



Langstone Community Council: Dignity at Work Policy

Adopted: 10/02/2026

Review Date: 12/05/2026

Signed:



1. Purpose

Langstone Community Council (“the Council”) is committed to creating a working environment where all employees, councillors, and volunteers are treated with dignity and respect. Everyone has the right to work in an environment free from bullying, harassment, discrimination, and intimidation.

This policy sets out the Council’s expectations for behaviour and the procedures for addressing concerns.

2. Scope

This policy applies to:

- All employees
- All councillors acting in an official capacity
- Volunteers and contractors working on behalf of the Council

It covers behaviour in the workplace, at Council meetings, during Council activities, and in any setting where individuals are acting in a Council capacity, including online and social media interactions.

3. Principles

The Council is committed to:

- Promoting a culture of dignity, respect, and professionalism
- Preventing bullying, harassment, and discriminatory behaviour
- Supporting individuals who raise concerns
- Ensuring complaints are handled promptly, fairly, and confidentially
- Taking appropriate action where behaviour falls below expected standards

4. Definitions

4.1 Bullying

Bullying is offensive, intimidating, malicious, or insulting behaviour that undermines, humiliates, or injures the recipient. It may be persistent or a single serious incident.

Examples include:

- Shouting or aggressive behaviour
- Persistent criticism or undermining



- Excluding someone from work-related activities
- Misuse of power or position

4.2 Harassment

Harassment is unwanted conduct related to a protected characteristic under the **Equality Act 2010** (e.g., age, disability, race, religion, sex, sexual orientation) that violates a person's dignity or creates an intimidating, hostile, degrading, or humiliating environment.

4.3 Sexual Harassment

Unwanted conduct of a sexual nature, including inappropriate comments, gestures, or physical contact.

4.4 Victimisation

Treating someone unfairly because they have made or supported a complaint.

4.5 Member–Officer Relations

Councillors must follow the **Code of Conduct** and the **Member–Officer Protocol**, ensuring respectful, professional interactions with staff at all times.

5. Responsibilities

5.1 The Council

The Council will:

- Promote a culture of dignity and respect
- Ensure policies and procedures support a safe working environment
- Address unacceptable behaviour promptly
- Provide training where appropriate

5.2 Clerk / Line Manager

The Clerk will:

- Foster a supportive environment
- Address concerns raised by staff
- Take appropriate action where behaviour is unacceptable
- Maintain confidentiality and accurate records

5.3 Employees



Employees must:

- Treat colleagues, councillors, and the public with respect
- Avoid behaviour that could be perceived as bullying or harassment
- Raise concerns early if they experience or witness unacceptable behaviour

5.4 Councillors

Councillors must:

- Treat staff and colleagues with courtesy and professionalism
- Avoid placing unreasonable demands on staff
- Follow the Code of Conduct and Member–Officer Protocol
- Refrain from public criticism of staff

6. Raising Concerns

6.1 Informal Resolution

Where appropriate, individuals are encouraged to raise concerns informally with the person involved or with the Clerk. Early, constructive conversations can often resolve issues quickly.

6.2 Formal Complaints (Employees)

Employees may raise a formal complaint under the Council's **Grievance Procedure**.

Complaints will be:

- Taken seriously
- Investigated promptly
- Handled confidentially
- Resolved fairly and impartially

6.3 Formal Complaints (Councillors)

Concerns about councillor behaviour may be referred to:

- The Clerk (for informal resolution)
- The Monitoring Officer (for Code of Conduct matters)

6.4 Complaints Against Staff

Concerns about staff behaviour will be managed under the Council's **Disciplinary Procedure**.



7. Support for Individuals

The Council will:

- Provide a supportive environment for anyone raising concerns
- Offer adjustments or temporary measures where needed
- Ensure no one is victimised for making a complaint

8. Confidentiality

All complaints will be handled sensitively and confidentially. Information will only be shared where necessary for investigation or where required by law.

9. Malicious or Vexatious Complaints

The Council takes all complaints seriously. However, deliberately false or malicious allegations may result in disciplinary or Code of Conduct action.

