



NORFOLK LOCAL ACCESS FORUM

Date: **Wednesday 20 January 2016**

Time: **10:30am**

Venue: **Cranworth Room, County Hall, Norwich**

Membership:

Stephen Agnew
Chris Allhusen (Vice-Chairman)
Tim Bennett
Julie Brociek-Coulton
Karen Buchanan
Seamus Elliott
Ross Haddow
David Hissey
Stephanie Howard
Thomas Love

Kate MacKenzie
Ann Melhuish
John Miles
Ian Monson
Fiona Prevett
Don Saunders (Chairman)
George Saunders
Martin Sullivan
Mike Taylor
Ray Walpole

**For further details and general enquiries about this Agenda
please contact Nicola LeDain, Committee Officer:
on 01603 223053
or email committees@norfolk.gov.uk**

A G E N D A

1. **Apologies**
2. **Election of Chairman**
3. **Election of Vice-Chairman**
4. **Minutes**

(Page 4)

To confirm the minutes of the meeting held on 14th October 2015.

5. **Declarations of Interest**

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter.

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an **Other Interest** in a matter to be discussed if it affects:

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

If that is the case then you must declare such an interest but can speak and vote on the matter.

6. **To receive any items of business which the Chairman decides should be considered as a matter of urgency**
7. **Public Question Time**

Ten minutes for questions from members of the public of which due notice has been given.

Please note that all questions must be received by the Committee Officer by 5pm on **Friday 15 October 2016**. Please submit your question(s) to the person named on the front of this agenda.

8. **Recruitment of Norfolk Local Access Forum (NLAF) Members**
Report by Kirsty Webber-Walton, Trails Officer (Development)

(Page 9)

- 9. Improving Countryside Access Together in Norfolk (ICAT)** (Page 10)
Presentation by John Jones, Countryside and Coastal Manager and Seamus Elliott
- 10. Permissive Paths Agreement** (Page 60)
Discussion led by Andrew Hutcheson, Countryside Manager (Trails and Projects)
- 11. Joint LAF Sub-Committee** (Page 63)
Discussion led by Russell Wilson, Senior Trails Officer (Infrastructure)
- 12. Countryside Access Improvement Plan** (Page 65)
Presentation by Kirsty Webber-Walton, Trails Officer
- 13. Walking and Cycling Strategy Consultation** (Page 74)
Report by Andrew Hutcheson, Countryside Manager (Trails and Projects)
- 14. Explore More Coast** (Page 75)
Presentation by Russell Wilson, Senior Trails Officer (Infrastructure)
- 15. Regional Access Forum (15 December 2015)** (Page 92)
Report by Seamus Elliott

Date Agenda Published: 12 January 2016

Chris Walton
Head of Democratic Services
County Hall
Martineau Lane
Norwich NR1 2DH



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Norfolk County Council

NORFOLK LOCAL ACCESS FORUM

Minutes of the Meeting held on 14 October 2015
at 10.30am at County Hall, Norwich

Present:

Don Saunders (Chairman)
Chris Allhusen
Seamus Elliott
David Hissey
Stephanie Howard
Allan Jones
Ann Melhuish
John Miles
Fiona Prevett
George Saunders
Martin Sullivan
Ray Walpole
Hilary Cox

Representing:

Countryside and Leisure Users
Land Owners / Managers
Wider Interests
Wider Interests
Countryside and Leisure Users
Countryside and Leisure Users
Wider Interests
Other Interests
Other Interests
Other Interests
Countryside and Leisure Users
Countryside and Leisure Users
Norfolk County Council

Officers Present:

| | |
|----------------------|---|
| Andrew Hutcheson | Countryside Manager (Trails and Projects) |
| John Jones | Countryside and Coastal Manager |
| Kirsty Webber-Walton | Trails Officer (Development) |
| Matt Worden | Maintenance Projects Manager |
| David Yates | Senior Trails Officer (Development) |
| Nicola LeDain | Committee Officer |

1. Apologies

- 1.1 Apologies were received from Julie Brociek-Coulton, Karen Buchanan, Ross Haddow, Ian Monson, Mike Taylor, Kate Mackenzie, John Miles and David Hissey

2. Minutes

- 2.1 The minutes of the meeting held on 8 July 2015 were agreed and signed as an accurate record, subject to a small amendment on page 6.

3. Declarations of Interest

- 3.1 There were no interests declared.

4. Items of Urgent Business

- 4.1 There were no items of urgent business.

5. Public Question Time

5.1 There were no public questions.

6. Coastal Access: England Coast Path Update

6.1 The Forum received the annexed report (6) which updated them on the progress to develop the England Coast Path and work towards completion of the entire route in Norfolk. The Forum also received a presentation which is attached as an appendix.

6.2 The Forum felt it was important to keep the quality of the walking experience and this would be maintained if the route along the shingle beach was the named route. The Forum suggested that both options could be made routes as a circular walk could be created. This would allow people to choose an easier route which was without shingle.

6.3 The Forum heard that Norfolk Wildlife Trust had some concerns over conservation regarding the route through their reserve.

6.4 The Forum agreed that the on-shore route would be preferred unless the inland route provided an experience for multi-users, which included wheelchair users. It was suggested that this route could be signposted as well.

6.5 Natural England agreed to report back to the LAF when more decisions had been made.

7. Ramblers Big Pathwatch

7.1 The Forum received the annexed report (7) which updated them on the Ramblers Big Pathwatch.

7.2 The Forum heard that the ramblers were surveying public rights of way and sending reports to the County Council on them. Over 600 had been received to date.

7.3 The Forum **AGREED** to

- Note the report.

8. Historic Rights of Way: 2026

8.1 The Forum received the annexed report (8) which informed them that the Deregulation Act received Royal Assent on 26 March 2015. It contained a miscellany of provisions, only some of which are deregulatory, relating among other things to apprenticeships and premises licencing. However, chapter 20, subsections 20-26 related to rights of way and section 21 takes a further step towards the 2026 cut-off date on historic definitive map modification order applications.

8.2 The Forum were concerned at how this information had been circulated to communities and individuals. It was agreed that the information would be sent to Norfolk Association of Local Council who would be able to distribute it to all parish council clerks. Matt Worden offered to put a briefing note together and to forward this information on for distribution to all local councils. Matt Worden confirmed that the Definitive Map Team were currently dealing with 29 modification orders.

- 8.3 The Forum **AGREED** to;
- Note the report.

9. Permissive Access Network

- 9.1 The Forum received the annexed report (9) which informed them of the background to the maintaining of the permissive access routes following the reduction in the capacity of the County Council to maintain these paths.
- 9.2 The Forum **AGREED** to;
- Set up a landowners sub-group to agree an approach for the way forward.

10. Countryside Access Improvement Plan (CAIP): Action Plan

- 10.1 The Forum received the annexed report (10) which updated them on the action plan that had been produced following the strategic review of Norfolk's Rights of Way Improvement Plan which was agreed by Environment, Transport and Development Committee in July 2015.
- 10.2. The Forum heard that following the sign-off of the action plan by the sub-group, it would continue to be reviewed in more detail. Reports would be presented to the LAF periodically with a full update once a year for agreement by the LAF.
- 10.3 It was suggested that a Norfolk plan would need to involve all the relevant parties such as the Broads Authority.
- 10.4 The Forum **AGREED** to the approach as outlined in the report;
- Regular small-scale reviews by working group, officers and partners.
 - An annual review by the LAF.

11. Improving Countryside Access Together in Norfolk (ICAT Norfolk)

- 11.1 The Forum received the annexed report (11) and presentation (attached as an appendix) which informed the Forum that ICAT Norfolk had been set up to provide complementary environmental services for the community with access to funding not available to a local authority.
- 11.2 Officers required feedback from the LAF about the priorities for the ICAT and the future agendas.
- 11.3 The LAF expressed a wish for ICAT to take advantage of the expertise that members of the LAF had when looking at specific topics.
- 11.4 The Forum **AGREED** to;
- Note the report.

12. Marriott's Way: Improvement Plan and Projects

- 12.1 The Forum received the annexed report (12) which updated the Forum on an improvement and delivery plan for the Trail to cover the next ten years as it was the most well-used long distance trail in Norfolk.
- 12.2 The Forum also received a presentation on the improvements which is attached as an appendix.

- 12.3 The Forum **AGREED** to;
- Note the report and presentation.

13. Update on the National Trail Partnership

- 13.1 The Forum received the annexed report (13) which reported that the Norfolk National Trail Partnership had a draft National Trail Improvement and Delivery Framework document which was currently out for consultation and closed on 31st October 2015.
- 13.2 The Forum heard that the main activities were due to improve the engagements of walkers and cyclists.
- 13.3 Concern was expressed at the legislation which related to open spaces and it was agreed that the LAF would write to the Councillors who were members of the LAF to escalate this.
- 13.4 The Forum **AGREED** to;
- Note the report.

