England, Local Authority representatives from Cornwall, Plymouth, Torbay and Devon as well as a service user, all of whom came to the same conclusion with regards to the preferred bidder.

The new contract will commence on the 1st October 2018 and will complement the new SARC contract which will be operated by North Devon Health Care Trust, who currently run the Exeter SARC, from the same date.

TACKLING PATHWAYS TO OFFENDING

In late 2016 the commissioner was successful in securing over £750,000 funding from the Home Office Police Transformation Fund to support her work on reducing offending levels. This funding has supported:

- the development and launch of the innovative Pathfinder deferred caution scheme

- transforming justice, transformational work to reduce offending and reoffending in Devon and Cornwall in order to reduce crime, prevent further victims and create safer communities, which is being progressed jointly with the Local Criminal Justice Board (LCJB).

Pathfinder Deferred Caution Scheme

The scheme is approaching its first anniversary of operation following its launch in June 2017. It is continuing to operate well and deliver positive and often life changing results for the individuals involved. A new automated referral process commenced in March 2018 which will reduce the administrative burden on officers. As a result of this new process the Pathfinder team are already seeing a notable increase in referrals into the scheme. The Pathfinder Keyworkers also now have powers to caution so this means there is no 'backflow' to officers, saving time for front line officers, and ensuring the case is resulted quickly and efficiently.

The randomised control trial for the scheme also commenced in March 2018 and will run until the end of the year. This randomised control trial – which is being led by Professor Larry Sherman from the University of Cambridge - will allow us to independently assess the true impact the Pathfinder scheme, by allowing a comparison to be drawn with individuals who are not referred into the programme. The evaluation will include reoffending rates, crime harm index, victim and offender satisfaction rates and the cost benefits of intervention. An interim evaluation is expected in March 2019 with a full evaluation in February 2021. A victim satisfaction evaluation report will also be available in March 2019.

Transforming Justice

Since December 2017 a series of productive workshops have been held with partners exploring three priority areas which had been identified. Following on from those workshops the OPCC have been continuing to develop proposals in those key areas – which are being taken forward in connection with the Local Criminal Justice Board

- improved provision of rehabilitative and resettlement services for prisoners to include accommodation;
- a whole system approach to women, to include their children, with trauma informed services,
- rough sleepers with complex needs.

Accommodation: work is focused on two specific areas 1) housing solutions for short term prisoners leaving HMP Exeter and HMP Eastwood Park who have no suitable accommodation in place and who have a local connection to Devon and Cornwall. 2) Accommodation support for offenders who are at risk of being returned to prison *for breach of licence* by virtue of their lack of accommodation.

Women offenders: In March 2018 the project provided £15,000 to Resilient Women, Co-Lab, Exeter to support them in their work developing a women-centred approach in criminal justice and the provision of specialist services for women. This funding was provided to enable them to hold weekly sessions alternating between a multi-agency drop in space and targeted learning workshops for women, offering whole system support (e.g. housing, health, debt, DVSA, parenting). The funding will also support the availability of such services to women engaged with the Pathfinder Deferred Caution Scheme.

Pre and post release support services: the OPCC team are working with partners to establish a regular pre-release coordinated event at HMP Exeter 2 weeks before offenders are due to be released. Under the scheme all services that a prisoner will need to make contact with upon release will be present or contactable by telephone. The purpose of this preparatory work is to seek to ensure that a prisoner has all the services they require in place, prior to their release, including accommodation, work or an application for Universal Credits (as applicable) and any other services they may need post release – thus reducing the likelihood that they may reoffend at an early stage.

Work of the Local Criminal Justice Board

At the start of 2018 the Commissioner took over the chair of the Local Criminal Justice Board. Considerable progress continues to be made across a number of areas within the LCJB, linking heavily to the Transforming

Justice Project led by the OPCC during 2017 which was funded by a successful bid to the Home Office Police Transformation Fund.

Transforming Justice in Reducing Offending Board and Commissioning

In partnership with the OPCC Transforming Justice project, the LCJB has set up a Reducing Offending Board. Birdie Oaks-Richards, Governor of HMP Dartmoor, chairs the meeting, bringing together the CJS agencies, local authorities, health and the voluntary sector under one coherent strategy. The aim is to reduce offending and have a positive impact on those at risk of offending. Alongside the Board, we are developing a cross sector criminal justice system (CJS) commissioning group, which will bring together the CJS, Health and Local Authorities across the Peninsula to co-design contracts which have an impact on crime and justice. We are in the process of developing a common set of principles, terms of reference and a calendar of opportunities for the commissioning work.

Working with the Voluntary, Community and Social Enterprise Sector (VCSE)

In partnership with Safer, Stronger Consortium in Cornwall, the LCJB is developing a working agreement between the CJS and the voluntary, community and social enterprise sector (VCSE) organisations operating across Devon and Cornwall. The agreement will set out a future model for working including representation at meetings, principles that govern information sharing and co-design and policy development whilst having a focus on how to get the best outcomes for the communities we serve.

Mental Health and the Criminal Justice System

The LCJB recognises the challenges faced by offenders and their families who come into contact with the CJS because of or with mental ill health. The LCJB Mental Health Partnership has developed a three stage plan based on prevention, intervention and partnership. The plan has actions crossing CJS and Health agencies and good progress is being made. Amongst some of those projects; we are working with one of the local judges on reducing the amount of time it takes to get a psychiatric reports to court to inform sentencing and are helping Approved Mental Health Practitioners set up a process where they can make court applications by video, saving our rural colleagues valuable time in the community. The plan spans two years and has served to improve our joint working relationships.

Reform of complaints handling – postponement of the pilot of an enhanced role for PCC

In December 2017, the Police and Crime Panel were informed of the intention to pilot with Dorset OPCC a new process for handling police complaints. The pilot related to the potential for commissioners to take a more active role in complaints under the Policing and Crime Act 2017. It was proposed that the two OPCCs would work together to pilot a shared Customer Service Team that will explore how this function can be developed and to maximise the potential to improve the way that complaints are resolved.

The pilot was due to commence in March 2018 but has been temporarily paused due to delays in implementing the required provisions of the Policing and Crime Act 2017. The proposed date for a statutory instrument to enact the new requirements has been moved from June 2018 to spring 2019. It is possible that the timetable may move back further due to Parliamentary scheduling pressures. We are also awaiting clarification from the Home Office about official pilot status and there is no firm date for the production of official guidance from the Home Office or the Independent Office for Police Conduct (IOPC) on the proposed changes to the misconduct system

Given these uncertainties, the decision has been taken to pause the pilot until a clearer picture emerges on time scales and national guidance for implementation.

FORMAL LAUNCH OF NEW RESTORATIVE JUSTICE SERVICE

Along with other dignitaries, the commissioner welcomed Her Royal Highness The Princess Royal to Torquay in June to visit Make Amends – the provider of restorative justice (RJ) services to victims of crime across the Devon and Cornwall.

The PCC commissioned Make Amends in October 2017 to deliver RJ services across the peninsula. The funding provided ensures that frontline police officers and their colleagues in other parts of the criminal justice service can support victims by giving them the chance to meet or communicate with their offenders to explain the real impact of crime upon them. The visit by The Princess Royal was in her capacity as the Patron of the charity.

ESTATES UPDATE

Police HQ Middlemoor - Northside

Public consultation for the development of a retail park on the Northside plot at Middlemoor, Exeter was undertaken on 21 May with 173 people visiting the event throughout the day. Questions and issues that couldn't be answered on the day were taken away for further consideration and response.

Police HQ Middlemoor - Southside

The sale of the surplus land on the north side will allow the Force to fund a new criminal justice centre and operational policing hub on the south side of Middlemoor.

Plans are to build a new criminal justice centre incorporating 40 cells, co-located with an operational policing hub that will provide staff with better equipped facilities in order to fulfil their duties more efficiently, and meet the needs of the growing economy and increasing population.

A turf cutting ceremony marking the beginning of the construction work is scheduled to take place on 26 June.

Bodmin Police Station

Aldi have been granted Planning Permission to develop the adjoining land, which has resulted in a number of concerns being raised both operationally and strategically regarding the recent proposal to create an operational hub in Cornwall.

We are working with the operational staff at Bodmin to open a dialogue with the Aldi site contractor to address the concerns relating to the Highway, delivery and other associated construction related activities. In addition, we have contacted the relevant officers at Cornwall Council's Planning and Highways teams to ascertain the current position regarding the proposed residential scheme.

The NPEG (National Police Estates Group) benchmarking data for 2017/18 is due to be submitted on the 20 July, so work is being undertaken to review our existing information and provide an accurate assessment. This will be made available later in the year and publicised on the NPEG website, which goes live on the 31 May 2018.

GRENFELL INQUIRY

The Grenfell hearing commenced on 21 May and the first few days concentrated on the experience and memories of the families and friends of the 71 people who lost their lives. Over the course of this inquiry, further details will be heard about the cause of the fire which is expected to generate questions from across both forces about the integrity of our estates so the Estates team are ready to respond to any issues which arise.

MACE are continuing to survey our existing buildings which have been prioritised on a risk basis and remediation works are planned to commence on our two highest risk buildings located at Charles Cross and Crownhill in Plymouth in Q3 2018/19 with completion anticipated in March 2019. These works will comply with the findings contained within the Hackitt review, which were published in May.

PCC ENGAGEMENT EVENTS IN 2018/19

The commissioner or members of her team currently plan to attend 44 events between May and November 2018. This figure is likely to increase as the year goes on.

We continue to develop our joint approach to engagement, either where a joint approach is important to deliver a cohesive message or to support other smaller partner organisations which do not have sufficient resource to go it alone.

The 2017 experiment to work closely with the Force diverse communities' teams at events such as Exeter Respect, Cornwall Pride and North Devon Sunrise was a success and will be strengthened. This has led to new events in 2018 such as Plymouth Respect and the Every Woman's Hope Festival in Truro.

Discussions continue with partners to help develop a 'Pride' type event in Torbay.

We are excited at the prospect at being joined at events by representatives of neighbourhood policing, the Victim Care Unit, and 101 call handlers. Our work with the Force to improve connectivity with communities will work best if it is supported by those working in roles which have most contact with the public so this is a big step forward.