10. Training

The Council will provide training for councillors and staff on:

- Respectful behaviour
- Equality and diversity
- Member–Officer relations
- Handling conflict and complaints

11. Review

This policy will be reviewed every two years, or sooner if legislation or Council needs change.



Langstone Community Council: Member Officer Protocol

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1. Purpose

This protocol sets out the working relationship between councillors (“Members”) and employees (“Officers”) of Langstone Community Council (“the Council”). Its purpose is to ensure:

- Mutual respect and professionalism
- Clear understanding of roles and responsibilities
- Effective and lawful decision-making
- A safe and supportive working environment

The protocol supports the Code of Conduct, the Dignity at Work Policy, the Wellbeing Policy, and all relevant employment and governance procedures.

2. Principles

The Council is committed to:

- Respectful, courteous, and professional interactions
- Clear separation between governance (Members) and administration (Officers)
- Protecting Officers from undue pressure or inappropriate behaviour
- Supporting Members in their democratic role
- Maintaining a positive, safe, and inclusive culture

3. Roles and Responsibilities

3.1 Councillors (Members)

Members are responsible for:

- Setting the Council’s strategic direction and policies
- Making decisions collectively at properly convened meetings
- Representing the community
- Treating Officers with dignity and respect
- Not becoming involved in operational management
- Following the Code of Conduct at all times

Members must not:

- Instruct Officers individually
- Demand work outside agreed priorities
- Criticise Officers publicly or on social media
- Attempt to influence employment matters involving Officers

3.2 Officers

Officers are responsible for:

- Providing impartial, professional advice
- Implementing Council decisions
- Managing day-to-day operations
- Supporting Members in their roles
- Ensuring legal and procedural compliance

Officers must:

- Remain politically neutral
- Treat Members with courtesy and professionalism
- Provide information to all Members fairly and consistently

4. Respectful Behaviour

Members and Officers must:

- Treat each other with dignity, courtesy, and respect
- Avoid aggressive, intimidating, or undermining behaviour
- Communicate constructively, even when disagreeing
- Recognise the pressures and responsibilities of each other's roles

This protocol works alongside the Dignity at Work Policy, which applies equally to Member–Officer interactions.

5. Communication and Contact

5.1 General Communication

- Communication should be timely, courteous, and professional.
- Officers will respond to Member enquiries within reasonable timescales.
- Members should avoid excessive or repetitive requests that divert Officers from core duties.

5.2 Contact Outside Working Hours

- Members should not contact Officers outside agreed working hours except in genuine emergencies.
- Officers are not expected to monitor emails or messages outside working hours.

5.3 Social Media

Members and Officers must follow the Council's Social Media Policy, ensuring:

- No public criticism of individuals
- No disclosure of confidential information
- Respectful and professional online conduct

6. Information and Advice

6.1 Access to Information

Members are entitled to information necessary to carry out their role.

Officers will:

- Provide accurate, impartial advice
- Share information fairly with all Members
- Protect confidential or personal data in line with GDPR

6.2 Requests for Work or Reports

- Members may request information or clarification.
- Significant work requests must be made through the Clerk and may require Council approval.
- Officers must not be pressured into prioritising individual Member requests over Council-approved work.

7. Decision-Making and Delegation

- Members make decisions collectively at Council or committee meetings.
- Officers implement decisions and manage operations.
- Members must not interfere with delegated Officer responsibilities.
- Officers must not act outside their delegated authority.

8. Handling Concerns or Complaints

8.1 Concerns About Officer Conduct

Members should raise concerns with the Clerk or, if the Clerk is the subject, with the Chair.

Formal matters will follow the Council's Disciplinary Procedure.

8.2 Concerns About Member Conduct

Officers should raise concerns with the Clerk or Chair.

Serious matters may be referred to the Monitoring Officer under the Code of Conduct.

8.3 Early Resolution

Where possible, issues should be resolved informally, respectfully, and quickly.

9. Protecting Officer Wellbeing

Members must:

- Avoid placing unreasonable demands on Officers
- Respect professional boundaries
- Recognise that Officers are employees with employment rights
- Support a culture that promotes wellbeing and dignity at work

This aligns with the Council's **Wellbeing Policy** and **Dignity at Work Policy**.

