


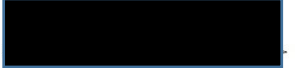




**PROCEDURE FOR EXERCISE OF PUBLIC RIGHTS DURING THE COVID-19 PANDEMIC**

	<b>NAME</b>	<b>TITLE</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Authors</b>	<b>Kelly Pickard &amp; Brenda O'Dowd</b>	<b>Parish Clerk Parish Council Vice-Chair</b>	 	<b>17/07/2020</b>
<b>Reviewer</b>	<b>Geoffrey Curran</b>	<b>Parish Councillor</b>		<b>19/07/2020</b>
<b>Authoriser</b>	<b>Roger Atterwill</b>	<b>Parish Council Chair</b>		<b>21/07/2020</b>

<b>Effective Date:</b>	<b>21/07/2020</b>
<b>Review Date:</b>	<b>26/09/2020</b>

<b>READ BY</b>			
<b>NAME</b>	<b>TITLE</b>	<b>SIGNATURE</b>	<b>DATE</b>



## **1. PURPOSE**

Under the provisions of the Local Audit and Accountability Act 2014, local residents have a legal right to inspect, ask questions about, and challenge the accounts of the Parish Council.

## **2. INTRODUCTION**

During the COVID-19 pandemic, the Parish Council must make provision for the public to exercise their rights in a way that makes the viewing and handling of these physical documents as safe as possible. The inspection will take place in the main hall of the village hall. The use of social distancing, sanitising, hand washing and limiting the number of visitors will reduce the risk of infection. See Swanton Morley Parish Council Covid-19 Risk Assessment – Exercise of Public Rights.

## **3. SCOPE**

The file containing the annual accounts and supporting documents.

No other documents will be available for inspection.

## **4. RESPONSIBILITIES**

Parish Clerk – host the inspection for the members of the public

Councillor(s) – support the Clerk and be present for the duration of the inspection

## **5. SPECIFIC PROCEDURE**

- A. Parish Clerk will notify the public that the annual accounts are available for inspection between and including 17<sup>th</sup> August 2020 and 25<sup>th</sup> September 2020.
- B. Local Residents will book an appointment with the Clerk to view the documents.
- C. Each appointment will be for a maximum of two hours.
- D. Parish Clerk will arrange for at least one other Councillor to be in attendance
- E. Hand sanitiser must be used on entering the village hall immediately before handling the documents, and again on leaving the village hall
- F. Members of the Public, Parish Clerk and Councillors must wear their own face masks or face coverings when in the Village Hall.
- G. Latex gloves will be provided for use for anyone inspecting and touching the documents. If a parishioner has an allergy to latex, cotton gloves may also be worn but must be provided by the parishioner
- H. There will be a 24 hour period in between appointments to minimise the spread of COVID-19.
- I. Any further information, or more detailed inspection of individual documents can be accommodated via a Microsoft Teams meeting, where Parish Clerk will share the document on screen.



- J. Parish Clerk to keep a record of who has visited the village hall, the time and date of the visit and also which documents were inspected. The record will be in alignment with the Parish Council's GDPR responsibilities.
- K. Parish Clerk to keep a record of all queries, questions and challenges.

## **6. INTERNAL AND EXTERNAL REFERENCES**

### **6.1 Internal References**

Swanton Morley Parish Council Covid-19 Risk Assessment - Exercise of Public Rights

### **6.2 External References**

Local Audit and Accountability Act 2014

## **7. CHANGE HISTORY**

<b>Procedure Title and Version</b>	<b>Effective Date</b>	<b>Significant Changes</b>	<b>Previous Version No.</b>
<b>Procedure for exercise of public rights during the COVID-19 pandemic v1.0</b>	<b>17/07/2020</b>	<b>Initial version</b>	<b>N/a</b>
<b>Procedure for exercise of public rights during the COVID-19 pandemic v1.1</b>	<b>17/07/2020</b>	<b>2. Introduction has additional wording, "The inspection will take place in the main hall of the village hall". Add wording, "their own" to 5E. Remove "have" from 5G.</b>	<b>1.0</b>
<b>Procedure for exercise of public rights during the COVID-19 pandemic v1.2</b>	<b>20/07/2020</b>	<b>Amendments and clarifications; added time limit of 2 hours per appointment and reference to GDPR responsibilities.</b>	<b>1.1</b>