14. Update on the Walking and Cycling Group

- 14.1 The Forum received the annexed report (14) which introduced the Chairman of the working group who gave an update on the work to date and the planned next steps.
- 14.2 The Chairman of the Group gave an update on the meetings that had taken place.
- 14.3 The Forum **RESOLVED** to;
- Note the draft Cycling and Walking Action Plan and provide feedback.

15. Explore More Coast

- 15.1 The Forum received the annexed report (15) which explained that the Explore More Coast project had the aim of safeguarding existing jobs on the North-East and Eastern Coast of Norfolk as well as creating new ones by encouraging more visitors to the area. Visitors would be encouraged to use the new Norfolk coast Path between Weybourne and Sea Palling and the additional section of coastal access to Hopton that had been signed off by the secretary of state on 28 September 2015.
- 15.2 The Forum **NOTED** the report.

16. Multi-use Access and Planning

- 16.1 This item was deferred to a future meeting.

17. Report from the Sports and Physical Activity Euromeet in Northern Ireland

- 17.1 The Forum received the report from LAF member, Seamus Elliott who attended the Sports and Physical Activity Euromeet in Northern Ireland.
- 17.2 The Forum **NOTED** the report.

18. Future Meeting Dates

18.1 The future meeting dates are as follows:

| Date | Time | Venue |
|-----------------|-------------|-----------------------------|
| 20 January 2016 | 10:30am | Cranworth Room, County Hall |
| 20 April 2016 | 10:30am | Edwards Room, County Hall |
| 6 July 2016 | 10:30am | Edwards Room, County Hall |
| 12 October 2016 | 10:30am | Edwards Room, County Hall |

The meeting closed at 1.30pm.

CHAIRMAN



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Norfolk Local Access Forum

Item No. 8.

| | |
|---|---|
| Report title: | Recruitment of Norfolk Local Access Forum (NLAF) Members |
| Date of meeting: | 20 January 2016 |
| Responsible Chief Officer: | Kirsty Webber-Walton |
| Strategic impact The LAF is recruiting to redress the balance of interests represented since the end of the last term for members. It is important that a good variety of interests are represented to ensure that strategic development is inclusive across countryside users and considers the wider benefits that the access network provides. | |

Executive summary

There are 7 vacancies on the Norfolk LAF. The Forum may have a minimum of 10 and a maximum of 22 members.

Recruitment is currently taking place and the deadline for applications is Friday 12th February 2016.

This is being advertised in local media (including Norfolk Trails and NCC social media) and on the NLAF website.

All applications, including those received from existing members, will be assessed fairly and consistently; successful applicants will be informed of their appointment following the Environment, Development and Transport Committee date where recommended LAF members will be approved. Committee takes place on 11th March 2016.

Recommendations: For information. Members may wish to recommend the opportunity to suitable individuals.

Officer Contact

If you have any questions about matters contained or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

If you have any questions about matters contained in this paper please get in touch with:

Officer Name: Kirsty Webber-Walton Tel No: 01603 222764

Email address: kirsty.webber-walton@norfolk.gov.uk



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Norfolk Local Access Forum

Item No. 9.

| | |
|--|---|
| Report title: | Improving Countryside Access Together in Norfolk (ICAT) |
| Date of meeting: | 20 January 2016 |
| Responsible Chief Officer: | John Jones (Presentation by Seamus Elliott & John Jones) |
| Strategic impact ICAT Norfolk will undertake access improvement projects that benefit community health and wellbeing and the environment in terms of understanding and preservation. Funding will be sought from streams that would not be accessible to Norfolk County Council. | |

Executive summary

Three decisions to be made:

1. Authorisation of Employment Contract (NPLaw) (see attached information).
2. Will ICAT operate separately from NLAF or be proceeding on behalf of NLAF?
3. In principal, are you happy for us to register and procure a Payroll Contractor?

Payroll contract:

- We have had two quotations to date from Backroom Charity and Annabelle Darkins (independent).
- We are waiting for a quote from NCC payroll.
- Please refer to the attached quotations and correspondence for more information on this process to date.

Following on from the last workshop (Marketing ICAT) a Brand & Identity Brief has been written and agreed with the Trustees (see attached).

In short, the Brief outlines the need for a brand and identity to be created in order for ICAT to connect with a wide range of audiences. This includes logo design, technical specification, colour palette, strapline, design and templates (which can be used across all channels i.e. website, letterhead, clothing, banners etc).

Please see attached for a detailed timeline of when this work will be achieved by.

Recommendations: The LAF agree to the above three questions.

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

Officer Name: John Jones **Tel No:** 01603 222774

Email address: john.jones@norfolk.gov.uk

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On Headed Notepaper of ICAT
[DATE]

Dear [EMPLOYEE'S NAME]

Contract of employment

This letter is your contract of employment and contains a statement of the applicable terms of your employment as required by section 1 of the Employment Rights Act 1996.

1. COMMENCEMENT OF EMPLOYMENT

- 1.1 Your employer is ICAT . Your employment with the Company commenced on [insert date]
- 1.2 The first six months of your employment shall be a probationary period and your employment may be terminated during this period at any time on one week's prior notice. We may, at our discretion, extend this period for up to a further six months. During this probationary period your performance and suitability for continued employment will be monitored. At the end of your probationary period you will be informed in writing if you have successfully completed your probationary period.

2. JOB TITLE

- 2.1 You are employed as [JOB TITLE] and report to [NAME]. [Your duties are set out in the attached job description.]
- 2.2 You may be required to undertake other duties from time to time as we may reasonably require.
- 2.3 You warrant that you are entitled to work in the UK without any additional approvals and will notify the Company immediately if you cease to be so entitled at any time during your employment with the Company.
- 2.4 You shall not work for anyone else while you are employed by the Company.

3. PLACE OF WORK

- 3.1 Your normal place of work is [LOCATION] or such other place within Norfolk as we may reasonably determine.

4. SALARY

- 4.1 Your [basic] salary is £[AMOUNT] per year which shall accrue from day to day and be payable [monthly] in arrears [on or about the [DATE] of each month] directly into your bank or building society account.
- 4.2 [Your salary will be reviewed annually and may be increased from time to time at the Company's discretion without affecting the other terms of your employment. There is no obligation to award an increase. There will be no review of the salary after notice has been given by either party to terminate your employment.]
- 4.3 We shall be entitled to deduct from your salary or other payments due to you any money which you may owe to the Company at any time.

5. HOURS OF WORK AND RULES

- 5.1 Your normal hours of work are between [TIME] and [TIME] [Mondays] to [Fridays] inclusive with a lunch break of one hour. You may be required to work such additional hours as may be necessary for the proper performance of your duties without extra remuneration.
- 5.2 You are required at all times to comply with our rules, policies and procedures in force from time to time[including those contained in the Staff Handbook, [a copy of which has been given to you **OR** which is available from [POSITION] **OR** which is available on our intranet]].

6. HOLIDAYS

- 6.1 The Company's holiday year runs between [DATE] and [DATE]. If your employment starts or finishes part way through the holiday year, your holiday entitlement during that year shall be calculated on a pro-rata basis [rounded up to the nearest [whole **OR** half] day].
- 6.2 You are entitled to [NUMBER] days' paid holiday during each holiday year or the pro rata equivalent if you work part time. [This includes **OR** In addition you are entitled to take] [the usual] public holidays [in England and Wales] [or a day in lieu where we require you to work on a public holiday].
- 6.3 You shall give at least [NUMBER] weeks' notice of any proposed holiday dates and these must be agreed by [POSITION] in writing in advance. [No more than [NUMBER] days' holiday may be taken at any one time unless prior consent is obtained from [POSITION].] We may require you to take (or not to take) holiday on particular dates, including during your notice period.

- 6.4 You cannot carry forward [more than [NUMBER] days of] untaken holiday from one holiday year to the following holiday year [except as set out in our holidays policy which is available [on the intranet **OR** from [POSITION]] **OR** unless you have been prevented from taking it in the relevant holiday year by one of the following: a period of sickness absence or statutory maternity leave[, paternity, adoption, parental or shared parental leave]. In cases of sickness absence, carry-over is limited to four weeks' holiday per year less any leave taken during the holiday year that has just ended. Any such carried over holiday which is not taken within eighteen months of the end of the relevant holiday year will be lost].
- 6.5 We shall not pay you in lieu of untaken holiday except on termination of employment. The amount of such payment in lieu shall be [1/260th of your [full-time equivalent] salary for each untaken day of your entitlement.[However, if we have dismissed you or would be entitled to dismiss you under clause 8.3 or you have resigned without giving the required notice, such payment in lieu shall be limited to your statutory entitlement under the Working Time Regulations 1998, and any paid holidays (including paid public holidays) taken shall be deemed first to have been taken in satisfaction of that statutory entitlement.
- 6.6 If you have taken more holiday than your accrued entitlement at the date your employment terminates, we shall be entitled to deduct the excess holiday pay from any payments due to you calculated at 1/260th of your salaryfor each excess day.