10. Training and Development

The Council will provide training for Members and Officers on:

- Roles and responsibilities
- Code of Conduct
- Respectful behaviour and conflict management
- Governance and decision-making

Members are expected to participate in relevant training.

11. Review

This protocol will be reviewed every two years, or sooner if legislation or Council needs change.



Langstone Community Council: Well Being Policy

Adopted: 10/02/2026

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Signed:



1. Purpose

Langstone Community Council (“the Council”) is committed to promoting and maintaining the physical, mental, and emotional wellbeing of its employees, councillors, and volunteers. The Council recognises that wellbeing is essential to delivering high-quality services, supporting good governance, and fostering a positive and productive working environment.

This policy sets out the Council’s approach to wellbeing and the responsibilities of all those involved in Council activities.

2. Scope

This policy applies to:

- All employees
- All councillors acting in an official capacity
- Volunteers and contractors working on behalf of the Council

It covers wellbeing in the workplace, during Council activities, and in any environment where Council duties are carried out.

3. Principles

The Council is committed to:

- Creating a supportive, respectful, and inclusive working environment
- Promoting positive mental health and reducing stigma
- Encouraging open communication and early intervention
- Ensuring workloads and expectations are reasonable and manageable
- Providing access to support, training, and resources
- Complying with relevant legislation, including the Health and Safety at Work etc. Act 1974 and the Equality Act 2010

4. Responsibilities

4.1 The Council

The Council will:

- Promote a culture that values wellbeing
- Ensure policies and procedures support staff welfare
- Allocate resources to support wellbeing initiatives
- Review wellbeing risks as part of its governance and HR processes



4.2 Clerk / Line Manager

The Clerk will:

- Provide a supportive environment where any staff and councillors feel able to raise concerns
- Monitor workloads and working hours
- Hold regular check-ins and annual reviews that include wellbeing discussions
- Signpost staff to appropriate support services
- Address issues such as bullying, harassment, or unreasonable demands promptly

4.3 Employees

Employees are encouraged to:

- Take responsibility for their own wellbeing
- Raise concerns early
- Use leave entitlements appropriately
- Maintain healthy boundaries between work and personal life
- Treat colleagues, councillors, and the public with respect

4.4 Councillors

Councillors must:

- Treat staff with courtesy and professionalism
- Avoid placing unreasonable demands on staff
- Support a culture of respect and wellbeing
- Follow the Member-Officer Protocol and Code of Conduct

5. Promoting Mental Health and Wellbeing

The Council will:

- Encourage open conversations about mental health
- Provide flexibility where possible to support work-life balance
- Ensure staff have access to training on stress awareness and wellbeing
- Support phased returns to work where appropriate
- Maintain confidentiality when wellbeing concerns are raised

6. Managing Stress

The Council recognises that stress can arise from work or personal circumstances.



The Council will:

- Identify and assess stress risks as part of its Health & Safety responsibilities
- Take reasonable steps to reduce or remove workplace stressors
- Encourage staff to raise concerns early
- Provide support through adjustments, workload reviews, or signposting

Employees should:

- Inform the Clerk or Chair if they feel overwhelmed or unable to cope
- Use breaks and annual leave to maintain balance
- Seek support from appropriate services if needed

7. Bullying, Harassment, and Unacceptable Behaviour

The Council has zero tolerance for bullying, harassment, discrimination, or intimidation.

Any concerns will be addressed under:

- The Council's Grievance Procedure
- The Member-Officer Protocol
- The Code of Conduct (for councillors)

All individuals must treat each other with dignity and respect.

8. Work–Life Balance

The Council supports healthy working practices, including:

- Reasonable working hours
- Encouragement to disconnect outside working time
- Flexible working arrangements where operationally possible
- Respect for personal time and boundaries

Councillors should avoid contacting staff outside agreed working hours unless urgent.

9. Training and Development

The Council will provide training to support wellbeing, including:

- Stress awareness
- Time management
- Managing workloads
- Mental health awareness (where appropriate)



Training needs will be reviewed during annual performance reviews.

10. Absence and Return to Work

The Council will:

- Manage sickness absence sensitively and fairly
- Maintain regular, supportive contact during longer absences
- Conduct return-to-work discussions
- Consider reasonable adjustments to support a successful return

11. Confidentiality

All wellbeing-related discussions will be treated sensitively and confidentially, in line with data protection legislation.