Plans were already in place to be joined at events by our excellent rural Specials, by members of Devon and Cornwall Community Watch Associations (DACCWA) and by Crimestoppers.

The OPCC engagement team continues to help resource the three Blue Light Days for people with a learning disability. There are new venues for both Plymouth and Devon this year and the latter's move to Westpoint is likely to see the event gain significant momentum.

The engagement team is currently working with Torbay Neighbourhood Watch to support plans for a number of events over the summer, and with Bicton College to offer work experience placements to students on its public service course.

Event survey

For 12 weeks during the summer of 2018 the OPCC engagement team will conduct a public survey into the proposed merger between Devon and Cornwall Police and Dorset Police. This will run alongside the themed survey into road safety which will use a coin drop to encourage public involvement.

The question asked will be:

Which two of the following are of the biggest concern to you?

- *Road condition*
- *Speeding*
- *Distraction driving (mobile phone use)*
- *Drink/ drug driving*
- *Inexperienced motorists on rural roads*
- *Other*

The question is the same as the one being asked in the national Rural Crime Survey and results will be passed to the Strategy Team for consideration at the end of October.

PCC's newsletter

In early May the decision was taken to change the format of the commissioner's newsletter and how it is distributed. This was largely taken due to the new GDPR regulations.

From June the newsletter will not be produced every two months and will be distributed via Devon and Cornwall Neighbourhood Alert at www.neighbourhoodalert.co.uk (free to register and use).

This has significant benefits both ways. It means that the newsletter will now be distributed to approaching 40,000 potential readers but also gives the OPCC the chance to promote the alert service which is a direct way for the police to contact the public with specific local news.

NATIONAL DEVELOPMENTS

New Home Secretary

Following the resignation of Amber Rudd, the Prime Minister appointed The Rt Hon Sajid Javid MP as the new Home Secretary. Mr Javid, Member of Parliament for Bromsgrove, was formerly the Secretary of State for Housing, Communities and Local Government. Mr Javid took up post on 30 April.

Frontline Review

The Home Secretary has announced a review of Frontline Policing. At the time of preparing this report, full details were not available. However the Policing Minister has outlined the aims of the review as looking to:

- harvest new ideas for change directly from the frontline, identifying systemic issues which act as barriers in their day-to-days roles.
- improve access, availability and experience of support and development services under three pillars; leadership, performance management and welfare.

The commissioner welcomes this announcement and stands ready to contribute to the review.

PCC meeting with Devon and Cornwall MPs

The commissioner and chief constable held one of their regular roundtable meetings with Devon and Cornwall MPs in Westminster on 22 May. This provided the opportunity to update MPs on key developments affecting the Devon and Cornwall Police including the potential merger with Dorset Police, latest Her Majesty's Inspectorate of Constabularies and Fire and Rescue Services (HMICFRS) inspections and the Neighbourhood Policing Review. MPs were keen to hear of the renewed focus on road safety including the work the OPCC is supporting to develop a Road Strategy.

Twelve of the 18 Devon and Cornwall MPs were present for the briefing. An information pack was also provided to those who were unable to attend due to other Parliamentary business.

Police and crime commissioner gives evidence to Home Affairs Select Committee

The commissioner appeared before the Home Affairs Select Committee on 1 May to provide evidence to the Policing for the Future Inquiry. The commissioner represented the Association of Police and Crime Commissioners in her role as deputy lead for the Local Partnerships and Policing portfolio.

The Committee was taking evidence on neighbourhood policing and the commissioner appeared alongside representatives from the Metropolitan Police, the Police Foundation and a retired senior police officer.

The Committee asked questions about the roles of neighbourhood policing in rural areas, the challenges of meeting the competing demands of the public's desire of visible policing coupled with the need to adequately counter the threat of terrorism, serious, organised crime and online crime.

If councillor advocates wish to know more, the transcript from the session is available here www.parliament.uk/business/committees/committees-a-z/commons-select/home-affairs-committee/inquiries/parliament-2017/policing-for-the-future-inquiry-17-19/

Home Office consultation on police pursuits

The Home Office has published for consultation its findings of its review of the legislation, guidance and practice surrounding the police's pursuits of suspect vehicles. The review announced by the Policing Minister in September 2017 supports the Government's wish to get ahead of and tackle emerging threats like motorcycle-related crimes, including those involving mopeds and scooters.

The consultation, available here www.gov.uk/government/consultations/police-pursuits sets out and seeks views on a number of proposals, including:

- Judging whether a police officer's driving is careless or dangerous against the standard of a careful and competent police driver of a similar level of training and skill, rather than any careful and competent driver, as now;
- Requiring that specific driving tactics employed by the police are authorised appropriately and are both necessary and proportionate to the circumstances;
- Making clear that the police are not responsible for the standard of driving of a suspect being pursued; and
- Clarifying the various emergency service exemptions to traffic law to reduce the potential for confusion.

The consultation is open until 13th August.

Assaults on Emergency Workers (Offences) Bill

This Bill would give greater protection to police officers and other emergency responders by increasing sentencing for those who assault emergency workers. The Commissioner has been working with our 18 MPs to raise awareness of this legislation and to encourage their support.

Last year there were over 700 assaults on police officers and staff recorded in Devon and Cornwall. Whilst these will vary in severity, this is unacceptable. Aside from the injuries and impact this has on the victims and their family, it also places pressures on the rest of the workforce whilst their colleagues recover and spend time away from the frontline. This Bill completed its passage through the House of Commons in April 2018 and has now passed to the House of Lords for consideration.

Service Animals (Offences) Bill

This Bill provides better protection in law for police dogs and other service animals should they be attacked in the course of duty. The commissioner wrote to the Secretary of State at the Ministry of Justice calling on the Government to back the Bill, commonly known as Finn's Law. A number of well documented cases, including that of Police Dog Finn outline the need for new legislation to protect our valued police dogs to receive proper protection in law should similar incidents occur again.

This Bill is expected to have its second reading debate on 15 June 2018.

Councillor advocates can find out more about Finn's law at www.finnslaw.com.

KEEPING UP TO DATE AND CONTACTING US

Community Link Contacts

A number of members of staff who work for the office of the police and crime commissioner are assigned a 'community link contact' role, in addition to their standard duties. Each member of staff can allocate up to 10 hours per month to their community link function (dependent on other priorities).

What is the aim of the community link contacts?

The main aim of the role is to develop communication links between the office of the police and crime commissioner and specific groups within individual geographical areas. Community link contacts aim to:

- develop communication channels with groups throughout Devon, Cornwall and the Isles of Scilly by offering a named point of contact for enquiries within the commissioner's office
- raise awareness of the role of the police and crime commissioner
- feedback issues from geographical areas to the police and crime commissioner to assist her in her role to a) hold the chief constable to account for policing and b) commission services throughout Devon, Cornwall and the Isles of Scilly.

Community link contacts assist greater communication and are not a resource for local areas to use for solving specific problems, although they may signpost groups and the public to other useful stakeholders and resources and are unable to become involved with any activity that relates to operational policing.

What can community link contacts do for you?

Community Link Contacts provide a named contact within the commissioner's office for councillor advocates. Councillor advocates can contact their community link contact with general enquiries. Community Link Contacts will also aim to attend the quarterly meetings between advocates and the police to provide a link from those forums back to the commissioner.

Contacting your community link contact

To ensure councillor advocate enquiries are dealt with efficiently please email your community link contact via councilloradvocateopcc@devonandcornwall.pnn.police.uk.

Who they are

Area	Primary Link Contact	Support Contact
West Cornwall	Lyn Gooding	Becky Adam
Mid Cornwall (North)	Wendy Rowden	Nikki Long
Mid Cornwall (South)	Andrew Kirchin	To be confirmed
East Cornwall (North)	Dave Eaton	To be confirmed
East Cornwall (South)	Dave Eaton	Tanya Hutchings
Plymouth	Sophie Baker and Natalie Martin	Pippa Mold
West Devon, South Hams and Teignbridge (aligns to CSP)	Vicky Booty and Donna Cassidy	Zoe Ann Male
Torbay	Patrick Phelvin	To be confirmed
East and Mid Devon (aligns to CSP)	Eleanor Tanner	Helen Morgan
North Devon and Torridge (aligns to CSP)	Richard Martin	Teresa Scott and Katie Grant
Exeter	Lisa Vango	George Crossland

Other useful contact information

Name	Web address / social media handle
Devon and Cornwall Police	Website: www.devon-cornwall.police.uk Website for professionals working with children/young people: dcdhub.org Online service directory: www.devon-cornwall.police.uk/askned Twitter: @DC_Police Facebook: https://en-gb.facebook.com/DevonAndCornwallPolice Youtube: www.youtube.com/user/DCPolice Instagram: www.instagram.com/dc_police.999/?hl=en **Emergency telephone: 999** Non-emergency reporting: email 101@devonandcornwall.pnn.police.uk Online: www.devon-cornwall.police.uk/contact/contact-forms/101-non-emergency Telephone: 101
Devon, Cornwall and the Isles of Scilly Police and Crime Commissioner	Website: www.devonandcornwall-pcc.gov.uk Twitter: https://twitter.com/DC_PCC Facebook: www.facebook.com/devonandcornwallpcc Youtube: https://www.youtube.com/channel/UCJJmi7kBCxktllEe1_8ByWg Telephone: 01392 225555 Email: councilloradvocateopcc@devonandcornwall.pnn.police.uk
Devon and Cornwall Police Neighbourhood Alert (register and use for free)	Website: https://alerts.dc.police.uk

Item 12(i)

TOWN COUNCIL – 20 JULY 2020

REPORT FOR DECISION

PENZANCE NEIGHBOURHOOD PLAN PROPOSAL

Link to Strategic Plan or other Town Council Policy	4. Environmental & Economic Regeneration • Neighbourhood Plan produced and adopted • Ensure the schedule and delivery of the NP consultation/ referendum is met.

RECOMMENDATION

that Penzance Council agree that:

a) A procurement process is carried out to commission a person or organisation to undertake the work needed to complete the drafting of the plan and to collate and cross -reference the evidence base to the plan's objectives and policies;

b) The cost of this is taken from the existing budget line for the production of Neighbourhood Plan (3115).

c) Cornwall Council is approached regarding a 'top-up' grant if Penzance Council's budget is not sufficient to cover the costs of the commissioned works.