7. INCAPACITY

- 7.1 If you are absent from work due to incapacity, you must notify [POSITION] of the reason for your absence as soon as possible but no later than [TIME] on the first day of absence.
- 7.2 You shall certify your absence in accordance with [the Company sickness policy] which is available [on the intranet **OR** from [POSITION]].
- 7.3 Subject to your satisfying the relevant requirements you shall receive Statutory Sick Pay (**SSP**). Your qualifying days for SSP purposes are [Monday] to [Friday].

OR

Subject to your compliance with this agreement and the Company sickness policy (as amended from time to time) [and subject to clause **Error! Reference source not found.**], you shall receive sick pay in accordance with the Company sickness policy which is available [on the intranet **OR** from [POSITION]].

OR

After you have completed [[NUMBER] month[s'] continuous service **OR** your probationary period], subject to your compliance with this agreement [and subject to clause **Error! Reference source not found.**], you shall be entitled to receive your full salary and contractual benefits during any periods of sickness absence up to a maximum of [NUMBER] weeks in any [NUMBER]-week period. Those payments shall be inclusive of any SSP due.

OR

After you have completed [[NUMBER] month[s'] continuous service **OR** your probationary period], subject to your compliance with this agreement[and subject to clause **Error! Reference source not found.**], you shall be entitled to receive contractual sick pay. Contractual sick pay is inclusive of any SSP that may be due for the same period, and is paid on the following basis:

| | |
|--------------------------------------|---|
| Less than one year's service: | [Six] weeks' full pay [and [six] weeks' half pay] in any [12]-month period. |
| One to two years' service: | [13] weeks' full pay [and [13] weeks' half pay] in any [12]-month period. |
| Two years' service or more: | [26] weeks' full pay in any 12-month period. |

[Pension contributions will continue as normal while you are paid at the full rate in accordance with clause 7.3. If your pay during any period of incapacity is reduced or you are paid SSP only, the level of contributions in respect of your membership of the [NAME] Pension Scheme may continue, subject to the relevant pension scheme rules in force at the time of your absence.]

- 7.4 You agree to consent to a medical examination (at the Company's expense) by a doctor nominated by the Company should the Company so require. You agree that any report produced in connection with any such examination may be disclosed to the Company and the Company may discuss the contents of the report with the relevant doctor.
- 7.5 If a period of absence due to incapacity is or appears to be occasioned by actionable negligence, nuisance or breach of any statutory duty on the part of a third party in respect of which damages are or may be recoverable, you shall immediately notify the Company of that fact and of any claim, settlement or judgment made or awarded in connection with it and all relevant particulars that the Company may reasonably require. You shall, if required by the Company, co-operate in any related legal proceedings and refund to the Company that part of any damages or compensation recovered by you relating to the loss of earnings for the period of absence as the Company may reasonably determine less any costs borne by you in connection with the recovery of such damages or compensation, provided that the amount to be

refunded shall not exceed the total amount paid to you by the Company in respect of the period of absence.

8. TERMINATION AND NOTICE PERIOD

8.1 After successful completion of the probationary period referred to in clause 1.1, the prior written notice required from you or the Company to terminate your employment shall be as follows:

- (a) in the first five years of continuous employment: [one calendar month's] notice; and
- (b) after five complete years: one week for each complete year of continuous employment up to a maximum of 12 weeks' notice.

8.2 We may at our discretion terminate your employment without notice and make a payment of basic salary in lieu of notice.

8.3 We shall be entitled to dismiss you at any time without notice [or payment in lieu of notice] if you commit a serious breach of your obligations as an employee, or if you cease to be entitled to work in the United Kingdom.

9. DISCIPLINARY AND GRIEVANCE PROCEDURES

9.1 Your attention is drawn to the disciplinary and grievance procedures applicable to your employment, which are [contained in the Staff Handbook **OR** available from [POSITION]]. These procedures do not form part of your contract of employment.

9.2 If you wish to appeal against a disciplinary decision you may apply in writing to [POSITION] in accordance with our disciplinary procedure.

9.3 We reserve the right to suspend you with pay for no longer than is necessary to investigate any allegation of misconduct against you or so long as is otherwise reasonable while any disciplinary procedure against you is outstanding.

9.4 If you wish to raise a grievance you may apply in writing to [POSITION] in accordance with our grievance procedure.

10. PENSIONS

You may join such registered pension scheme as has been set up by the Company subject to satisfying certain eligibility criteria and subject to the scheme rules as amended from time to time. Full details of the scheme are available from [POSITION].

OR

The Company will comply with the employer pension duties in accordance with Part 1 of the Pensions Act 2008.]

- 10.1 A contracting-out certificate is [not] in force in respect of your employment.

11. COLLECTIVE AGREEMENT

[There is no collective agreement which directly affects your employment.

12. CHANGES TO YOUR TERMS OF EMPLOYMENT

We reserve the right to make reasonable changes to any of your terms of employment. You will be notified in writing of any change as soon as possible and in any event within one month of the change.

13. CONFIDENTIAL INFORMATION

- 13.1 You shall not use or disclose to any person either during or at any time after your employment with the Company any confidential information about the business or affairs of the Company [or any of its business contacts], or about any other matters which may come to your knowledge in the course of your employment. For the purposes of this clause 13, **confidential information** means any information or matter which is not in the public domain (except as a result of your breach of this agreement) and which relates to the affairs of the Company [or any of its business contacts].

- 13.2 The restriction in clause 13.1 does not apply to:

- (a) prevent you from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996; or
- (b) use or disclosure that has been authorised by the Company, is required by law or by your employment.

14. COMPANY PROPERTY

- 14.1 All documents, manuals, hardware and software provided for your use by the Company, and any data or documents (including copies) produced, maintained or stored on the Company's computer systems or other electronic equipment (including mobile phones), remain the property of the Company.

- 14.2 Any Company property in your possession and any original or copy documents obtained by you in the course of your employment shall be returned to [POSITION]

at any time on request and in any event prior to the termination of your employment with the Company.

15. THIRD PARTY RIGHTS

No one other than you and the Company shall have any right to enforce any terms of this agreement.

Please indicate your acceptance of these terms by signing and returning to me the attached copy of this letter.

Yours sincerely,

.....

For and on behalf of [EMPLOYER]

I agree to the above terms

.....

[EMPLOYEE]

.....

Date

Full name: Grievance procedure (short form).

DATED

GRIEVANCE PROCEDURE

CONTENTS

CLAUSE

| | | |
|----|---------------------------------|---|
| 1. | About this procedure | 1 |
| 2. | Step 1: written grievance | 1 |
| 3. | Step 2: meeting | 1 |
| 4. | Step 3: appeals | 2 |

1. ABOUT THIS PROCEDURE

- 1.1 Most grievances can be resolved quickly and informally through discussion with your line manager or [POSITION]. If this does not resolve the problem you should initiate the formal procedure set out below.
- 1.2 This procedure applies to all employees regardless of length of service. [It does not apply to agency workers or self-employed contractors.]
- 1.3 This procedure does not form part of any employee's contract of employment. It may be amended at any time and we may depart from it depending on the circumstances of any case.

2. STEP 1: WRITTEN GRIEVANCE

- 2.1 You should put your grievance in writing and submit it to your line manager. If your grievance concerns your line manager you may submit it to [POSITION].
- 2.2 The written grievance should set out the nature of the complaint, including any relevant facts, dates, and names of individuals involved so that we can investigate it.

3. STEP 2: MEETING

- 3.1 We will arrange a grievance meeting, normally within [one week] of receiving your written grievance. You should make every effort to attend.
- 3.2 You may bring a companion to the grievance meeting if you make a reasonable request in advance and tell us the name of your chosen companion. The companion may be either a trade union representative or a colleague, who will be allowed reasonable paid time off from duties to act as your companion.
- 3.3 If you or your companion cannot attend at the time specified you should let us know as soon as possible and we will try, within reason, to agree an alternative time.
- 3.4 We may adjourn the meeting if we need to carry out further investigations, after which the meeting will usually be reconvened.
- 3.5 We will write to you, usually within one week of the last grievance meeting, to confirm our decision and notify you of any further action that we intend to take to resolve the grievance. We will also advise you of your right of appeal.

4. STEP 3: APPEALS

- 4.1 If the grievance has not been resolved to your satisfaction you may appeal in writing to [POSITION], stating your full grounds of appeal, within [one week] of the date on which the decision was sent or given to you.
- 4.2 We will hold an appeal meeting, normally within two weeks of receiving the appeal. This will be dealt with impartially by a [more senior] manager who has not previously been involved in the case. You will have a right to bring a companion (see paragraph 3.2).
- 4.3 We will confirm our final decision in writing, usually within one week of the appeal hearing. There is no further right of appeal.