Information will only be shared where:

- The individual consents
- There is a legal obligation
- There is a safeguarding or safety concern

12. Review

This policy will be reviewed every two years, or sooner if legislation or Council needs change.



Langstone Community Council: Social Media Policy

Adopted: 10/02/2026

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Signed:



1. Purpose

This policy sets out how Langstone Community Council (“the Council”) uses social media to communicate with the public, and the standards expected of councillors, employees, and volunteers when using social media in a Council capacity.

The policy aims to:

- Support effective, transparent communication
- Protect the Council’s reputation
- Ensure compliance with legislation and the Members’ Code of Conduct
- Provide clear expectations for behaviour online

This policy complements the WLGA Social Media Guidance for Councillors .

2. Scope

This policy applies to:

- Official Council social media accounts
- Employees using social media for work purposes
- Councillors using social media when acting, or appearing to act, in their official capacity
- Volunteers or contractors posting on behalf of the Council

Personal use of social media is outside the scope of this policy unless it impacts the Council or breaches the Code of Conduct.

3. Definitions

- **Social Media:** Any online platform enabling content creation, sharing, or interaction (e.g., Facebook, X/Twitter, Instagram, YouTube, blogs).
- **Official Accounts:** Social media accounts operated by or on behalf of the Council.
- **Personal Accounts:** Accounts operated by individuals in their own name.
- **Acting in an Official Capacity:** When a councillor or employee posts content that could reasonably be interpreted as representing the Council.

4. Principles

The Council’s use of social media will be:

- **Accurate and timely**
- **Respectful and professional**
- **Non-party-political** (in line with local government rules)



- Compliant with the Welsh Language Standards
- Open, accessible, and inclusive

5. Use of Official Council Accounts

5.1 Purpose

Official accounts will be used to:

- Share Council news, decisions, consultations, and events
- Promote community initiatives
- Provide urgent updates (e.g., weather, safety notices)
- Engage with residents in a constructive, respectful manner

5.2 Management

- The Clerk (or delegated officer) is responsible for managing official accounts.
- Only authorised staff may post content.
- Councillors must not post directly to official accounts unless explicitly authorised.

5.3 Content Standards

Posts must:

- Be factual, neutral, and non-political
- Avoid speculation or unverified information
- Comply with GDPR and confidentiality requirements
- Use clear, accessible language
- Provide bilingual content in line with the Council's Welsh Language Standards

5.4 Moderation

The Council reserves the right to hide or remove comments that:

- Contain abusive, discriminatory, or threatening language
- Include personal data
- Are defamatory or false
- Promote commercial products
- Are irrelevant spam

A record of removed comments will be kept.

6. Councillors' Use of Social Media



6.1 Acting in an Official Capacity

Councillors must follow the **Members' Code of Conduct** when:

- Identifying themselves as councillors
- Discussing Council business
- Commenting on matters where the public may reasonably assume they speak as councillors

The WLGA guidance highlights that councillors are personally responsible for what they publish online and must avoid disrespect, disclosure of confidential information, harassment, or discriminatory content .

6.2 Political Use

Councillors may use personal accounts for political expression, but:

- Must not use Council resources for political campaigning
- Must not imply Council endorsement
- Must avoid predetermination in planning or licensing matters

6.3 Interaction with the Public

Councillors should:

- Engage respectfully
- Avoid online arguments
- Block or mute users only when necessary (e.g., harassment)
- Report abusive behaviour to the Clerk if it relates to Council business

7. Employees' Use of Social Media

Employees must:

- Not express political views when posting in a work capacity
- Not disclose confidential or personal information
- Not comment publicly on internal Council matters
- Maintain professional boundaries with residents and councillors

Personal accounts must not be used to conduct Council business unless authorised.

8. Legal and Regulatory Compliance

8.1 Data Protection



Posts must comply with the **UK GDPR** and **Data Protection Act 2018**.

Personal data must not be shared without consent.

8.2 Defamation

False statements that harm a person's reputation may result in legal action.

Retweeting or sharing defamatory content can carry the same liability as creating it.