BACKGROUND

Please refer to Susan Stuart's report and accompanying papers at appendix

Hester Hunt
Town Clerk

Penzance Neighbourhood Plan: Status Update July 2020

APPENDIX 1

Background

- In June 2018, an outline draft plan was produced and passed to Cornwall Council's Neighbourhood Planning team for a brief review. At that point, a Community Link Group (CLG) was established, chaired by Councillor Cliffe. CLG comprises 9 people representing communities around the parish with a regular attendance of 3-6 town councillors. The role of the CLG has been to secure local engagement and to create a final draft, developed from the outline draft which properly reflected the needs and aspirations of local communities within the parish. The CLG met on a monthly basis from August 2018 until the end of 2019
- Work carried out by CLG:

  August – December 2018
  - Reviewing the outline draft;
  - Developing a plan structure and consultation process to ensure that the diverse nature of communities which make up the parish will be properly reflected in the NP;
  - Agreeing the proposed Aims and Objectives for the NP based on the outcome of prior consultation exercises and creating a handout and questionnaire to get feedback via EXPO 2018 and from community-based consultation exercises. This document is attached with this report. It remains the basis of the emerging draft plan at a parish-wide level

  November 2018 – May 2019

  - Consultation programme across the Parish including Eastern Green, Gulval, Heamoor; Alverton; Treneere; Newlyn, Gwavas, Mousehole and Paul:
    - Presentations and discussion forums with CLG representatives
    - Parish-wide questionnaires on Aims and Objectives
    - Local questionnaires and community meetings
  - A separate 4 day consultation event was held on Penzance Town Centre and Waterfront

  May – December 2019

  - Analysis of feedback from local consultations
  - Finalising plan structure
  - Agreeing key policy aims
  - Embedding local evidence to underpin parish-wide policies and ensure that policies carry weight at a local community level and not just on a parish-wide basis
  - Drafting

APPENDIX 1

The Plan

Structure of the plan (main sections)

1. Introduction
2. Planning Framework
3. Context
4. Vision and Core Objectives
5. Community Vision Statements
6. Objectives and Policies (each of the sections below is subdivided into: Objectives; Achieved by; Context; and Policies)
    a. Development, design and heritage principles
    b. Economy
    c. Penzance Town Centre and waterfront
    d. Newlyn
    e. Housing
    f. Green Infrastructure
    g. Natural Environment
    h. Coastal Vulnerability

Drafting

- Sections 1-4 were in place for the 2018 outline draft and now require editing
- The Community Vision Statements have been produced and agreed at community level other than Newlyn which is still work in progress
- Objectives and Policies: The Town Centre and Waterfront section is completed, subject to the required graphics (and is attached with this report); with the exception of Newlyn and Coastal Vulnerability, the remaining sections have all the required information, policy objectives and evidence in place but are still in "rough draft" form and require significant editing to be pulled into a readable shape.

Work to Complete the plan

We have been working with Cornwall Council's Neighbourhood Plan support team to put together a work programme which will take the Penzance plan to referendum as soon as Government restrictions are lifted in May 2021. An important milestone along the way is the creation of a draft plan for inspection. At this stage, the plan then holds significantly more weight and can be taken into account in planning decisions. This is important for the community who've

been engaged in developing the plan and also to support the significant funding opportunities in prospect for Penzance – the Future High Street and Town Deal funds.

Proposal to Penzance Town Council

The CLG team requires support to take the plan to the stage at which it can be submitted to Cornwall Council and start the validation and inspection process:

1. Completing the drafting of the plan; and
2. Collating and cross referencing the substantial evidence base which has been built up to support the plan objectives and policies

It is proposed that the NP budget brought forward from 2019/20 is used to procure the drafting and evidence analysis work required to do this. The attached Project Plan will form the basis of a procurement process which will be carried out in accordance with the Town Council's financial regulations.

The 2020/21 budget of £10,000 was granted to support the graphic design services required to go alongside the narrative in the plan document as well as the marketing/promotional materials and printing which will support the final consultation shortly prior to referendum.

Susan Stuart

PZNP, July 2020

APPENDIX 2

A NEIGHBOURHOOD PLAN FOR PENZANCE

Make reference to working structure of PRP and placeshaping

PZNP

Share Your Ideas & Shape Our Town!

Logo to be updated – PZNP

Shared ideas Shape the Future

APPENDIX 2

CONTENTS

1. INTRODUCTION
2. THE PLANNING FRAMEWORK
   2.1. The Localism Act
   2.2. National Policy
   2.3. Cornwall Council – The Local Plan
   2.4. Penzance Town Council – The Neighbourhood Plan
   2.5. Next Steps
   2.6. Evidence Base and supporting documents
3. CONTEXT
4. VISION AND CORE OBJECTIVES
   To include reference to design at a strategic level
5. COMMUNITY VISION STATEMENTS
6. OBJECTIVES AND POLICIES
   6.1. DEVELOPMENT, DESIGN & HERITAGE PRINCIPLES
   6.2. ECONOMY
      6.2.1.Context
      6.2.2.Key Objectives
      6.2.3.Achieved By
      6.2.4.Policies
   6.3. PENZANCE TOWN CENTRE AND WATERFRONT
      6.3.1.Context
      6.3.2.Key Objectives
      6.3.3.Achieved by
      6.3.4.Policies
   6.4. NEWLYN
      6.4.1.Context
      6.4.2.Key Objectives
      6.4.3.Achieved by

6.4.4.Policies
6.5. HOUSING
6.5.1.Context
6.5.2.Key Objectives
6.5.3.Achieved by
6.5.4.Policies
6.6. GREEN INFRASTRUCTURE
6.6.1.Context
6.6.2.Key Objectives
6.6.3.Achieved By
6.6.4.Policies
6.7. NATURAL ENVIRONMENT
6.7.1.Context
6.7.2.Key Objectives
6.7.3.Achieved By
6.7.4.Policies
6.8. COASTAL VULNERABILITY
6.8.1.Context
6.8.2.Key Objectives
6.8.3.Achieved By
6.8.4.Policies
7. SUSTAINABILITY APPRAISAL
8. PENZANCE NEIGHBOURHOOD PLAN POLICIES

To follow – this is a table showing how the policies cover the various headings and link to the Local Plan.

APPENDIX 2

6.2 PENZANCE – THE TOWN CENTRE AND WATERFRONT

Objectives

To create the conditions required to secure and develop the sustainable growth of Penzance, its town centre, harbour and waterfront as a dynamic and vibrant place which meets the needs of local people, businesses and visitors, by

- Enhancing the quality of public realm to re-establish links between the town centre and the sea and through the town's main streets. Creating routes which are safe, accessible and pedestrian friendly encouraging local people and visitors alike to use and enjoy the town, gain access to the waterfront and contribute to the economy
- Breathing new life into our heritage buildings and seeking new uses for vacant, redundant/underutilised buildings and sites to support town centre living and to support and promote growth and development in priority business sectors
- Making the most of waterfront sites to support growth in the Maritime, Leisure and Hospitality sectors
- Respecting the quality, value and heritage of buildings in the town centre
- Enhancing the Promenade to support a wide range of sporting and leisure activities and events
- Enhancing the Coast Path to create an accessible "linear park" along the shoreline and promenade with links into the town and the countryside to support pedestrian and cycle use of the waterfront and to drive footfall to and between communities along the coastal fringe and inland along footpaths, lanes and bridleways

Achieved by

- Clear delivery objectives and mechanisms for the Investment Vision outcomes, working with the Local Authority and other agencies along with the people and organisations of the parish to:
    - Identify and create a register of key heritage buildings and underutilised/redundant sites and buildings
    - Create a Movement Framework Strategy
    - Create a Public Realm and Signage Strategy
    - Identify viable solutions which support The Investment Vision Outcomes
    - Set investment criteria to meet key objectives
- Implementing the recommendations of the Penzance Spatial Survey
- Creating an investment prospectus to attract inward investment and promote Penzance as a place to invest, live and work
- Making the best use of publicly owned assets to deliver key objectives
- Private and public sector investment with additional funding contributions through S106 and Community Infrastructure Levy

APPENDIX 2

Context

Penzance is Cornwall's 4th largest town, has its longest high street, its busiest commercial port, arguably its best architecture and the county's only promenade. It has got a lot going for it but the physical fabric needs to improve and change if it is to realise its potential as a place where people want to live, work, visit and invest – and in turn to drive much needed economic regeneration

The current shape and physical state of the town reflects its history. As a regional market town, a centre for local government and busy commercial port, it was a town with two centres but historically linked and actively connected to each other through a series of slips, opes and lanes running to the waterside and harbour from Market Jew Street and Chapel Street. Market Jew Street extended along the main road into town as retail expanded down the hill from the original retail core around the Market House.

As the commercial port declined, the area between the harbours and Market Jew Street, "The Backlands", became largely redundant, was subject to pockets of piecemeal development and lost most of its connections with the town centre.

Changes in town centre retail across the country have been radical in recent decades driven partly by the impact of out of town shopping, during the 2008-2013 recession by the collapse of many national retail chains and of course by on-line shopping. There is no doubt that retail has changed for ever - out of town is a fact and most national retail chains now only have a presence in towns which can reach a population of 150,000 or more. Whilst vacancy rates in Penzance town centre have fallen since the peak in 2013 (STATS), the retail footprint is too large to be sustained. There are vacancy "hotspots" which need addressing and a number of underutilised and/or redundant buildings and sites across the town centre which are unlikely to come back into use as traditional retail.

Our waterfront should be an important asset for Penzance but 1960's harbour infill to create Wharfside car park left the town centre virtually devoid of access to the waterfront, limiting opportunities for local people and visitors to enjoy this important amenity and for Penzance's economy to benefit from it. The promenade is a legacy from Penzance's past as a "genteel" holiday resort! In its heyday the promenade featured a bandstand, pleasure gardens, a theatre, indoor swimming baths and of course latterly the Jubilee Pool. Over time, violent winter storms and changes in tourism have left The Prom at best a seafront walk with spectacular views and at worst a vast, bleak and empty space.