DATED

DISCIPLINARY PROCEDURE

CONTENTS

CLAUSE

| | | |
|-----|---|---|
| 1. | About this procedure | 1 |
| 2. | Minor conduct issues..... | 1 |
| 3. | Confidentiality | 2 |
| 4. | Investigations | 2 |
| 5. | Criminal allegations | 2 |
| 6. | Suspension..... | 3 |
| 7. | Notification of a hearing..... | 3 |
| 8. | The right to be accompanied | 3 |
| 9. | Procedure at disciplinary hearings..... | 4 |
| 10. | Disciplinary penalties | 5 |
| 11. | The effect of a warning | 6 |
| 12. | Appeals..... | 6 |

1. ABOUT THIS PROCEDURE

- 1.1 The aims of this Disciplinary Procedure are to provide a framework within which managers can work with employees to maintain satisfactory standards of conduct and to encourage improvement where necessary. The standards of conduct expected of all employees are set out in the Disciplinary Rules which are contained in the Staff Handbook .
- 1.2 It is our policy to ensure that any disciplinary matter is dealt with fairly and that steps are taken to establish the facts and to give employees the opportunity to respond before taking any formal action.
- 1.3 The procedure applies to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.
- 1.4 This procedure is used to deal with misconduct. It does not apply to cases involving genuine sickness absence, proposed redundancies or poor performance. In those cases reference should be made to the appropriate policy or procedure in the Staff Handbook..
- 1.5 This procedure does not form part of any employee's contract of employment and it may be amended at any time. We may also vary this procedure, including any time limits, as appropriate in any case.

2. MINOR CONDUCT ISSUES

- 2.1 Minor conduct issues can often be resolved informally between you and your line manager. These discussions should be held in private and without undue delay whenever there is cause for concern. Where appropriate, a note of any such informal discussions may be placed on your personnel file but will be ignored for the purposes of any future disciplinary hearings. In some cases an informal verbal warning may be given, which will not form part of your disciplinary records. Formal steps will be taken under this procedure if the matter is not resolved, or if informal discussion is not appropriate (for example, because of the seriousness of the allegation).
- 2.2 If you have difficulty at any stage of the procedure because of a disability, you should discuss the situation with [Insert manager] as soon as possible.

3. CONFIDENTIALITY

- 3.1 Our aim is to deal with disciplinary matters sensitively and with due respect for the privacy of any individuals involved. All employees must treat as confidential any information communicated to them in connection with an investigation or disciplinary matter.
- 3.2 You, and anyone accompanying you (including witnesses), must not make electronic recordings of any meetings or hearings conducted under this procedure.
- 3.3 You will normally be told the names of any witnesses whose evidence is relevant to disciplinary proceedings against you, unless we believe that a witness's identity should remain confidential.

4. INVESTIGATIONS

- 4.1 The purpose of an investigation is for us to establish a fair and balanced view of the facts relating to any disciplinary allegations against you, before deciding whether to proceed with a disciplinary hearing. The amount of investigation required will depend on the nature of the allegations and will vary from case to case. It may involve interviewing and taking statements from you and any witnesses, and/or reviewing relevant documents.
- 4.2 Investigative interviews are solely for the purpose of fact-finding and no decision on disciplinary action will be taken until after a disciplinary hearing has been held.
- 4.3 You do not normally have the right to bring a companion to an investigative interview. However, we may allow you to bring a companion if it helps you to overcome any disability, or any difficulty in understanding English.
- 4.4 You must co-operate fully and promptly in any investigation. This will include informing us of the names of any relevant witnesses, disclosing any relevant documents to us and attending investigative interviews if required.

5. CRIMINAL ALLEGATIONS

- 5.1 Where your conduct is the subject of a criminal investigation, charge or conviction we will investigate the facts before deciding whether to take formal disciplinary action.
- 5.2 We will not usually wait for the outcome of any prosecution before deciding what action, if any, to take. Where you are unable or have been advised not to attend a

disciplinary hearing or say anything about a pending criminal matter, we may have to take a decision based on the available evidence.

- 5.3 A criminal investigation, charge or conviction relating to conduct outside work may be treated as a disciplinary matter if we consider that it is relevant to your employment.

6. SUSPENSION

- 6.1 In some circumstances we may need to suspend you from work. The suspension will be for no longer than is necessary to investigate the allegations and we will confirm the arrangements to you in writing. While suspended you should not visit our premises or contact any of our clients, customers, suppliers, contractors or staff, unless you have been authorised to do so by [Insert].
- 6.2 Suspension of this kind is not a disciplinary penalty and does not imply that any decision has already been made about the allegations. You will continue to receive your full salary and benefits during the period of suspension

7. NOTIFICATION OF A HEARING

- 7.1 Following any investigation, if we consider there are grounds for disciplinary action, you will be required to attend a disciplinary hearing. We will inform you in writing of the allegations against you, the basis for those allegations, and what the likely range of consequences will be if we decide after the hearing that the allegations are true. We will also include the following where appropriate:
- (a) a summary of relevant information gathered during the investigation;
 - (b) a copy of any relevant documents which will be used at the disciplinary hearing; and
 - (c) a copy of any relevant witness statements, except where a witness's identity is to be kept confidential, in which case we will give you as much information as possible while maintaining confidentiality.

- 7.2 We will give you written notice of the date, time and place of the disciplinary hearing. The hearing will be held as soon as reasonably practicable, but you will be given a reasonable amount of time, usually 5 working days, to prepare your case based on the information we have given you.

8. THE RIGHT TO BE ACCOMPANIED

- 8.1 You may bring a companion to any disciplinary hearing or appeal hearing under this procedure. The companion may be either a trade union representative or a colleague.

You must tell [Insert name]] who your chosen companion is, in good time before the hearing.

- 8.2 A companion is allowed reasonable time off from duties without loss of pay but no-one is obliged to act as a companion if they do not wish to do so.
- 8.3 If your companion is unavailable at the time a meeting is scheduled and will not be available for more than five working days afterwards, we may ask you to choose someone else.
- 8.4 We may, at our discretion, allow you to bring a companion who is not a colleague or union representative (for example, a member of your family) if this will help overcome a disability, or if you have difficulty understanding English.

9. PROCEDURE AT DISCIPLINARY HEARINGS

- 9.1 If you or your companion cannot attend the hearing you should inform us immediately and we will arrange an alternative time. You must make every effort to attend the hearing, and failure to attend without good reason may be treated as misconduct in itself. If you fail to attend without good reason, or are persistently unable to do so (for example for health reasons), we may have to take a decision based on the available evidence.
- 9.2 The hearing will be chaired by [DESCRIPTION OF PERSON WHO WILL DO THIS]. will also be present. You may bring a companion with you to the disciplinary hearing (see *paragraph 8*).
- 9.3 At the disciplinary hearing we will go through the allegations against you and the evidence that has been gathered. You will be able to respond and present any evidence of your own. Your companion may make representations to us and ask questions, but should not answer questions on your behalf. You may confer privately with your companion at any time during the hearing.
- 9.4 You may ask relevant witnesses to appear at the hearing, provided you give us sufficient advance notice to arrange their attendance. You will be given the opportunity to respond to any information given by a witness.
- 9.5 We may adjourn the disciplinary hearing if we need to carry out any further investigations such as re-interviewing witnesses in the light of any new points you have raised at the hearing. You will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.

- 9.6 We will inform you in writing of our decision and our reasons for it, usually within one week of the disciplinary hearing. Where possible we will also explain this information to you in person.

10. DISCIPLINARY PENALTIES

- 10.1 The usual penalties for misconduct are set out below. No penalty should be imposed without a hearing. We aim to treat all employees fairly and consistently, and a penalty imposed on another employee for similar misconduct will usually be taken into account but should not be treated as a precedent. Each case will be assessed on its own merits.
- 10.2 You will not normally be dismissed for a first act of misconduct, unless we decide it amounts to gross misconduct or you have not yet completed your probationary period.
- 10.3 **Stage 1 - First written warning.** A first written warning may be authorised by [insert person]]. It will usually be appropriate for a first act of misconduct where there are no other active written warnings on your disciplinary record.
- 10.4 **Stage 2 - Final written warning.** A final written warning may be authorised by [Insert person]]. It will usually be appropriate for:
- (a) misconduct where there is already an active written warning on your record; or
 - (b) misconduct that we consider sufficiently serious to warrant a final written warning even though there are no other active warnings on your record.
- 10.5 **Stage 3 - Dismissal.** Dismissal may be authorised by [Insert person]. It will usually only be appropriate for:
- (a) [any misconduct during your probationary period;]
 - (b) further misconduct where there is an active final written warning on your record; or
 - (c) any gross misconduct regardless of whether there are active warnings on your record. Gross misconduct will usually result in immediate dismissal without notice or payment in lieu of notice (summary dismissal). Examples of gross misconduct are set out in our Disciplinary Rules, which are appended to this procedure

11. THE EFFECT OF A WARNING

- 11.1 Written warnings will set out the nature of the misconduct, the change in behaviour required, the period for which the warning will remain active, and the likely consequences of further misconduct in that active period.
- 11.2 A first written warning will usually remain active for six months and a final written warning will usually remain active for 12 months. [In exceptional cases verging on gross misconduct [OR DETAILS OF COMPANY SPECIFIC MISCONDUCT WHICH MAY WARRANT INDEFINITE WARNINGS SUCH AS DANGEROUS BREACHES OF HEALTH AND SAFETY], a final written warning may state that it will remain active indefinitely.] [Your conduct may be reviewed at the end of a warning's active period and if it has not improved sufficiently we may decide to extend the active period.]
- 11.3 After the active period, the warning will remain permanently on your personnel file but will be disregarded in deciding the outcome of future disciplinary proceedings.