8.3 Copyright

Images, videos, and text must not be used without permission.

8.4 Welsh Language Standards

All official Council posts must comply with the Council's Welsh Language Scheme.

8.5 Elections

During the pre-election period ("purdah"), official accounts must remain strictly non-political.

9. Security

- Passwords for official accounts must be strong and stored securely.
- Access must be limited to authorised staff.
- Two-factor authentication should be used where available.
- Lost or compromised account access must be reported immediately.

10. Breaches of this Policy

Breaches may result in:

- Removal of posting privileges
- Disciplinary action (for employees)
- Referral to the Monitoring Officer (for councillors)
- Termination of contracts (for contractors)

11. Review

This policy will be reviewed every two years, or sooner if legislation or Council operations change.





Langstone Community Council: Health and Safety Policy

Adopted: 10/02/2026

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Signed:



1. Statement of Intent

Langstone Community Council (“the Council”) is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of its employees, councillors, volunteers, contractors, and members of the public who may be affected by its activities.

The Council recognises its duties under the **Health and Safety at Work etc. Act 1974** and associated regulations, and will take all reasonable steps to provide a safe working environment and safe systems of work.

The Council will:

- Provide and maintain safe premises, equipment, and working conditions
- Assess and manage risks arising from Council activities
- Provide information, instruction, training, and supervision
- Consult employees on health and safety matters
- Review this policy regularly and update it as necessary

Responsibility for implementing this policy rests with the Council as a corporate body.

2. Scope

This policy applies to:

- All Council employees
- All councillors undertaking Council business
- Volunteers acting on behalf of the Council
- Contractors engaged by the Council
- Members of the public interacting with Council services or premises

3. Responsibilities

3.1 The Council

The Council will:

- Ensure compliance with relevant health and safety legislation
- Allocate sufficient resources for health and safety management
- Approve and review this policy at least every two years
- Ensure risk assessments are completed and acted upon

3.2 Clerk / Responsible Officer

The Clerk will:



- Implement the policy on a day-to-day basis
- Maintain health and safety records, including risk assessments and accident logs
- Ensure employees receive appropriate training
- Report notifiable incidents under **RIDDOR 2013**
- Liaise with contractors to ensure safe working practices

3.3 Employees

Employees must:

- Take reasonable care of their own health and safety
- Follow safe working procedures and training
- Report hazards, defects, and incidents promptly
- Use equipment correctly and safely

3.4 Councillors

Councillors must:

- Consider health and safety implications when making decisions
- Follow safe practices during Council activities and events
- Report hazards or concerns to the Clerk

3.5 Contractors

Contractors must:

- Comply with all relevant health and safety legislation
- Provide risk assessments and method statements where required
- Ensure their activities do not endanger Council staff or the public

4. Risk Assessment

The Council will undertake risk assessments in accordance with the **Management of Health and Safety at Work Regulations 1999**.

Risk assessments will cover:

- Office and administrative work
- Lone working
- Council meetings and events
- Grounds maintenance and outdoor work
- Use of contractors
- Display Screen Equipment (DSE)
- Manual handling



- Fire safety

Assessments will be reviewed annually or when circumstances change.

5. Safe Working Arrangements

5.1 Office and Administrative Work

The Council will:

- Provide suitable workstations and equipment
- Undertake DSE assessments
- Ensure electrical equipment is tested and maintained
- Provide guidance on safe manual handling

5.2 Lone Working

Where employees or councillors work alone:

- A lone working procedure will be followed
- Contact arrangements must be in place
- Risk assessments will identify appropriate controls

5.3 Council Meetings and Events

The Council will ensure:

- Venues are safe and accessible
- Fire exits are identified
- Public safety is considered in event planning
- Risk assessments are completed for community events

5.4 Contractors and Maintenance

Before work begins:

- Contractors must provide evidence of competence and insurance
- Risk assessments and method statements may be required
- Work areas must be secured to protect the public

6. Accident Reporting and Investigation

All accidents, incidents, and near misses must be recorded in the Council's accident log.