Our economic heritage which historically saw significant wealth created from mining and marine activities means that we are lucky to have inherited a town full of high quality architecture, with a huge number of Listed Buildings and historic streetscapes. Whilst much of Penzance's historic core remains intact, the unplanned evolution of the town over recent decades has left it with a fractured, traffic dominated townscape so that it fails to function as a whole. Penzance town is a bit like a "three legged stool" defined by the 3 corners of the town:

APPENDIX 2

- Heart of the town – the area around the Market House, the historic centre of the original market town from which the town's main shopping streets radiate
- Arrival zone – the entrance to the town leading to and around the railway and bus stations and at the top of Causewayhead
- Headland – the harbour and the area around it including the Barbican, Coinagehall, St Anthony's Gardens and Jubilee Pool

INSERT GRAPHIC – 3 legged stool

For the town to function properly, the three legs need to work both individually and collectively and a coordinated programme of changes - a remodelling of Penzance Town Centre is now needed to achieve that. In short, Penzance needs to reimagine itself. This is a theme right across the country and we hear towns talking about becoming a destination in their own right. For many that's just an aspiration but for Penzance with its amazing location and connectivity it can be reality! The Penzance Neighbourhood Plan supports the town's continued function as the main retail centre for West Penwith but at the same time recognises the need for the town to become increasingly "mixed use". The Plan promotes creation of more town centre residential accommodation as well as offices and work spaces to support the development of the 6 priority sectors, as listed below and discussed more in the Economy Section.

Creative sector	Analogue and digital products and services including architecture, art, crafts, design, fashion, film, music, performing arts, publishing, R&D, software, toys and games, TV and radio, and video games
Maritime	Fishing, marine engineering and marine leisure
Leisure and Hospitality	Cafes, restaurants, pubs, bars, hotels and marine leisure
Services	Professional, personal and healthcare
Transport	Penzance is a regional transport hub and main route to and from Scilly
Retail	Focus on independent retail

PENZANCE TOWN CENTRE AND WATERFRONT STRATEGY

The Neighbourhood Plan envisages and supports a series of Investment Proposals which will work together to reshape and transform Penzance town centre and its waterfront and achieve the Objectives described earlier

VISION FOR INVESTMENT PROPOSALS

- Improving public realm and introducing traffic management measures to create a pedestrian friendly, unified, navigable and attractive townscape driving footfall between the three nodes, through the town and along the promenade (GRAPHIC to show what and where)
- Transforming the **Wetdock** to make the most of its waterside location. It will become a leisure destination for local people and visitors alike whilst continuing to support development and expansion of commercial activities and employment in the harbour and dry dock:
    - Upgrades to the harbour, replacing poor quality and badly functioning buildings with new high quality, fit for purpose architecture suitable for this prominent maritime location and its businesses and introducing harbourside leisure/hospitality facilities.

APPENDIX 2

- Public realm improvements will create an area on the landside of the harbour which is a safe, pedestrian friendly and attractive place for local people and visitors to enjoy which will link through Barbican Lane to the Coinagehall site.

- Developing the **Coinagehall** site to create a high end hotel and creative sector work space as well as restaurants, bars and leisure retail at street level. Public realm improvements around the site will seek to unify and link St Anthony's Gardens and the Jubilee Pool. (GRAPHIC)
- Transforming the area between the station and the Wet Dock along the waterfront:
  - Creating a new transport hub adjacent to the station and making the most of our maritime location introducing waterfront leisure and hospitality facilities, a marina and new waterfront housing. This investment is an integral part of a package of investments which includes the coastal protection measures set out in Economy above and provides the economic pay back which underpins the economic viability of that element of the package (GRAPHIC)
  - Developing **Wharfside Car Park** so that it supports the over-arching aim of this Neighbourhood Plan to re-connect with the sea. This site is an allocated site under the Local Plan:
    - A retail offer which should be limited, is complementary to and does not compete with the town centre provision and which instead focuses around maritime and leisure activities and which would likely include both permanent and seasonal "pop up" (temporary) structures
    - Safe and attractive pedestrian and cycle access to and along the waterfront
    - Landscaping solutions which reduce and significantly mitigate the visual impact of parking facilities
    - Public open space to support waterside events and activities
    - The bulk and height of any residential development should respect the historic town and roof-scape of Chapel Street

    It is also important that any proposed development relates to and complements the future use(s) of the current Wharfside shopping centre
- Developing the **Backlands** area to repair the fractured townscape, provide town centre residential and live work space for the creative sector and to recreate safe and attractive pedestrian links between Market Jew Street and the waterfront along Jennings Street and New Town Lane (GRAPHIC)
- Bringing the **Market House and Market Place** back to life to reinvigorate the core of the town centre. Market House is a significant Grade 1 listed building, a highly visible and much loved part of Penzance's town centre. Currently only partly occupied Market House has the capacity to reinvent itself as an asset for the local community with the main market hall once again used to support the town's markets, fairs and events with the upper and lower floors supporting business use. Whilst Market Place needs to retain a use as part of the main town thoroughfare for traffic, it needs to become a more friendly environment for pedestrians and capable for use as an event venue and market square
- Developing a purpose built **Creative Sector Hub** at the top of Causewayhead providing much needed workspace for businesses and creative practitioners
- Realising the potential of **the Promenade**. The Prom will be an integral part of the Mounts Bay Maritime Park and with Jubilee Pool at one end and the skate park, tennis courts, playground bowling green and Bolitho Gardens along its length it is proposed that it becomes a vibrant zone for leisure and sporting activities. And of course it probably has the best views of any promenade in the country! Improvements along the

promenade are already becoming a reality and will support the development of indoor and outdoor leisure and activity facilities as well as seasonal pop up structures along the Promenade (GRAPHIC)

- **Creating the Mount's Bay Linear Park**. Upgrading of the coast path to provide an accessible coastal route for cyclists and pedestrians from Marazion to Mousehole creating an accessible continuous link between our coastal communities including Marazion and Mousehole two major visitor attractions. The linear park will be a significant visitor and local amenity in its own right. It will include information nodes and bike parks along its length including The Arrival Zone, The Harbour and Jubilee Pool, driving visitor and local footfall into and around Penzance and along the promenade. Another key node will be a "park and bike/park and beach" based at the disused Long Rock transhipment station. This is designed to encourage locals and visitors to park outside town and cycle or walk in and also to provide an additional access to the beach. (GRAPHIC)

POLICIES

ENHANCE THE QUALITY OF PUBLIC REALM TO RE-ESTABLISH LINKS BETWEEN THE TOWN CENTRE AND THE SEA AND CREATE TRANSPORT ROUTES WHICH ARE SAFE, ACCESSIBLE AND PEDESTRIAN/CYCLE FRIENDLY. IMPROVE WAYFARING AND SIGNAGE TO ENHANCE ACCESSIBILTY TO THE THREE MAIN PARTS OF THE TOWN, ENCOURAGING LOCAL PEOPLE AND VISITORS ALIKE TO USE AND ENJOY THE TOWN, GAIN ACCESS TO THE WATERFRONT AND CONTRIBUTE TO THE ECONOMY

TCWF 1

Penzance Town Council, Cornwall Council, other public agencies and local organisations will work together to develop traffic management and public realm solutions designed to improve the lives of local people as well as the economic and social potential of our town, "The Penzance Transport Strategy". (MAP/GRAPHIC(S) TO ILLUSTRATE WHAT AND WHERE). Development proposals for the town centre must consider and, where feasible, assist in the delivery of the latest version of the Penzance Transport Strategy

TCWF 2

Gateway Points The Town Spacial Strategy produced by Lavigne Lonsdale identified 3 entrance points to the town centre – Causewayhead North, Arrival Zone and Headland. Proposals which seek to support and enhance these areas with improved public realm and safe access provision for all modes, will be supported

TCWF 3

Development will be required to demonstrate that accessibility by walking, cycling and mobility aids has been considered and, where feasible embedded into the design of any proposals. Enhancing and connecting to the existing sustainable travel network will be supported.

TCWF 4

APPENDIX 2

Development proposals must encourage and support sustainable travel links to the town by providing clear and convenient information which offers clarity to visitors and residents around the different options for travel, both in terms of mode and destination including the transport interchange at St Erth and other out of town options

TCWF 5

Proposals which make the town easier for pedestrians and cyclists to make and find their way round the town centre and which contribute to the over-arching aim to re-connect the town and the sea will be supported. This should include clear and legible signs and wayfaring tools.

TCWF 6

'Car free' residential development will be supported where it can be demonstrated that safe and suitable sustainable travel options, including car clubs, exist. Developments should provide access to on site and/or conveniently located cycle parking and charging points

TCWF 7

If a proposal does not include on site car parking then the use of conveniently located public car parks for use by residents may be considered as an alternative option, with season tickets provided.

BREATHING NEW LIFE INTO HISTORIC BUILDINGS AND SEEKING NEW USES FOR VACANT, REDUNDANT/UNDERUTILISED BUILDINGS AND SITES TO SUPPORT TOWN CENTRE LIVING AS WELL AS GROWTH AND DEVELOPMENT IN THE 6 PRIORITY SECTORS

TCWF 8

A mixture of uses will be encouraged and supported within the town centre area where they enable creation of town centre housing and/or promote the growth and development of the 6 priority sectors. Such development should be supported by an economic impact report or statement and should consider in the design the historic and local character and appearance of the area, informed through a historic impact assessment or statement where appropriate.[1]

TCWF 9

Retail applications will be supported where they are located within the town centre area. Edge of centre proposals may be considered where they are complementary to and not competing with the town centre provision, are accessible and well connected to the town centre. Any proposals for out of town retail will need to demonstrate how the sequential test for retail has been applied.

TCWF 10

Contemporary, design-led proposals will be considered where they are located appropriately and to reflect sufficient design quality to be considered an enhancement to the local area

[1] Policy 7 85 (a) of the NPPF February 2019 promotes the ability of town centres to 'grow and diversify in a way that can respond to rapid changes in the retail and leisure industries'. This approach should allow a suitable mix of uses (including housing).

