

Botus Fleming Parish Council – Action Plan3

AIM 3: Compliance with Administration Law & Contracts

Objective	Action	Responsibility	Completion Date
<u>ADMINISTRATION</u>			
Data Protection to meet Regulations ¹	Review and update Data Protection as required. Initial compliance complete May 2018	Parish Clerk is the Monitoring Officer (Data protection & GDPR)	On-going function for the Council. Consultation with Council Website provider
Processing of personal data according to Law ¹	Sensitive handling of information	Parish Clerk and the Council	On-going function for the Council
Subscriptions ² to professional bodies – CALC / SLCC / ICO providing access to advice and training	Approval by the Council to meet annual subscription costs	Parish Clerk and the Council	Annual review and budget provision for subscription fees ²
<u>CONTRACTS</u>			
To manage the grass cutting Contract ³ for the recreation field, sunnysbanks and the roundabout. Hedges and verges maintenance.	Tender contract in draft for December 2020. Contract Tender procedure document adopted 26 th August 2020	Parish Clerk and the Council	Commence Tender process December 2020 as 4 year contract ends March 2021. Review of tenders and awarding of the new contract 2021

Provision of Dog & Litter bins ⁴ . Regular emptying and cleansing.	Monitor contracts. Response to complaints regarding dog fouling and litter, Engage Community Action Team for litter picking when required.	Parish Council	Annual renewal of dog bin cleansing Contract April 2021. Budget provision to review number of bins and further purchases
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For adoption 9th December 2020
 Review November 2021

Legislation referred to in the text:-

¹ Data Protection Act 1998

² (LG) Finance Act 1992 Chapter IV Section 42a (precept) & Sections 32 & 32(4) (budgets)

³ Standing Order 19 a (v), c, d & f

Financial Regulations 1.105 (b), (f) & (h)

Local Government (Contracts) Act 1997

(LGA) 1972 s.111 (1) subsidiary powers of local authorities

Public Contracts Regulations 2015 (SI 2015 No.102) 113

(LGA) 1972 s.135

Public Contracts Regulations 2015 (SI 2015 No. 102) 6 (1)

Public Contracts Regulations 2006 (SI No.5) amended & Utilities Contracts Regulations

2006 (SI No.6) amended

(LGA) 1988 s.20

(LGA) 1988 ss. 17 & 19

(LGA) 1999 section 3 (1)

⁴ Litter Act 1983 ss 5 & 6