The Clerk will:

- Investigate incidents
- Take corrective action
- Report notifiable incidents to the **Health and Safety Executive (HSE)** under **RIDDOR 2013**

7. Fire Safety

The Council will:

- Maintain fire safety equipment where applicable
- Ensure evacuation procedures are in place for meetings and events
- Carry out fire risk assessments for relevant premises

8. Training

The Council will provide appropriate training, including:

- Induction training for new employees
- DSE and manual handling training
- Lone working guidance
- Event safety training where relevant

Training records will be maintained by the Clerk.

9. Monitoring and Review

The Council will:

- Review this policy every **two years** or sooner if legislation or operations change
- Monitor compliance through inspections, incident reviews, and staff feedback



Langstone Community Council: Data Protection and GDPR Policy

Adopted: 10/02/2026

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Signed:

1. Introduction

Langstone Community Council (“the Council”) is committed to protecting the rights and freedoms of individuals whose personal data it collects and processes. This policy sets out how the Council complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018).

The Council recognises its responsibilities as a Data Controller and ensures that personal data is handled lawfully, fairly, transparently, and securely.

2. Scope

This policy applies to:

- All councillors
- All employees
- Volunteers, contractors, and anyone acting on behalf of the Council

It covers all personal data processed by the Council in any format (electronic, paper, audio, visual, or otherwise).

3. Key Definitions

- Personal Data: Any information relating to an identified or identifiable living individual.
- Special Category Data: Sensitive data requiring additional protection (e.g., health, ethnicity, political opinions).
- Processing: Any operation performed on personal data, including collection, storage, use, sharing, or deletion.
- Data Subject: The individual to whom the personal data relates.
- Data Controller: The organisation determining the purpose and means of processing personal data (Langstone Community Council).
- Data Processor: A third party processing data on behalf of the Council.

4. Data Protection Principles

The Council adheres to the seven principles of the UK GDPR:

Lawfulness, fairness, and transparency

1. Personal data must be processed lawfully, fairly, and in a transparent manner.

Purpose limitation

2. Data must be collected for specified, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes.

Data minimisation

3. Data collected must be adequate, relevant, and limited to what is necessary.

Accuracy

4. Personal data must be accurate and kept up to date.

Storage limitation

5. Data must not be kept longer than necessary for the purposes for which it is processed.

Integrity and confidentiality (security)

6. Personal data must be processed securely, protecting against unauthorised access, loss, or damage.

Accountability

7. The Council must be able to demonstrate compliance with all principles.

5. Lawful Bases for Processing

The Council processes personal data under one or more lawful bases defined in Article 6 of the UK GDPR, including:

- Public task
- Legal obligation
- Contract
- Consent
- Vital interests
- Legitimate interests (rarely used by public authorities)

Special category data is processed only under Article 9 conditions, such as substantial public interest or explicit consent.

6. Rights of Data Subjects

Under the UK GDPR, individuals have the following rights:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure (where applicable)
- Right to restrict processing
- Right to data portability
- Right to object
- Rights related to automated decision-making (not used by the Council)

Requests must be responded to within one month. The Council will not normally charge a fee.

7. Data Subject Access Requests (DSARs)

Individuals may request access to their personal data.

The Council will:

- Verify the identity of the requester
- Respond within one month
- Provide data in an intelligible, secure format
- Redact third-party information where necessary

Fees are only charged where requests are manifestly unfounded or excessive.

8. Data Security

The Council will implement appropriate technical and organisational measures, including:

- Password protection and access controls
- Secure storage of paper records
- Encryption where appropriate
- Shredding or secure disposal of confidential waste
- Regular data backups
- Staff training on data protection responsibilities

9. Data Breaches

A personal data breach is any incident leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.

The Council will:

- Record all breaches
- Assess risk to individuals
- Report notifiable breaches to the Information Commissioner's Office (ICO) within 72 hours
- Inform affected individuals where there is a high risk to their rights and freedoms

10. Data Sharing and Third Parties

The Council will only share personal data with:

- Organisations with a lawful basis for receiving it
- Processors who provide sufficient guarantees of compliance
- Statutory bodies where required by law

Data sharing agreements will be used where appropriate.

11. Retention and Disposal

The Council follows the Local Government Association / SLCC retention schedules.