APPENDIX 2

RESPECTING THE QUALITY, VALUE AND HERITAGE OF THE BUILT ENVIRONMENT IN THE TOWN CENTRE

TCWF 11

Development proposals for either designated or non-designated heritage assets or buildings located within the Conservation Area will be supported subject to the following criteria:

1. High quality design, use of appropriate materials and due consideration to longevity of materials (flexibility/futureproofing).
2. A sensitive, and where appropriate, innovative approach which demonstrates a clear understanding of the local built environment and vernacular. A Heritage Impact Assessment or Statement may be required.
3. In the case of listed buildings and sensitive sites, developers will be expected to be guided by the provisions of ***Historic England: Conservation Principles, Policies & Guidance New work and alteration policy*** and will be required to provide a statement setting out how this has influenced their proposal.

Commented [BM1]: The Historic Environment team may provide a comment on this.

PENZANCE TOWN CENTRE STRATEGY: SUPPORTING INVESTMENT PROPOSALS WHICH WILL WORK TOGETHER TO RESHAPE AND TRANSFORM PENZANCE TOWN CENTRE AND ITS WATERFRONT

TCWF 12

HEART OF THE TOWN CENTRE: The area around the Market House (GRAPHIC) sits at the core of the historic town centre and its position as the heart of the town at the cross roads of the four main retail streets should be retained and protected. There should be a continuing focus on retail and complementary uses at street level. Proposals for change which would result in loss of ground floor activity, footfall and interest will not be supported. Proposals for the provision of facilities at upper levels which support town centre living or the development of the 6 core sectors would be encouraged.

TCWF 13

HARBOUR AND HEADLAND: The area bounded by and between the "wetdock" harbour, the Coinagehall site and Jubilee Pool is the point at which the town centre meets the waterfront and its development will play a key role in the future prosperity of the town.

- Development in the wetdock proposing high quality replacement buildings to secure development and expansion of existing commercial activities and to foster development of Marine Leisure, would be supported.
- Development on the land-side of the wetdock which supports development of the Hospitality and Leisure sectors and which has no negative impact on the existing commercial activities will be supported

APPENDIX 2

- Development of the Coinagehall site to provide a high quality mixed use development including hotel, creative sector work-space, street level retail (primarily A3&A4) and gallery space will be supported.
- Development which enables creation of a unified public realm between t Anthony's Gardens and Jubilee Pool will be encouraged (GRAPHIC)

TCWF 14

WHARFSIDE CAR PARK: This site occupies a key location between the town centre and the waterfront and offers the best opportunity to deliver on one of the key objectives of the Neighbourhood Plan, to reconnect the town with the sea.

- Any development proposal for the Wharfside Car Park should seek early consultation with the local community and Town Council and must provide a well planned vision for the whole site which supports and is in accordance with: The town Centre and Waterfront Objectives, Strategy and underlying Vision for Investment Proposals
- Development on the site of the Wharfside car park which could reasonably be expected to have a negative impact on the character and vitality of the town centre or harbour area will not be supported.

TCWF 15

Proposals which support leisure and exercise activities, events, pop up retail and environmental improvements which will contribute to the vitality and use of the promenade will be encouraged

Commented [BM2]: I will need to check where CLP is on 'pop up retail'

TCWF 16

MOUNTS BAY LINEAR PARK: Enhancing the coast path to create an accessible linear park along the shoreline with links into the town and inland to the countryside.

- The route of the South West Coast Path into and through the town (GRAPHIC) will be safeguarded and enhanced to provide for a safe an attractive pedestrian and cycle trail.
- Hubs or stopping points at key locations: Ponsandane sidings, Wharfside Car Park, St Anthony's Gardens and Wherrytown together with additional facilities linked to the route will be supported provided they add to the amenity provided by the trail.
- Ponsandane sidings will provide a parking facility to support the use of the route and to reduce the pressure on parking along the waterfront
- Development proposals must support the use and enjoyment of the route and should not detract from the character or vitality of Penzance Town Centre and its Waterfront

APPENDIX 2

Site specific criteria

Wharfside Car Park:

This site occupies a key location between the town centre and the waterfront and offers the best opportunity to deliver on one of the key objectives of the neighbourhood plan, which is to reconnect the town with the sea.

The site is allocated under policy PZ-M1 of the Development Plan Document with some policy requirements listed. Through consultation with the community it is considered that creating a further extension of the retail area into this site would be inappropriate. The NDP supports any proposal which includes the following:-

- Creates and improves on the public realm and gateway to the town from the station
- Supports creation of a transport hub
- Conserves and enhances the coastal path multi use route
- Respects and enhances the appearance of the Conservation Area and listed buildings in the local area
- Provision of boat storage and public car parking spaces
- Provides and improves on links with Market Jew Street, both through improvements in views and pedestrian links

26.06.2020
APPENDIX 3

Penzance Neighbourhood Development Plan project brief

The primary aim of the work to be commissioned is to deliver a finalised Penzance Neighbourhood Plan (NDP) document for referendum. Current government guidance indicates that the earliest opportunity for referendum will be May 2021. However, there is significant weight attributable to the NDP policies once they have been through examination and this is the key objective of this work.

The Penzance NDP has been through significant community consultation since 2015, led by the steering group. The website is established and found here http://www.pznp.co.uk/

The plan is at a stage where policy drafting has commenced, and several policies are drafted and agreed. It is anticipated that these policies will act as a template for the further development of policies. Throughout the work listed below there will be CC NDP officer support and close liaison is expected with the key NDP steering group members and stakeholders.

Work stage	Description	Timescale
Final drafting of evidence-based policies	Close liaison with the key NDP policy drafting members will enable a final document to be agreed with all relevant evidence linked to support the policies. A simple and precise format is expected which will be legible by all readers. Ensure that there are no gaps in the evidence base. Ensure there is sufficient mapping to illustrate the policies. The text will be presented in a NDP structure, with all links and supporting documents indexed.	4-6 weeks (10th August 2020)
SEA screening stage or straight through to SEA	This will be dependent on final drafting of policy. CC might recommend that the plan goes straight to SEA due to a likely impact on the historic environment and strategic environment implications; this could save time.	6 weeks (21st September)
Pre submission consultation (Reg 14)	Changes will be made as a result of the SEA consultee comments and final SEA approval report will be received. The document will now be ready for Reg 14 consultation with the public and statutory bodies.	6 - 8 weeks (2nd November)
Review of comments and iterative changes to document wording	The plan will be reviewed and updated upon receipt of consultee comments and any changes agreed with the NDP steering group.	2 weeks (16th November)
Final agreement of NDP	The qualifying body will approve the plan prior to final submission to CC	1 week (23rd November)
Formal submission of NDP to CC for Reg 15 compliance checks.	A basic conditions statement, a consultation statement and the evidence base will be finalised and submitted, alongside the approved NDP document	Documents and supporting evidence submitted by CC for examination by 7th December 2020

Regulation 16 Consultation	Carried out by Cornwall Council	6 weeks (18th January 2021)
Examination	Following examination, work might be required to amend some wording to ensure compliance with the basic conditions. It is expected that this would be carried out in liaison with the steering group and CC NDP contact.	6 weeks (1st March 2021)
Ready for referendum	Work complete	

Liaison with the PZ NDP website author to maintain updates will be expected at each stage.

Item 14(a)

PENZANCE COUNCIL – 20 JULY 2020

REPORT FOR INFORMATION

2020/2021 COUNCIL BUDGET

BACKGROUND

After Council approval, on 2 July 2020, of the revised budget for 2020/2021 it was agreed the budget would remain a standing agenda item for the remainder of the year.

No further changes have been identified for the Council to consider at this stage.

A copy of the agreed budget is attached at Appendix 1.

Helen Wilson-Prowse
Support Services Manager/RFO

Penlee House Committee - Revised Budget 2020/21

			2020/21 Draft Budget £	2020/21 Covid 19 Budget £	Comments relating to revisions
Income					
200		Council Run Exhibitions Grant	0	0	
205		Shop			
	205/1	Admission Charges	97,290	40,105	Assuming attendance based on last year of: 30% from 13 Jul 40% Aug & Sep 60% Oct - Mar
	205/2	Sale of Books & Non VAT Sales	46,500	12,757	Sales from 2019 (split equally between VAT and non-VAT) 30% Jul /40% Aug & Sep/ 60% visitors Oct-Mar
	205/3	Sale of Vatable Merchandise	36,800	12,757	Sales from 2019 (split equally between VAT and non-VAT) 30% Jul /40% Aug & Sep/ 60% visitors Oct-Mar
	205/4	Image Licensing Fees	200	200	
	205/5	Education Workshop Charges	300	150	Assumes bookings normal from Jan
205		Total	181,090	65,969	
210		Education			
	210/1	Education Development Grants	5,000	5,000	
	210/2	Educ. Dev. Grants - NPO	5,000	5,000	
210		Total	10,000	10,000	
215		Agency Fee - Cornwall Council	50,420	50,420	
220		Friends Administration	2,690	2,690	
235		The Orangery			
	235/1	Orangery Franchise	24,850	18,500	As defined by lease however Council need to be aware this may not be acheivable as a result of closure and will need to be reviewed at a later date.
	235/2	Energy Costs	4,370	1,558	
	235/3	Waste Disposal	0	0	
235		Total	29,220	20,058	
245		Cornwall Museums Partnership	32,450	32,450	
250		Commission on Artist Sales	1,640	1,200	Assuming downturn - NB CCA have now stated they may not exhibit this year
290		Grants		8,343	Grant income for Laura Knight exhibition
	290/4	HLF Grant - Luminaries Exhibition	0	0	Project complete
290		Total	0		
295		Community Toilets - L&A recharge	1,000	1,000	
299		Miscellaneous	400	900	Apprentice payment
Total Income			**308,910**	**193,030**	
Expenditure					
2000		Penlee House Employee costs	259,560	259,560	
2005		Central Admin	17,600	17,600	
2010		Staff Travelling	1,990	900	Assume no travel for 6 months
2015		Recruitment	500	250	Assume won't need to use
2018		Training for Grant Funded post	1,000	1,000	Fully funded
2021		Telephone	1,830	1,830	Need to get new system running - delayed