12. APPEALS

- 12.1 If you feel that disciplinary action taken against you is wrong or unjust you should appeal in writing, stating your full grounds of appeal, to [Insert person] within one week of the date on which you were informed of the decision.
- 12.2 If you are appealing against dismissal, the date on which dismissal takes effect will not be delayed pending the outcome of the appeal. However, if your appeal is successful you will be reinstated with no loss of continuity or pay.
- 12.3 If you raise any new matters in your appeal, we may need to carry out further investigation. If any new information comes to light we will provide you with a summary including, where appropriate, copies of additional relevant documents and witness statements. You will have a reasonable opportunity to consider this information before the hearing, and you or your companion may comment on any new evidence arising during the appeal before any decision is taken.
- 12.4 We will give you written notice of the date, time and place of the appeal hearing. This will normally be two to seven days after you receive the written notice.
- 12.5 The appeal hearing may be a complete re-hearing of the matter or it may be a review of the fairness of the original decision in the light of the procedure that was followed and any new information that may have come to light. This will be at our discretion depending on the circumstances of your case. In any event the appeal will be dealt with as impartially as possible.

- 12.6 Where possible, the appeal hearing will be conducted impartially by a [insert person] who has not been previously involved in the case. . You may bring a companion with you to the appeal hearing (see paragraph 8).
- 12.7 We may adjourn the appeal hearing if we need to carry out any further investigations in the light of any new points you have raised at the hearing. You will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.
- 12.8 Following the appeal hearing we may:
- (a) confirm the original decision;
 - (b) revoke the original decision; or
 - (c) substitute a different penalty.
- 12.9 We will inform you in writing of our final decision as soon as possible, usually within one week of the appeal hearing. Where possible we will also explain this to you in person. There will be no further right of appeal.

Full name: Disciplinary rules.

DATED

DISCIPLINARY RULES

CONTENTS

CLAUSE

| | | |
|----|------------------------|---|
| 1. | Policy statement | 1 |
| 2. | Rules of conduct | 1 |
| 3. | Misconduct | 2 |
| 4. | Gross misconduct | 2 |

1. POLICY STATEMENT

- 1.1 These Disciplinary Rules should be read in conjunction with our Disciplinary Procedure. The aim of the Disciplinary Rules and Disciplinary Procedure is to set out the standards of conduct expected of all staff and to provide a framework within which managers can work with staff to maintain those standards and encourage improvement where necessary.
- 1.2 It is our policy to ensure that any disciplinary matter is dealt with fairly and in accordance with the Disciplinary Procedure.
- 1.3 If you are in any doubt as to your responsibilities or the standards of conduct expected you should speak to your line manager [or a member of Human Resources].
- 1.4 We may amend our Disciplinary Rules at any time

2. RULES OF CONDUCT

- 2.1 While working for us you should at all times maintain professional and responsible standards of conduct. In particular you should:
 - (a) observe the terms and conditions of your contract, particularly with regard to:
 - (i) hours of work;
 - (ii) confidentiality;
 - (iii) [ANY OTHER IMPORTANT CONTRACTUAL TERMS];
 - (b) observe all our policies, procedures and regulations which are included in the Staff Handbook or notified to you from time to time by means of notice boards, e-mail, the intranet or otherwise;
 - (c) take reasonable care in respect of the health and safety of colleagues and third parties
 - (d) comply with all reasonable instructions given by managers; and
 - (e) act at all times in good faith and in the best interests of our business, customers and staff **OR** our best interests and those of our customers and staff
- 2.2 Failure to maintain satisfactory standards of conduct may result in action being taken under our Disciplinary Procedure.

3. MISCONDUCT

The following are examples of matters that will normally be regarded as misconduct and will be dealt with under our Disciplinary Procedure:

- (a) Minor breaches of our policies
- (b) Minor breaches of your contract;
- (c) Damage to, or unauthorised use of, our property;
- (d) Poor timekeeping;
- (e) Time wasting;
- (f) Unauthorised absence from work;
- (g) Refusal to follow instructions;
- (h) Excessive use of our telephones for personal calls;
- (i) Excessive personal e-mail or internet usage;
- (j) Obscene language or other offensive behaviour;
- (k) Negligence in the performance of your duties; or
- (l) Smoking in no-smoking areas.

This list is intended as a guide and is not exhaustive.

4. GROSS MISCONDUCT

4.1 Gross misconduct is a serious breach of contract and includes misconduct which, in our opinion, is likely to prejudice our business or reputation or irreparably damage the working relationship and trust between us. Gross misconduct will be dealt with under our Disciplinary Procedure and will normally lead to dismissal without notice or pay in lieu of notice (summary dismissal).

4.2 The following are examples of matters that are normally regarded as gross misconduct:

- (a) Fraud, forgery or other dishonesty, including fabrication of expense claims and time sheets;
- (b) Physical violence or serious cases of bullying;
- (c) Deliberate and serious damage to property Serious misuse of our property or name;
- (d) Deliberately accessing internet sites containing pornographic, offensive or obscene material;
- (e) Repeated or serious failure to obey instructions, or any other serious act of insubordination;

- (f) Unlawful discrimination or harassment;
- (g) Bringing the organisation into serious disrepute;
- (h) Being under the influence of alcohol, illegal drugs or other substances during working hours;
- (i) Causing loss, damage or injury through serious negligence;
- (j) Serious or repeated breach of health and safety rules or serious misuse of safety equipment;
- (k) Serious breach of confidence or Unauthorised use or disclosure of confidential information or failure to ensure that confidential information in your possession is kept secure;
- (l) Accepting or offering a bribe or other secret payment
- (m) [Accepting a gift [above the value of £[VALUE]] from a customer, supplier, contractor or other third party in connection with your employment without prior consent from your line manager;]
- (n) Conviction for a criminal offence that in our opinion may affect our reputation or our relationships with our staff, customers or the public, or otherwise affects your suitability to continue to work for us;
- (o) Possession, use, supply or attempted supply of illegal drugs;
- (p) Serious neglect of duties, or a serious or deliberate breach of your contract or operating procedures;
- (q) Knowing breach of statutory rules affecting your work;
- (r) Unauthorised use, processing or disclosure of personal data contrary to our Data Protection Policy;

[Harassment of, or discrimination against, employees, contractors, clients or members of the public, related to gender, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, disability, religion or belief or age [contrary to our Equal Opportunities Policy or our Anti-harassment and Bullying Policy];
- (s) Refusal to disclose any of the information required by your employment or any other information that may have a bearing on the performance of your duties;
- (t) Giving false information as to qualifications or entitlement to work (including immigration status) in order to gain employment or other benefits;
- (u) Knowingly taking parental, paternity or adoption leave when not eligible to do so or for a purpose other than supporting a child;
- (v) Making a disclosure of false or misleading information under Whistleblowing law maliciously, for personal gain, or otherwise in bad faith;

- (w) Serious misuse of our information technology systems (including misuse of developed or licensed software, use of unauthorised software and misuse of e-mail and the internet)[contrary to our Information and Communications Systems Policy
- (x) Undertaking unauthorised paid or unpaid employment during your working hours;]
- (y) Unauthorised entry into an area of the premises to which access is prohibited.

This list is intended as a guide and is not exhaustive.

LeDain, Nicola

From: AD Accountancy Services <annabelle@adaccountancyservices.com>
Sent: 11 January 2016 15:48
To: Waldron, Su
Subject: RE: Please can you quote for administering a payroll for a charity
Attachments: 64-8.pdf; fbi2.pdf

Hi Su

I have attached two forms which allow myself to process the RTI for you. I shall need the originals posted back to me please. Only fill in the details for PAYE, the other options on the 64-8 won't apply as I am processing your payroll only.

There are no set up costs however once I have the attached forms I shall send out a letter of engagement, outlining our agreement:

I shall need the business details:-

Name:
Address:
Paye Ref:
Accs Office Ref:

I shall also need the employee details:

Name:
Address:
DOB:
Previous P45 or current P11
Start Date:
National Insurance Number:
Paid monthly/weekly:
Full time/Part time:
Salary/Rate of pay:

I shall also need to know what is in the employment contract:

How many days holiday:
When does the holiday year start:
Do you pay sick pay or just SSP:
Any bonuses:

If you have any questions please do not hesitate to contact me.