Data will be:

- Kept only as long as necessary
- Reviewed regularly
- Disposed of securely

12. Training and Awareness

All councillors, employees, and volunteers handling personal data will receive appropriate training. Refresher training will be provided periodically.

13. Data Protection Officer (DPO)

Under the DPA 2018, community councils are not automatically required to appoint a DPO.

However, the Council will designate a responsible officer to oversee compliance and act as the point of contact for data protection matters.

14. Policy Review

This policy will be reviewed every two years or sooner if legislation or Council operations change.

Data Protection Policy Guidelines

1. Introduction

1.1 These guidelines expand on the Council's Data Protection Policy and should be read alongside it.

1.2 The UK GDPR and the Data Protection Act 2018 replaced the Data Protection Act 1998. They apply to all personal data held electronically or in structured paper filing systems.

1.3 The legislation reinforces the principles of confidentiality, accountability, and transparency.

1.4 These guidelines apply only to information relating to living individuals.

2. Responsibilities

2.1 The Council is the Data Controller and is responsible for ensuring compliance with data protection law.

2.2 A designated officer will oversee data protection compliance, maintain records of processing activities, and act as the point of contact for data protection matters.

2.3 All councillors, employees, and volunteers must follow the UK GDPR principles when processing personal data.

2.4 Any new system, process, or project involving personal data must undergo a Data Protection Impact Assessment (DPIA) where required.

2.5 Staff must report any actual or suspected data breach immediately so it can be assessed and, if necessary, reported to the ICO within 72 hours.

3. Data Collected and System Contents

3.1 Only the minimum personal data necessary for a specific purpose should be collected and retained.

3.2 Personal data must be relevant, accurate, and kept up to date. Inaccurate or outdated information must be corrected without delay.

3.3 Staff must not record unnecessary, subjective, or inappropriate comments in any system.

3.4 Special category data (e.g., health information) must only be processed where a lawful basis under Article 6 and a condition under Article 9 apply.

4. Collecting and Using Personal Data

4.1 When collecting personal data, individuals must be informed of:

- The purpose for which their data is being collected
- The lawful basis for processing
- Who it may be shared with
- How long it will be retained
- Their rights under the UK GDPR

This is normally provided through the Council's Privacy Notice.

4.2 Personal data must only be used for the purpose for which it was collected unless a new lawful basis applies and the individual has been informed.

4.3 Personal data must not be disclosed to third parties without a lawful basis or the individual's consent (unless required by law).

4.4 Staff must take care when responding to telephone or email enquiries to ensure the identity of the requester is verified.

5. Data Subject Rights and Access Requests

5.1 Individuals have rights under the UK GDPR, including access to their personal data, rectification, erasure (where applicable), restriction, and objection.

5.2 Data Subject Access Requests (DSARs):

- Must be acknowledged and completed within one month
- Cannot normally incur a fee
- Require identity verification

Must exclude or redact third-party information unless consent has been obtained

- 5.3 Systems must be designed so DSARs can be fulfilled efficiently and securely.

6. Security Measures

6.1 Appropriate technical and organisational measures must be in place, including:

- Password protection and access controls
- Secure storage of paper records
- Encryption where appropriate
- Regular backups

Secure disposal (e.g., shredding)

6.2 Personal data must only be accessed by individuals who have a legitimate need to do so.

- 6.3 Portable devices (laptops, USB drives) must be handled securely and not used to store personal data unless encrypted.

7. Data Sharing and Third Parties

7.1 Personal data may only be shared with third parties where:

- A lawful basis exists
- Sharing is necessary and proportionate

A written data processing agreement is in place (for processors)

- 7.2 Data must not be transferred outside the UK unless appropriate safeguards are in place.

8. Retention and Disposal

8.1 Personal data must be retained only for as long as necessary for the purpose for which it was collected.

8.2 The Council will follow its approved Retention Schedule.

8.3 Data must be disposed of securely to prevent unauthorised access.

9. Training and Awareness

9.1 All councillors, employees, and volunteers who handle personal data must receive data protection training.

9.2 Refresher training will be provided periodically or when legislation changes.

10. Disciplinary Action

10.1 Failure to comply with this policy and its guidelines may result in disciplinary action.

10.2 Individuals may also be personally liable under the Data Protection Act 2018 for unlawful handling of personal data.