Penlee House Committee - Revised Budget 2020/21

				2020/21 Draft Budget £	2020/21 Covid 19 Budget £	Comments relating to revisions
2022			Broadband	1,200	1,200	
2025			Postage (office)	690	414	Mailing just done + 2 mailings (Nov/Jan)
2030			Photocopier	3,770	2,200	Reduction of photocopying cost by approx 5 months
2035			Office Consumables	1,200	700	Reduction of consumables by 5 months
2140			Educational Development			
	2140/1		Community educational activities	2,000	2,000	Assuming no change at present (repurposing to digital)
	2140/2		Other grant funded projects			
		2140/2/1	Health & Wellbeing	2,500	2,750	Agreed £250 roll forward from General Funds, Council 26.05.2020
		2140/2/2	Communities in Residence	2,500	5,450	Agreed £2950 roll forward from General Funds, Council 26.05.2020
	2140/3		NPO Funded projects			
		2140/3/1	Health & Wellbeing	2,500	2,500	
		2140/3/2	Communities in Residence	2,500	2,500	
		2140/3/3	Children & Young People	2,500	2,500	
		2140/3/4	Citizen Curators	2,050	3,483	Agreed £1433 roll forward from General Funds, Council 26.05.2020
			Total	16,550	21,183	
2045			Merchandise for Resale	46,460	27,101	Assumed 7 months expenditure
2050			Advertising	8,830	6,036	Assumed 7 months expenditure + £1036.70 roll forward from General Funds, Council 26.05.2020
2055			Council Run Exhibitions	37,880	18,231	Transport and other costs for new exhibition programme + £1231 roll forward TC 26.05.2020
2060			Volunteer Stewards	3,050	1,900	raised as stewards needed back sooner
2065			Membership Subscription Fees	1,000	1,000	
2070			Insurance	15,740	15,740	
2075			Rates - House	31,530	31,530	
2081			Electricity	29,220	29,220	Assuming no change - will adjust when more info known about closure
2082			Gas	9,940	9,940	Assuming no change - will adjust when more info known about closure
2085			Water Rates	4,220	4,220	Assuming no change - will adjust when more info known about closure
2090			Coach House			
	2090/1		Coach House Electricity	1,120	1,120	Most usage in winter months
	2090/2		Coach House Rates	940	940	
	2090/3		Coach House Water Rates	250	200	Assuming some change due to closure - more info required
2090			Total	2,310	2,260	
2095			Museum Exhibits - Maint. & Conservation	500	250	reduced by 50%
2100			Museum Fittings			
	2100/1		Museum Fittings - Purchase	500	0	reduced by 100%
	2100/2		Museum Fittings - Maintenance	42,480	42,480	
	2100/3		IT Replacement	1,000	1,000	

Penlee House Committee - Revised Budget 2020/21

				2020/21 Draft Budget £	2020/21 Covid 19 Budget £	Comments relating to revisions
	2100/4		Cleaning Contract	8,360	7,170	Reduced rate of £300 for 3 months
	2100/5		Cleaning Materials/Hygiene contract	830	830	Assuming no change to contract
	2100/6		Penlee House Waste Disposal	5,290	3,445	Assuming reduced costs for 5 months
2100			Total	58,460	54,925	
2105			Orangery Equip	1,500	500	Possible expenditure on repair for broken equipment
2110			Cornwall Museums Partnership	1,000	1,000	
2120			Secure Banking Service	1,600	1,600	
2200			Grant Funded Projects			
	2200/1		HLF - Luminaries Project	0	0	
			Total	0	0	
2800			Capital Projects			
	2800/1		Coach House Refurbishment	0	0	
2800			Total	0	0	
2995			Funds/Earmarked Reserves			
	2995/1		Conservation Fund	500	0	No in year addition to reserve
	2995/2		Penlee House Fab/Plant Fund	10,000	0	No in year addition to reserve
	2995/3		Council Run Exhibition Fund	0	0	
	2995/4		Coach House Refurbishment Fund	0	0	
	2995/5		Agency Fee Buffer Fund	30,970	30,970	
2995			Total	41,470	30,970	
2996			Funds - Capital			
	2996/1		Acquisition Fund	0	0	
2996			Total	0	0	
2999			Miscellaneous	1,000	1,000	
Total Expenditure				**601,600**	**544,260**	
Net Expenditure				**292,690**	**351,230**	

Finance & General Purposes Committee - Revised Budget 2020/21

			2020/21 Draft Budget £	2020/21 Covid-19 Budget £	Comments
Income					
300		Precept	1,435,230	1,435,230	
305		Council Tax Support Grant	78,910	78,910	
310		Interest			
	310/1	Interest in H.I.B.A. Accounts	5,210	5,214	
310		Total	5,210	5,214	
315		Rents			
	315/1	Tennis Club	6,250	5,000	Reduction in rent as per minute 136 a, 9th March 2020 Full Council meeting.
	315/2	Lodge	6,000	6,000	
	315/6	Bryncliffe Flat	340	0	
315		Total	12,590	11,000	
325		Section 106 Monies	0	1,597	CIL Payment.
390		Grants			
	390/1	Solomon Browne Memorial Hall Grant	0	0	
	390/2	Local Devolution Fund Project - CC	0	0	
390		Total	0	0	
399		Miscellaneous			
	399/1	S W W Shares Dividend	180	180	
	399/2	Miscellaneous	520	520	
399		Total	700	700	
Total Income			**1,532,640**	**1,532,651**	
Expenditure					
3000		Salaries	180,160	180,160	
3005		Council Office			
	3005/2	Office - Council Tax	4,990	4,990	
	3005/3	Telephone	1,480	1,480	
	3005/4	Printing & Stationery	1,500	1,500	
	3005/5	Photocopying	3,130	3,130	
	3005/6	Postage	1,500	1,500	
	3005/7	Office Equip/Furn	620	620	
	3005/8	IT Equipment - Purchase	100	100	
	3005/9	IT Equipment - Lease	4,240	4,240	
	3005/10	IT Software & Support	3,720	3,720	
	3005/11	Accounting Software	1,610	1,610	
	3005/12	Payroll Software	1,390	1,390	
	3005/13	Penlee Centre - Electricity	2,520	2,520	
	3005/14	Penlee Centre - Water Rates	480	480	
	3005/15	Penlee Centre - Broadband	660	660	
3005		Total	27,940	27,940	
3010		Website	730	6,083	19/20 £5353.36 underspend carried forward from General Funds 26.05.2020 Council meeting

Finance & General Purposes Committee - Revised Budget 2020/21

			2020/21 Draft Budget £	2020/21 Covid-19 Budget £	Comments
3012		External Communications	1,000		
3015		Training			
	3015/1	Staff Training	12,000	12,000	
	3015/2	Councillor Training	3,000	3,000	
3015		Total	15,000	15,000	
3020		Staff Travelling Allowance	2,190	2,190	
3026		Health & Safety			
	3026/1	External Support Service	9,830	9,830	
	3026/2	Occupational Health	350	350	
	3026/4	First Aid Supplies	50	50	
3026		Total	10,230	10,230	
3030		Insurance	14,740	14,740	
3035		Building Maintenance - Penlee Centre			
	3035/1	Buildings Maintenance	2,510	2,510	
	3035/2	Buildings Cleaning	2,090	3,500	Increased to allow for more frequent cleaning to adhere to Government guidance on safe work places.
	3035/3	Penlee Centre - Refurbishment Project	0	0	
	3035/4	Waste Collection - Penlee Centre	390	390	
	3035/5	Building Security - Penlee Centre	440	440	
	3035/6	CCTV - Penlee Centre	140	140	
	3035/7	Fire Safety Contract - Penlee Centre	370	370	
	3035/8	Cleaning materials & supplies	100	100	
	3035/9	Statutory electrical checks	600	600	
3035		Total	6,640	8,050	
3040		Legal Fees	8,000	8,000	
3045		Penzance BID Levy	1,830	1,830	
3050		Mayor's Allowance	4,800	4,800	
3052		Councillors Travel expenses	800	800	
3055		Accommodation - Mayor's Parlour/Meetings	1,610	1,610	
3060		Official Functions			
	3061/1	Mayor Choosing	2,800	2,800	
	3061/2	Annual Town Meeting	620	620	
	3061/3	St John Feast	110	110	
	3061/4	Mazey Lunch	1,500	1,500	
	3061/5	Remembrance Sunday	920	920	
	3061/6	Miscellaneous	400	400	
			6,350	6,350	

Finance & General Purposes Committee - Revised Budget 2020/21

			2020/21 Draft Budget £	2020/21 Covid-19 Budget £	Comments
3065		Official Functions - Honorarium etc	680	680	
3070		Association Fees	4,280	4,280	
3075		Councillor's Child Care	670	670	
3080		Advertising (Employment etc)	2,000	2,000	
3085		Audit Fee	4,500	4,500	
3095		Bank Commission	2,160	2,160	
3100		Twinning			
	3100/1	Twinning-Concarneau	500	500	
	3100/2	Twinning - Bendigo/Nevada	250	250	
	3100/3	Twinning-Cuxhaven	500	500	
3100		Total	1,250	1,250	
3105		Grants			
	3105/1	Small grant scheme	9,000	17,880	19/20 Underspend £8400 + £480 carried forward from General Funds as per Council 26.05.20
	3105/2	St. Piran/Montol/Sea Salts Festivals	4,500	3,500	Sea Salts & Sail not going ahead.
	3105/3	Penzance Street Pastors	2,750	2,750	
	3105/4	Welcome West Cornwall Centre	5,000	2,500	Will be drawing down a proportion of grant later in the year.
	3105/5	Pengarth Day Centre	15,000	15,000	
	3105/6	Penzance Community Flora Group	3,390	3,390	
	3105/9	Hypatia Trust	0	0	
	3105/10	Jubilee Pool	61,400	61,400	Subject to gaining Quest accreditation.
	3105/11	Gulval Christmas Lght	1,500	1,500	
	3105/12	Mousehole Christmas Lights	1,900	0	Mousehole lights have been cancelled for 2020. Could re-purpose funds to aide smaller displays going ahead.
	3105/13	Newlyn Christmas Lights	1,000	1,000	
	3105/14	Open Air Theatre Grant/Brochure	2,300	0	
	3105/15	Heamoor Christmas Lights	500	500	
	3105/16	Solomon Browne Memorial Hall	0	0	
	3105/17	BID - Town Centre Watering	0	0	
	3105/19	Penzance Summer Get Together	0	0	
	3105/20	Mounts Bay Academy/St John's Hall Project	0	10,000	As per Council 26.05.20
3105		Total	108,240	119,420	
3110		Annual Firework Display	5,000	0	Not going ahead as Golowan is cancelled.
3115		Neighbourhood Plan	10,000	27,784	19/20 £17784 Underspend carried forward from General Fund as per Council 26.05.20
3120		Section 106 Monies	0		
3121		Section 106 Administrative Support	730	0	Not required.
3135		Local Devolution Projects - CC	0		
3150		HR Consultancy Services	0		
3160		The Lodge			
	3160/1	Rent on temporary accommodation	0		