Look forward to hearing from you.

Annabelle Darkins MAAT
AD Accountancy Services
01760 724116 / 07944 243896

From: Waldron, Su [mailto:su.waldron@norfolk.gov.uk]
Sent: 11 January 2016 12:57
To: AD Accountancy Services <annabelle@adaccountancyservices.com>
Subject: RE: Please can you quote for administering a payroll for a charity

Thanks very much Annabelle.

Do you have any other terms and conditions/caveats etc associated with this service – and are there any start up costs?

Su

From: AD Accountancy Services [<mailto:annabelle@adaccountancyservices.com>]

Sent: 11 January 2016 12:21

To: Waldron, Su

Subject: RE: Please can you quote for administering a payroll for a charity

Dear Su

Thank you for your email.

Chris is correct – I do carry out payroll services. I charge £10 per hour and can not see it taking more than that to process one employee each month.

I look forward to hearing from you

Regards

Annabelle Darkins MAAT

AD Accountancy Services

01760 724116 / 07944 243896

From: Waldron, Su [<mailto:su.waldron@norfolk.gov.uk>]

Sent: 11 January 2016 09:25

To: annabelle@adaccountancyservices.com

Subject: Please can you quote for administering a payroll for a charity

Hello Annabelle

I understand from colleagues at Norfolk County Council (Chris Upton) that you can provide administration for a basic payroll. Please can you provide me with a quote for administering a payroll for a small charity employing (initially) one member of staff? The charity is "Improving Countryside Access Together for Norfolk" and it is a CIO.

Su

Su Waldron

Community and Environmental Services

Norfolk County Council

County Hall

Norwich

NR1 2SG

(normal days of work Monday to Thursday, 8.30 - 14.30)

Direct dial telephone number 01603 222810

E-mail: su.waldron@norfolk.gov.uk

Norfolk County Council

General enquiries 0344 800 8020 or information@norfolk.gov.uk

www.norfolk.gov.uk

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To see our email disclaimer click here <http://www.norfolk.gov.uk/emaildisclaimer>

No virus found in this message.

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Version: 2016.0.7294 / Virus Database: 4489/11374 - Release Date: 01/11/16

A proposal to meet the Payroll
requirements of
**IMPROVING COUNTRYSIDE ACCESS
TOGETHER.**

Date 11TH January 2016
Prepared by Paul Stephen- Business Development Officer
Email paul.stephen@voluntarynorfolk.org.uk
Telephone 01603 756726/883829

Introduction

Charity BackRoom provides a range of back office services to organisations within East Anglia and across England and Wales, including our Payroll Bureau service, provided by professionals, with sector specific experience.

We also offer assistance with HR and Employment Law, insurance, health and safety and electronic DBS checks (Charity BackRoom is the commercial provider of DBS checks for the National Council of Voluntary Organisations).

This proposal sets out Charity BackRoom's approach and costs for delivering the payroll requirements of ICAT, efficiently and cost-effectively.

Our ethos

We will listen to your needs and supply the support you need in line with the size of your organisation, the issues you need to address and the ongoing back-up you may require.

We have sector-specific experience in payroll which clearly differentiates us from most other providers.

Our plan is to actually save you money, money that can be re-directed back into your front-line, by offering you an alternative to employing your own qualified payroll staff.

Why us?

Charity BackRoom is an extensive provider of payroll services to the not-for profit sector and to small businesses across the UK.

We know how payroll requirements vary according to organisational size and resources and are experienced in providing payroll solutions, including the management of pension auto-enrolment payments, to staff in organisations of virtually any size, up and down the country.

Our payroll service philosophy is deliberate and straight forward; all of our clients have nominated a Payroll Supervisor, with direct-line and direct email contact, who will take the time to proactively manage your contract and to fully understand your organisation.

Our payroll team works together closely, so that in the event of sudden sickness or annual leave the team will be fully up to speed with everything relating to your payroll, to ensure seamless delivery.

Our Service:

We can provide a complete payroll package to meet the needs of ICAT.

The payroll service will be delivered by a nominated Payroll Supervisor within Charity BackRoom, who will work with you to ensure that the system operates effectively.

Our payroll service consists of the following benefits:-

- RTI returns each pay period in compliance with HMRC Real Time Information requirements
- Continuous management of the Pension Auto-enrolment process on a pay period basis (two quotes are provided herein-one pre-staging date; the other post-staging date, in order that ICAT can see the impact of adding the management of workplace pensions to our service and can therefore budget for the small increase).
- Salaries paid direct to your employees' bank account
- Password protected E-Payslips provided direct to employee's email accounts, with an option for 'Secureseal' paper payslips (at £1 + VAT per payslip additional)
- P45s and P60s provided; P11d's provided at an additional cost.
- PAYE tax and NI calculations and payments to HMRC
- Sickness, maternity and paternity calculations
- Pension schemes, student loan and other authorised deductions
- Confidential, professional service by expert staff
- A simple, economical price structure
- Comprehensive payroll reports
- Charity BackRoom will undertake liaison to HMRC as an agent for your organisation

How we deliver our service

- Charity BackRoom offers three different service delivery options:
 - **Fully Managed Service** – This works on an 'imprest float' basis and entails an 'imprest float' being held by Charity BackRoom ('Imprest' being a method of providing cash or finances by means of a float, whereby the amount expended from the float is repaid back to it so that the original amount is available. As payments are made an invoice is then generated by Charity BackRoom, in order to re-build the float). All wage payments are paid directly to staff by Charity BackRoom.
 - **Short term invoice Service** - Same as fully-managed service (above) but without the need for an imprest float to be held by Charity BackRoom or replenished by the client. Charity BackRoom will invoice said client for each, regular, payroll term. The 'short-term invoice' must be paid prior to payroll payments being made by Charity

BackRoom to your staff. All wage payments will be paid directly to staff by Charity BackRoom, but only once short term invoices have been settled. Please be aware however that using this option does not afford any ability for us to make any payments until such time as the payments can be clearly identified in our account. This potentially could cause issues of non payment especially during times of sickness or annual leave within your organisation. – See “Failure to settle an invoice for payroll provision.”

- **Calculations Service** – You have chosen the process whereby we make payments by BACS on your behalf. However, the Calculations Service remains an alternative, if you should so choose. This process involves a part managed service whereby Charity BackRoom advises ICAT of the amounts that need to be paid to staff, HMRC and any third party payments / deductions of earnings and you facilitate the payments yourselves.

Your requirements:

- *One payee initially (payroll quote is based on up to two payees)*
- *All of our communications, inbound and outbound, to be electronic (e.g. your submission to us of time-sheets/authorisation to pay; electronic reports from us;*
- *electronic payslips for your payees;*
- *regular adjustments to your payees pay*
- *payments to be expedited by Charity BackRoom, direct into your staff members bank accounts, by BACS.*
- *Management of your workplace pension payments post-staging date, when that time comes*

How Charity BackRoom will deliver your payroll service.

You would like us to provide a service whereby we automatically transfer salary payments up to staff, via BACS.

The following represents the specification that we believe best fits your current requirements.

- One payroll per employee paid on a monthly basis
- We will make payments of net pay direct to nominated bank accounts (one per person) on the chosen date of either 15th/25th/27th/the last day of the month/or 5th of following month (to be decided).
- Christmas pay day to be confirmed to you by Charity BackRoom Payroll Manager by October 31st latest.

- Staff who work varying hours will be recorded on a timesheet. Receipt of the ICAT timesheet from a nominated point of contact within your organisation would indicate authorisation for us to pay.
- A cost centre and location code will be set up against each payee record by Charity BackRoom.
- A schedule of deadline for provision of information between ICAT and Charity BackRoom will be agreed prior to the start of any contract. Annual cut-off points will also be agreed at the start of any PAYE year
- ICAT will notify Charity BackRoom payroll of the following changes as appropriate by email:
 - Additional payments for holiday pay
 - Adjustments due to absence (sick, statutory or other reason)
 - Changes in ongoing salary rate
- All correspondence from ICAT will be regarded as verified and correct and come from a single nominated point
- Payroll reports will be returned via email (PDF or Excel) to single point of contact in ICAT. All payees queries will be managed by ICAT and any that are appropriate will be forwarded to Charity BackRoom via a single contact point. Replies will follow the same channel.

Failure to settle an invoice for payroll provision.

- Payroll invoices from Charity BackRoom, for the 'Fully Managed Service' described above, must be settled within twenty eight days
- 'Short term invoices' (as described above) must be settled prior to salary payments being made. The payment terms are usually within 48 hours of the invoice being generated.
- Where an invoice submitted by Charity BackRoom is not paid according to the Terms above then Charity BackRoom reserves the right to take the following actions-
 - Cease to make salary payments to staff and revert to a Calculations-only service
 - After two periods of non-payment, terminate our payroll service provision.