LANGSTONE COMMUNITY COUNCIL

Councillor Co-option Policy

Introduction

Co-option of a Community Councillor can occur when:-

1. Insufficient Candidates stand for election at a normal election; or
2. A casual vacancy has arisen on the Council, and no poll (election) has been called (see below).

A casual vacancy can occur when:

- A councillor fails to make their declaration of acceptance of office at/by the proper time;
- A councillor resigns;
- A councillor dies;
- A councillor becomes disqualified; or
- A councillor fails for six (6) months to attend Council meetings or meetings of a relevant Committee.

LCC must notify Newport City Council (NCC) of a Casual Vacancy and advertise the vacancy, giving the electors an opportunity to request an election. An election is triggered when ten (10) electors write to NCC to request an election within the 14-day window.

Confirmation of Co-Option

On receipt, of written confirmation, from the Electoral Services Office of NCC, that insufficient requests for an election had been received, the casual vacancy can be filled by means of co-option, the Clerk will:

- Advertise the vacancy for 3-weeks on the Council website and notice boards and Social Media.
- Advise LCC that the Co-option Policy has been instigated.

Eligibility of Candidates

LCC is able to consider any person to fill a vacancy provided that they:

- are a British citizen, or a citizen of the Commonwealth or a qualifying EU citizen or an EU citizen with retained rights **and**:
- are a registered elector for the Langstone or Llanmartin wards; or
- have resided in the Langstone or Llanmartin wards for the past 12 months or rented/tenanted land or other premises in the wards;
- have a principal place of work in Langstone or Llanmartin wards; or
- live within 3 miles of the ward boundaries.



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There are certain disqualifications for being co-opted (or elected) as a councillor, of which the main ones are ([see Local Government Act 1972](#)):

- Holding a paid office under the local authority;
- Bankruptcy;
- Having been sentenced to a term of imprisonment (suspended or not) of not less than three (3) months, without the option of fine during previous 5 years: and
- Being disqualified under the enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

Applications

Members may point out the vacancies and the process to any qualifying candidate(s).

Although there is no Statutory Requirement to do so, candidates will be requested to:

- Submit information about themselves, by way of completing a short application form.
- Confirm their eligibility for the position of Community Councillor within the statutory rules.

The form and declaration are available on the [LCC website Policy page](#) and should be returned to the clerk (preferably by e-mail) by the deadline set in the Co-option invite.

Following receipt of the candidates' applications, the next suitable Council meeting (which could be an Ordinary Meeting or a special convened Co-Option meeting) will have an agenda item "To receive applications for the office of Community Councillor and to Co-opt a candidate(s) to fill existing vacancy(s)"

Copies of the candidates' applications will be circulated to all Councillors as they are received by the Clerk (and at least 3 clear days prior to the meeting of full Council) when the Co-option will be considered. All such documents will be treated by the Clerk and all Councillors as Strictly Private & Confidential.

Candidates will be sent the full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of LCC. Candidates will also be informed of the Co-option meeting process and that they will be invited to speak about their application at the meeting.



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Co-option Meeting

The process will involve

Step	Duration (mins)	Candidate Present	Public Present
Candidate Interview	10-15	YES	NO
Initial assessment by Cllr (per candidate)	5	NO	NO
Discussion (if needed with multiple candidates)	5-10	NO	NO
Personal statement to Council /Public	2/ candidate	YES (all)	YES
Vote for Co-option (secret ballot)	N/A	YES	YES

For a candidate to be elected to LCC, it will be necessary to secure an absolute majority of votes cast i.e. 50% + 1 of the votes available at the meeting.

The votes will be collected by the Clerk and checked to see if an absolute majority has been achieved. If there are more than two candidates and there is no candidate with an overall majority in the first round, the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes, the Chair of the meeting has a casting vote.

After the vote has been concluded, the Chairman will declare the successful candidate duly elected and after signing their declaration of acceptance of office, may take their seat immediately.

The Clerk will notify Electoral Services of the new Cllr Appointment.

If insufficient candidates come forward for co-option, the process should continue, whereby the vacancies are again advertised



Model Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.