Finance & General Purposes Committee - Revised Budget 2020/21

			2020/21 Draft Budget £	2020/21 Covid-19 Budget £	Comments
	3160/4	Bryncliff reinstatement	0		
	3160/5	Tenancy Management fees	860	860	
3160		Total	860	860	
3170		Election Costs	0	0	
3180		Community Engagement	1,000	1,000	
3190		Trereife Crossroads - Traffic Survey	0	0	
3195		Town Centre Hub	0	0	
3200		Social Action Support	25,000	25,000	
3205		ASB Caseworker - contribution to costs	28,000	28,000	
3210		Procurement Support	1,500	1,500	
3220		Climate Emergency Support	0	30,000	19/20 £30,000 underspend carried over from General Funds as per Council 26.05.2020
3225		Youth Activities	0	0	
3230		Heritage Plaque Scheme	1,000	1,000	
3240		Surveillance & Security			
	3240/1	Annual Monitoring	17,780	17,780	
	3240/2	Additional Monitoring	1,500	1,500	
	3240/3	Maintenance Contract	9,980	9,980	
	3240/4	Repairs	3,530	3,530	
	3240/5	Storenet	540	540	
		Total	33,330	33,330	
3800		Golowan			
	3800/1	Telephone/Internet	0	0	
	3800/2	Licences & Permits	0	0	
	3800/3	Office Rental	2,750	2,750	
	3800/4	Office Rates	0	0	
	3800/5	Water/Gas/Electricity Charges	1,320	1,320	
	3800/6	Service Level Agreement	19,000	9,000	Event cancelled and only 3K paid for 20/21 but they will draw down 6K in Sept for following year
	3800/7	Insurance Cover	0	0	
	3800/8	Plastic free initiative	0	0	
3800		Total	23,070	13,070	
3995		Funds			
	3995/1	Buildings Fund	13,900	13,900	
	3995/2	Election Costs Fund	10,000	10,000	
	3995/4	Devolution Fund	0	0	
	3995/5	Social Issues Support Fund	0	0	
	3995/6	Coastal Communities Reserve	0	0	

Finance & General Purposes Committee - Revised Budget 2020/21

			2020/21 Draft Budget £	2020/21 Covid-19 Budget £	Comments
	3995/7	IT Replacement	2,740	2,740	
	3995/8	Tour of Britain Reserve	3,000	3,000	To contribute to the reserve for the event taking place in 2021.
	3995/9	Youth Reserve	0	0	
	3995/10	Local Devolution Projects - CC	0	0	
	3995/11	Hypatia Trust - Gardeners House Project			
	3995/12	CCTV repair/replacement	5,000	5,000	
3995		Total	34,640	34,640	
3997		General Contingency	4,000	4,000	Could utilise contingency
3999		Miscellaneous	2,000	2,000	Could utilise miscellaneous budget if required.
Total Expenditure			**575,930**	**624,927**	
Net Expenditure/ (Income)			**-956,710**	**-907,724**	

Leisure & Amenities Committee - Revised Budget 2020/21

			2020/21 Draft Budget £	2020/21 Covid -19 Budget £	Comments
Income					
100		Penlee House Car Park			
	100/1	Daily Tickets	126,420	88,494	
	100/2	Quarterly Tickets	13,080	9,156	
	100/3	Excess Charges	1,300	910	
100		Total	140,800	98,560	Assumes 30% drop in income
115		Allotment Rents	4,700	4,700	
125		Toilets	10,280	5,140	Assumes 50% drop in income
131		Misc	150	150	
135		Penzance AFC			
	135/1	Club house lease payment	3,880	1,940	
	135/2	Ground/Changing Room lease	1,200	600	
135		Total	5,080	2,540	Payments suspended June 20 - Dec 20 inclusive
140		Grants			
	140/1	CCTV	0	0	
140		Total	0	0	
Total Income			**161,010**	**111,090**	
Expenditure					
1000		Facilities Management	45,520	45,520	
1005		Park Salaries	159,270	182,934	Increased for recruitment of facilities officer post 26.05.20 full council. Money from reserves
1010		Central Admin(Support Services)	10,250	10,250	
1015		Penlee Park			
	1015/1	Penlee Park - Maintenance	10,000	10,000	
	1015/2	Fuel for vehicles & equipment	2,460	2,460	
	1015/3	Maintenance of Park Machinery	2,030	2,030	
	1015/4	Utilities - Park (water)	650	650	
	1015/5	Plants, materials & tools	5,000	5,000	
	1015/6	Utilities - Park (Electricity)	910	910	
	1015/7	Maintenance - equipment	2,000	2,000	
1015		Total	**23,050**	**23,050**	
1020		Penlee Park Security	4,680	4,680	
1040		Protective Clothing & Equipment	3,420	4,952	Additional £1532.09 agreed 26.05.20 Council from General Funds 2019/20 underspend
1045		Allotments			
	1045/3	Alverton Playing Field			
	1045/3/1	Rent	10	10	
	1045/3/2	Maintenance	250	250	
	1045/4	Cranken			
	1045/4/1	Rent	130	130	
	1045/4/2	Water Rates	400	400	

Leisure & Amenities Committee - Revised Budget 2020/21

			2020/21 Draft Budget £	2020/21 Covid -19 Budget £	Comments
	1045/4/3	Maintenance	1,500	1,500	
	1045/5	Gulval			
	1045/5/1	Maintenance	2,500	2,500	
	1045/6	Lescudjack			
	1045/6/1	Water Rates	50	50	
	1045/6/2	Maintenance	1,500	1,500	
	1045/7	Leskinnick			
	1045/7/1	Water Rates	250	250	
	1045/7/2	Maintenance	2,000	2,000	
	1045/8	Love Lane			
	1045/8/1	Maintenance	750	750	
	1045/9	Mennaye			
	1045/9/1	Rent	10	10	
	1045/9/2	Water Rates			
	1045/9/3	Maintenance	2,000	2,000	
	1045/11	Trannack			
	1045/11/1	Rent	20	20	
	1045/11/2	Water Rates	880	880	
	1045/11/3	Maintenance	2,000	2,000	
	1045/12	Allotment IT Package	310	310	
	1045/13	Allotment Maintenance General	0	13,141	
1045		Total	**14,560**	**27,701**	**19/20 £13,141.16 Underspend from General Funds 26.05.20 Council**
1055		Weed Control	9,000	4,500	
1060		Penlee House Car Park			
	1060/1	Car Park Consumables	730	730	
	1060/2	Car Park Rates	15,110	15,110	
	1060/3	Car Park Water Rates	2,330	2,330	
	1060/4	Car Park Maintenance	4,260	11,140	**19/20 £6879.89 Underspend from General Funds 26.05.20 Council**
1060		Total	22,430	29,310	
1070	1071	Community Toilets			
	1071/1	Operational Scheme Costs	24,380	24,380	
	1071/2	Leaflets	4,880	4,880	
	1071/3	Communications	2,000	2,000	
			31,260	31,260	
1085		Flag Projects	25,040	25,040	
1090		Erecting Flags	7,010	7,010	
1095		Heritage Plaque Scheme	0	0	
1100	1101	Christmas Lighting			
	1101/1	Christmas Light Hire	10,990	10,990	
	1101/2	Christmas Light Rigging	9,360	9,360	
	1101/3	Christmas Tree installation & delivery	630	630	
	1101/4	Overhead wire testing	1,010	1,010	
	1101/5	Suspended Wire Repairs	1,220	1,220	
			23,210	23,210	

Leisure & Amenities Committee - Revised Budget 2020/21

			2020/21 Draft Budget £	2020/21 Covid -19 Budget £	Comments
1105		Other Amenities Expenditure	3,000	3,000	
1111		Skate Park			
	1111/1	Rent	90	90	
	1111/2	Electricity			
	1111/3	Maintenance & Consumables	4,000	7,164	19/20 £3164.41 Underspend from General Funds 26.05.20 Council
1111		Total	4,090	7,254	
1115		War Memorials			
1115/1	1115/1	Cleaning Contract	1,010	1,010	
1115/2	1115/2	Maintenance & Upkeep	1,900	5,459	19/20 Underspend £3559.10 carried forward from General Funds 26.05.20 Council meeting
1115		Total	2,910	6,469	
1120		Penzance Football Club			
	1120/1	Statutory Checks, Inspections & actions	5,000	43,841	19/20 Underspend £38840.59 carried forward from General Funds 26.05.20 Council meeting
1120		Total	5,000	43,841	
1130		Open Spaces			
	1130/1	Heamoor Field	3,000	3,000	
	1130/2	Jewish Cemetery	200	200	
	1130/4	Planters	3,200	3,200	
1130		Total	6,400	6,400	
1135		Open Air Theatre			
	1135/1	Maintenance	2,000	2,000	
1165		Toilets			
	1165/1	Cleaning Contract	91,650	91,650	
	1165/2	General Supplies - all sites	1,920	1,920	
	1165/3	Alexandra Road			
	1165/3/1	Maintenance	2,000	2,000	
	1165/3/2	Council Tax	0	0	
	1165/3/3	Electricity	320	320	
	1165/3/4	Water	450	450	
	1165/4	Penalverne			
	1165/4/1	Maintenance	2,000	2,000	
	1165/4/2	Council Tax	1,510	1,510	
	1165/4/3	Electricity	300	300	
	1165/4/4	Water	3,430	3,430	
	1165/5	Princess May			
	1165/5/1	Maintenance	2,500	2,500	
	1165/5/2	Council Tax			
	1165/5/3	Electricity	1,150	1,150	
	1165/5/4	Water	2,800	2,800	
	1165/6	South Pier			
	1165/6/1	Maintenance	3,500	3,500	