Our Quote:

Charity BackRoom would be pleased to handle your payroll. The cost for Charity BackRoom Payroll Bureau to provide this service to ICAT will be

- **£18.30 +VAT per pay period (for up to 2 staff, pre-staging date).**
- **£20.80 +VAT per pay period (for up to 2 staff, post staging date)**

Post, your Auto Pension Enrolment staging date there is a sequence of up to three letters that is required to be sent to your payees, giving them the options for their pensions. Charity BackRoom does not make a profit from such letters but we will despatch them according to the legislation, on your behalf. We charge £1.11+VAT per letter, the cost alone of stationery and postage

Our set-up fee for the ICAT payroll of one payee, to include HMRC registration if you wish, will be our minimum charge of **£50 (+VAT)**.

Our payroll service is specifically designed to ensure that the payment of staff in your organisation is as quick and easy as possible and doesn't distract you from your everyday operations. Unlike most companies we would designate you a specified person, with direct dial information, who would become your account specialist. When you need any help or support, or even just want to ask a question we'll be there ready for your call, or email.

For more information, to have any questions answered or to take up our payroll proposal for ICAT please call Paul Stephen on 01603-883829/7565726 or email paul.stephen@charitybackroom.org.uk

Imprest Float – how it works

Overview:

As part of the contract for the provision of payroll services includes making payments on behalf of the customer Charity BackRoom requires the customer to deposit monies to the equivalent of the average value of the payroll over the most recent three month period (including net, Pension Payments, HMRC or payments to another third party) plus 10%, to accommodate all necessary payments. This is known as an imprest float and the level of this float will be reviewed quarterly.

What an imprest float is:

A system of controlling floats, where monies are paid out against an invoice and the invoice is used to get further monies to bring the float to the original level.

Why an imprest float is needed:

Charity BackRoom requires funding prior to making payments on behalf of customers to ensure that its cash flow remains positive in the period between making payments and recovering the cost of doing so by the process of customers paying invoices.

How it works:

The customer pays an initial agreed imprest float value prior to any payments being made. Charity BackRoom will then have the funds available to make payments on behalf of the customer. An invoice is raised when the payroll is run. The customer has 21 days (standard terms of business) to pay the invoice in full. The payment of the invoice then tops up the float to the original balance prior to the next pay roll being run.

Imprest floats will be reviewed periodically and may be subject to increase or reduction upon agreement with the customer.

When the payroll contract ceases the imprest float value will be refunded to the customer. The final invoice is underpaid by the float value, or if the float value is greater Charity BackRoom will refund any difference. The customer will be given a balance of accounts to show that the value is zero.

Example:

Float value: £12000

Invoice value: £11500

Float balance: £500

Customer pays £11500

Float balance £12000

Clients not wishing to deposit an imprest float can still use Charity BackRoom's payroll calculations service. Please ask for further details.

Notes:

The content of this document is shared with the belief that the subject matter is handled with complete confidentiality and that the information contained within, as well as any supporting conversations, is strictly maintained between the two parties.

The document represents an outline proposal based upon the conversations that have taken place and any visits that have been made to date.

Any prices quoted are valid for a period of 28 days. After the 28 day period prices are subject to change.

Prices quoted do not include payable VAT.

Charity Backroom is a social enterprise supporting Voluntary Norfolk.



LeDain, Nicola

From: Jones, John
Sent: 11 January 2016 15:55
To: Waldron, Su
Subject: FW: Payroll for ICAT-by CharityBackRoom

From: Brett, Andrew
Sent: 11 January 2016 14:04
To: Jones, John <john.jones@norfolk.gov.uk>
Subject: RE: Payroll for ICAT-by CharityBackRoom

Hi John,

Yes that's right- it's not a big job.

FYI:

<https://www.gov.uk/register-employer> ; <https://online.hmrc.gov.uk/registration/newbusiness/what-to-do-next>

Regards.

Andrew

Andrew Brett
Solicitor
Nplaw
Tel 01603 223101

From: Jones, John
Sent: 11 January 2016 13:58
To: Brett, Andrew
Cc: Waldron, Su
Subject: RE: Payroll for ICAT-by CharityBackRoom

Andrew

That's clear, thanks.

What about HMRC Registration? Down to the payroll service provider and part of their quote?
John

From: Brett, Andrew
Sent: 11 January 2016 12:29
To: Jones, John <john.jones@norfolk.gov.uk>
Subject: RE: Payroll for ICAT-by CharityBackRoom

Hi John,

Sure !

We are providing all the contracts and policies that you need as well as access to unlimited advice on Employment law in our subscription. You won't need any further HR/Employment law support and there isn't a need for an HR

audit for a one man employee situation. What isn't covered is if you have a Court/Tribunal case but that is something I wouldn't expect at all to arise. I would add that the level of expertise that we provide is at a much higher level as we advise the HR advisors and seems to be cheaper than what they have quoted !!

I also think you should get the quote from the payroll provider that I forwarded on to you – know doubt you have this in hand.

Regards.

Andrew

Andrew Brett
Solicitor
Nplaw
Tel 01603 223101

From: Jones, John
Sent: 11 January 2016 11:37
To: Brett, Andrew
Subject: FW: Payroll for ICAT-by CharityBackRoom

Andrew

For clarity, to ensure we avoid overlap, can you respond to this e mail below on what aspects of the offer NPLaw will cover off for ICAT. I can confirm that there is no TUPE involved.

John

From: Waldron, Su
Sent: 11 January 2016 11:31
To: Jones, John <john.jones@norfolk.gov.uk>
Cc: Timewell, Laura <laura.timewell@norfolk.gov.uk>
Subject: FW: Payroll for ICAT-by CharityBackRoom

Hello John

Here is the quote from Charity Backroom re ICAT payroll.

Su

From: Paul Stephen [<mailto:paul.stephen@charitybackroom.org.uk>]
Sent: 11 January 2016 11:19
To: Waldron, Su
Subject: Payroll for ICAT-by CharityBackRoom

Good morning Su

Thank you so much for approaching Charity BackRoom about our payroll service. We are here to help fellow charities and not-for-profit organisations save money on their essential back office requirements.

Please find attached our Payroll Proposal which confirms the prices I quoted to you. Can I re-confirm that-

- 1/ Our Payroll staff are all qualified and experienced staff
- 2/ Our payroll team is directly employed by Charity BackRoom-we do not sub-contract this work out.
- 3/ We are well-experienced at providing this service remotely and already provide this service to other organisations in London, and elsewhere in the Country.
- 4/ When the time comes, we are equipped to manage your Auto-Pension Enrolment payments, at a small additional cost. (Please go to the [Government's Workplace Pensions website](#) for more information).

Can I remind you too that we charge a one-off set-up fee to migrate your data across to ourselves. This charge for ICAT is likely to be as little as £50 to include HMRC registration of ICAT (please confirm that TUPE is not involved caused by an existing member of staff being already employed by NCC?) .

I hope you find our proposal attractive and acceptable ICAT. Charity BackRoom manages nearly £4million of clients salary payments every year and I am entirely confident that we can provide you with the ultimate in customer service. If you would like to go ahead please just let me know and I will send you an agreement to sign. I will introduce you to your new payroll manager, who will arrange the necessary transfer of data with you.

Finally, if you are paying people you are employing people. You might also want to think about HR and Employment Law support? Once we again, we directly employ professional (HR) staff, Chartered MCIPD-qualified consultants, with sector-specific experience who can ensure your compliance and be behind you to prevent issues arising or to resolve the most complex HR issues, if they arise. And engaging with our service starts at just £225 plus a one-off, Year 1 set-up fee, which provides you for a HR Audit and an electronic HR manual of important templates etc. for £275.00. Please let me know if you need more information?

Thank you for your enquiry. We really do look forward to being of service to ICAT and Norfolk County Council and hope to hear from you soon.

Best wishes

Paul Stephen
Business Development Officer
Charity BackRoom
St. Clements House
2-16 Colegate, Norwich, NR3 1BQ
Tel: Direct: 01603-883829
Switchboard: 01603-756726

See Charity BackRoom's exciting new services brochure by [clicking here](#)



**HR & EMPLOYMENT LAW | FUNDRAISING | PAYROLL
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Charity BackRoom is a social enterprise of [Voluntary Norfolk](#)



To see the Voluntary Norfolk email protocol and conditions of use go to www.voluntarynorfolk.org.uk/legal Voluntary Norfolk is a registered charity No. 1112017.

Registered as a company limited by guarantee in England and Wales No. 5616120. Registered address: St Clements House, 2 - 16 Colegate, Norwich, Norfolk, NR3 1BQ

Improving Countryside Access Together (ICAT): Branding and Identity Brief

1 WHO WE ARE

Improving Countryside Access Together for Norfolk wishes to improve opportunities for outdoor recreation, appreciation and enjoyment of the countryside for residents and visitors to Norfolk. We aim to provide safe, sustainable and accessible ways to visit the countryside.