Leisure & Amenities Committee - Revised Budget 2020/21

			2020/21 Draft Budget £	2020/21 Covid -19 Budget £	Comments
	1165/6/2	Council Tax	1,130	1,130	
	1165/6/3	Electricity	160	160	
	1165/6/4	Water	790	790	
	1165/7	TIC			
	1165/7/1	Maintenance	5,500	5,500	
	1165/7/2	Council Tax	3,450	3,450	
	1165/7/3	Electricity			
	1165/7/4	Water	400	400	
	1165/8	Wherrytown			
	1165/8/1	Maintenance	2,500	2,500	
	1165/8/2	Council Tax	1,830	1,830	
	1165/8/3	Electricity	410	410	
	1165/8/4	Water	850	850	
	1165/10	Legionella Testing	0	0	
1165		Total	130,550	130,550	
1180		Surveillance & Security			
	1180/1	Annual Monitoring	0	0	
	1180/2	Additional Monitoring	0	0	
	1180/3	Maintenance Contract	0	0	
	1180/4	Repairs	0	0	
	1180/5	Storenet	0	0	
1180		Total	0	0	
1210		Lodge Refurbishment	0	0	
1211		The Lodge - Statutory checks &	1,500	1,500	
1215		Barbican Building - Statutory	1,000	1,000	
1220		Vehicle Leasing	8,550	8,550	
1230		Purchase of Machinery	0	17,040	As agreed 26.05.20 Council. Virement from reserves
1240		Maintenance & Repair of Vehicles & Equipmen	3,500	3,500	
1250		Play Equipment- Penlee Park	5,000	5,000	
1260		Secure Banking Service	1,560	1,560	
1270		Devolutions - Surveys & Inspections	0	7,100	Virement from 1300/1 26.05.20 Council
1280		Tree Surveys	0	0	

Leisure & Amenities Committee - Revised Budget 2020/21

			2020/21 Draft Budget £	2020/21 Covid -19 Budget £	Comments
1300		Morrab Gardens			
	1300/1	Salaries	86,540	0	
	1300/2	Water	3,760	0	
	1300/3	Gas	3,000	0	
	1300/4	Electricity	890	0	
	1300/5	Waste	7,750	0	
	1300/6	Security	4,680	0	
	1300/7	Machinery	2,030	0	
	1300/8	Maintenance - Gardens	10,000	0	
	1300/9	Plants & Materials	5,000	0	
	1300/10	Tools & Equipment	2,000	0	
	1300/11	PPE	2,050	0	
	1300/12	Friends	0	0	
		Total Morrab Gardens	127,700	0	Budget available to cover impact of Covid-19 due to delay in Devolution activities until April 2021
1310		Alexandra Play Park & Tennis Courts			
	1310/1	Waste	2,090	0	
	1310/2	Street Lighting	260	0	
	1310/3	Ground Rent		0	
	1310/4	Security	1,170	0	
	1310/5	Machinery	500	0	
	1310/6	Maintenance/planting	5,000	0	
	1310/7	Play Equipment repairs	5,000	0	
	1310/8	Tools & Equipment	7,700	0	
		Total Alexandra Play Park	21,720	0	
1320		Princess May Rec			
	1320/1	Water	0	0	
	1320/2	Street Lighting	380	0	
	1320/3	Waste	2,020	0	
	1320/4	Ground Rent	530	0	
	1320/5	Security	2,340	0	
	1320/6	Machinery	1,010	0	
	1320/7	Maintenance - contractor for cutting	2,500	0	
	1320/8	Plants & Materials	1,000	0	
	1320/9	Play Equipment & Skatepark Repirs	2,500	0	
		Total Princess May Recreation Grounds	12,280	0	Budget available to cover impact of Covid-19 due to delay in Devolution activities until April 2021
1330		Foxes Lane Play Park			
	1330/1	Waste	160	0	
	1330/2	Security	590	0	
	1330/3	Maintenance - repairs	750	0	
	1330/4	Play Equipment Repairs	750	0	

Leisure & Amenities Committee - Revised Budget 2020/21

			2020/21 Draft Budget £	2020/21 Covid -19 Budget £	Comments
		Total Foxes Lane Play Park	2,250	0	
1995		Funds			
	1995/1	Well Fields Car Park Maintenance Fund	1,500	1,500	Required - wall repairs needed this year
	1995/2	Allotment Increase in Provision Fund	1,500	1,500	Penzance Council have an obligation to aquire new allotment space if an opportunity presents itself.
	1995/3	Penlee Park - Play Equipment Fund	5,000	5,000	Required to establish an appropraite budget to replace the junior equipemnt in the next 2 - 3 years
	1995/4	Toilet Refurbishment Fund	15,000	15,000	Required - the total £15k is needed on an annual basis - items earmarked for this year include the removal of redundant water storage tanks (H&S) and replacement of obsolete handwashing facilities with up to date wallgate units
	1995/5	Devolution Fund	0	0	
	1995/6	Weed Treatment Equipment	17,040	17,040	Budget already utilised for this financial year in the purchase of machinery
	1995/7	PAFC - roof replacement			Budget already alocated for H&S repairs
	1995/8	Tree Maintenance	2,000	2,000	Budget required for future tree works to prolong the life of ageing tree stock in Penlee Park
	1995/9	Machinery Replacement	7,780	7,780	Future replacement of compact tractor. Has already been identified as needing replacement with more suitable equipment
	1995/10	CCTV repair/replacement			Ad hoc seasonal repairs of the CCTV installation - the current budget would cover the replacement of two cameras
	1995/11	Penlee Park - Infrastructure Improvement	15,000	15,000	Member decision to improve disability access throughout the park and to repairs to the pond and steps (H&S item)
	1995/12	Boundary repair/replacement	17,500	17,500	Signficant boundary repairs due to historic lack of maintenance
	1995/13	Christmas Lighting Infrastructure	7,500	7,500	H&S improvements to stop Christmas lights being powered by residential premises.
	1995/14	Morrab Gardens - Reinstatement & Improvement projects			Recommend to remain in place due to work required identified in devolution surveys
	1995/15	Alexandra Play Park & Tennis Courts - Reinstatement & Improvement projects			Recommend to remain in place due to work required identified in devolution surveys
	1995/16	Princess May Rec - Reinstatament & Improvement projects			Recommend to remain in place due to work required identified in devolution surveys
	1995/17	Foxes lane Playpark - Reinstatement & Improvement projects			Recommend to remain in place due to work required identified in devolution surveys
	1995/18	Princess May - skatepark refurbishment			Skate park in need of refurbishment reserve to be maintained to support
	1995/19	Princess May - play equipment	5,000	5,000	Play equipment in need of updating reserve to be maintained to support
	1995/20	Alexandra Play Park - Play Equipment	5,000	5,000	Play equipment in need of updating reserve to be maintained to support
	1995/21	Foxes Lane Play Equipment	7,500	7,500	Play equipment in need of updating reserve to be maintained to support
	1995/22	Devolution welfare accommodation - Pen	0	0	Welfre facilities will need to be refubished and extended and storage extended to support devolution TUPE and equipment for new sites
1995		Total	107,320	107,320	

Leisure & Amenities Committee - Revised Budget 2020/21

	2020/21 Draft Budget £	2020/21 Covid -19 Budget £	Comments
Total Expenditure	825,030	771,501	
Net Expenditure	664,020	660,411	

From: James Hardy <james.hardy@cornwall.gov.uk>
Sent: 03 July 2020 14:14
To: Hester Hunt <hester.hunt@penzance-tc.gov.uk>
Subject: Thank You

Dear Hester,

Cornwall Councillors, the Chair of the West Penwith Community Network Area and I would like to take this opportunity to thank you for your invaluable support to vulnerable members of the community during the Covid 19 Pandemic.

During the early days of lockdown, you quickly helped mobilise volunteers within communities to provide much needed support and help to those members of the community who needed it and to some who may not have considered themselves to be vulnerable but have had to self isolate.

Across West Penwith a large number of volunteers with support from local co-ordinators, local organisations, Towns and Parishes and Volunteer Cornwall, embraced this difficult situation and worked out the most suitable approach to support those neighbours/friends/members of the community who needed help.

As we have been celebrating Volunteer Week recently, messages have been given from all sectors of Cornwall https://www.youtube.com/watch?v=ZP5zNWPcykk&feature=youtu.be , however on behalf of the Cornwall Councillors in this Community Network Area we also wanted to say a personal thank you to **all of you** as you have given so much to so many people.

You have helped mobilise and form some incredible groups that have gone above and beyond to ensure that people have the food, medicines and friendly face/voice they need.

As this situation continues to develop it may be that the focus of work changes and I would encourage you to continue to contact your Councillor or myself James Hardy, Community Link Officer at Cornwall Council if you identify any additional support required. Please also note that each of the Cornwall Councillors still have funding available if there is a continued need in your area.

Once again, **thank you very much**. We hope that at some point in the future when it is safe to do so, we will host an event to bring us all together and thank you in person for the support you have given during these difficult times.

Regards

James

Sent on behalf of:
Cornwall Councillor Tim Dwelly – Penzance East
Cornwall Councillor Simon Elliott – Ludgvan

Cornwall Councillor Mario Fonk – Gulval and Heamoor
Cornwall Councillor Roger Harding – Newlyn and Mousehole
Cornwall Councillor Helen Hawkins – St Buryan
Cornwall Councillor – Sue James – St Just in Penwoth
Cornwall Councillor Jim McKenna – Penzance Promenade
Cornwall Councillor Sue Nicholas – Marazion and Perranuthnoe
Cornwall Councillor Cornelius Olivier – Penzance Central
St Just in Penwith Town Councillor Brian Clemens – Chair of the West Penwith Community Network

James Hardy
Community Link Officer – West Penwith
Cornwall Council