Improving Countryside Access Together for Norfolk (ICAT) is a Charitable Incorporated Organization (CIO) which has been established as a result of an 'Assessment of Needs Seminar' run by the Norfolk Local Access Forum (NLAF).

CIO's are designed to be a more efficient way to run a charitable venture than standard charitable companies, owing to the fact that their regulation is not as complicated or onerous (for example, a CIO will only have to submit one annual return and one set of accounts per year; currently, charitable companies have to submit two of each owing to their dual responsibility to Companies House and the Charity Commission). More information on CIO's can be found [here](#).

The NLAF is a statutory body set up in accordance with the Countryside and Rights of Way Act (CRoW 2000). The Forum represents a variety of countryside interests with regards to improving public access across our beautiful county. It provides independent, strategic advice to a range of organizations which have a duty to consult the Local Access Forum where there are implications or proposals around public access. It is one of a family of Local Access Forums across England. To find out more please visit the website:

www.localaccessforum.norfolk.gov.uk and for general information on LAFs in England, please visit: <https://www.gov.uk/guidance/local-access-forums-participate-in-decisions-on-public-access>

ICAT NORFOLK has four key aims:

1. To provide access to the Norfolk countryside for more people, particularly those who by reason of their youth, age, ill-health, disability, financial hardship or other disadvantage may not currently benefit
2. To engage local communities and voluntary groups in the management of countryside access networks for the advancement of community development
3. To monitor the strategic development of countryside access in Norfolk, identifying gaps and opportunities not being met by the local authority, landowners and other stakeholders

4. To obtain additional resources to support these activities which may not be available to the local authority

ICAT will achieve this by:

- ✓ Contributing to the strategic development of countryside access in Norfolk
- ✓ Auditing routes, consulting on user needs and identifying improvements
- ✓ Developing projects and submitting applications for funding
- ✓ Overseeing delivery of countryside access projects
- ✓ Supporting communities and local groups managing countryside access
- ✓ Delivering training and advice to communities and local groups about sustainable management
- ✓ Developing opportunities for alternative funding of countryside access such as “visitor payback” and sponsorship schemes
- ✓ Setting up a small grant mechanism for pump priming local action
- ✓ Evaluating and distributing funds to support community actions whilst ensuring they are additional to the statutory duties of the local authority

2 OUR MISSION

ICAT will enable the NLAF to deliver identified priorities, fill gaps and ensure outcomes. We are the proactive delivery arm of the NLAF which encourages pioneering development for residents and visitors of Norfolk. Our approach is inclusive and holistic. We aim to add value to the delivery of existing services and activities as well as creating opportunities which enable, encourage and inspire local community involvement. ICAT is independent, ambitious and aims to turn visions into actions.

3 HOW WE’RE GOING TO DO IT

ICAT will raise funds to be used to further its charitable purposes of improving access for all across our beautiful county.

General funds will be raised through a range of options online, events, donors, and sponsorship.

Project funds will be raised by applying to fund providers and grant-giving trusts such as environmental bodies that administer landfill tax funding, Norfolk Community Foundation and Local Action Groups that administer European Funding i.e. LEADER.

NLAF will prioritize and support ICAT projects, which takes into account the Rights of Way Improvement and Countryside Access Improvement Plans.

With the assistance of NP Law, ICAT will be able to employ Consultants and Organizations to help deliver projects and outcomes in the near future.

4 THE BOARD OF TRUSTEES

The ICAT Board is made up of 7 Trustees – five representing interests in countryside access with two other Nominated Trustees – the Chairman of the Norfolk Local Access Forum and a senior officer with responsibility for Countryside Access at Norfolk County Council (the Highway Authority for Norfolk). The current elected Trustees are:

John ‘Seamus’ Elliott (Chair) – Particularly interested in cycling and health

Jenni Turner – Lecturer in Earth Sciences at the UEA

Ann Melhuish – Particularly interested in horse riding and carriage driving

George Saunders – Championing access for all

Martin Sullivan – Interested in un-surfaced & soft roads

Ray Walpole – Particularly interested in walking and cycling

John Jones – Countryside and Coastal Manager for Norfolk County Council

ICAT has knowledge and expertise and the ability to draw on other resources within the county. ICAT Trustees can add value to existing services/activities, as well offering expert advice and guidance on the delivery of ‘outdoor’ projects.

5 ENGAGEMENT

ICAT will engage with the following stakeholders / interested parties / volunteer groups:

- Individual interest groups i.e. the Ramblers, Cyclist Touring Club, British Horse Society
- Parish/District Councils & Councillors
- Town Councils
- New Anglia Local Enterprise Partnership
- Voluntary Norfolk
- Local businesses (sponsorship, walking festival, events etc)
- Volunteers / Community Groups (with outdoor interests)
- Access for All Volunteers / Community Groups
- UEA – has student resources to assist with data, research and measuring outcomes
- Environmental networks / contacts
- Wider community of users who are not affiliated to any of the above groups

6 WHAT WE NEED

A visual identity is required for ICAT Norfolk to connect with a wide range of audiences (please see above) and the general public.

The following are required:

1. a logo
2. a strapline
3. a colour palette
4. suitable fonts (typefaces)
5. design style concepts and templates
6. production of a Design Standards document (which describes how all of the above should be used)

7 DEVELOPING AN IDENTITY FOR ICAT NORFOLK

The agency will work closely with the Project Officer and Chair of ICAT to develop the following products (NB it is expected that all templates and origination will be made available to ICAT Norfolk for future reprinting and adaptation as required):

Logo

The logo will appeal to the stakeholders at (5) above, and support delivery of the actions in (2) and (3). It will not use the acronym ICAT. Key ideas include: countryside, visiting, enabler, proactive, pioneering, community involvement

Technical Specifications

The logo will:

- Reproduce successfully in colour as well as in black and white and at different sizes and make use of no more than two to three colours
- Be required in high and low resolution formats and colour and black and white versions
- Be made available in standard digital formats (e.g. jpeg, gif etc)
- Rules on how the logo should be applied across different communication products shall be described within the Design Standards document

Strapline

ICAT needs a strapline that will convey its commitment to the people and natural environment of Norfolk and a desire to connect the environment with local businesses, communities and stakeholders. Whether this is used in conjunction with the logo or not is up for discussion.

Logo hierarchy

Colour palette

- The ICAT colour palette will identify strong colours and tints. These will be described in pantone, CMYK and RGB versions within the Design Standards document.

Fonts (typefaces)

- One font will be identified with variations for use (such as emboldening and the use of specific font sizes) described within the Design Standards document. The font and its variants must be available on Windows computers (with no requirement to purchase separately). The font should comply with accessibility guidelines for those with a visual impairment.

Design Style and Templates

A distinctive style will be created for publications that promote ICAT. It should be possible for us to replicate the style easily (using standard design tools such as those available through MS Publisher).

Examples of the style/logo in use across a range of publication formats will be provide:

- A4 report cover;
- Foll fold (DL) A4 leaflet;
- Press release;
- A1 poster;
- Barracuda (or similar style of pull up banner which is for conveying a short paragraph of text information);
- Email footer;
- Social media (Twitter, Facebook, Instagram – how the logo will work on each);
- T shirt, sweatshirt (ensuring the logo is commodifiable);
- Other supporter merchandise
- Website

In addition, templates will be designed and provided for the following:

- A5 leaflet (MS Publisher 2010 and above format and InDesign format)
- A4 letter stationery (MS Word format)

- Business card (MS Publisher 2010 and above format and InDesign format)
- PowerPoint template (title, subtitle and general slides)

Design standards document

The design standards document will include sections on

- Use of the logo (position and size guides)
- Use of typefaces
- The colour palette
- Use of the templates

8 TIMELINE AND CONTACT

ICAT requires branding, identity and visual presence to be completed before 31st March 2016.

Please see below dates for information (these can be amended with agreement from One Agency and the Chair of Trustees but final sign off must be before 31st March 2016):

Friday 8th January 2016: Brief sent to ICAT Trustees for agreement

Friday 15th January: Deadline for feedback and comments from Trustees

Monday 18th January: Brief sent to One Agency

Thursday 21st January: Meeting with One Agency, Chair of Trustees and NCC Officer to discuss any initial comments/thoughts/feedback

Monday 25th January 10:30-11:30am: One Agency invited to ICAT Trustees Meeting to discuss branding and identity and initial thoughts

Friday 12th February: First draft to be sent from One Agency for approval

Friday 19th February: Deadline for comments from Trustees (to be coordinated by NCC Officer and sent to One Agency Monday 22nd February)

Friday 4th March: Second draft to be sent from One Agency for Trustees approval

Friday 11th March: Deadline for comments from Trustees (to be coordinated by NCC Officer and sent to One Agency Monday 14th March)

Friday 18th March: Final draft to be sent from One Agency

Wednesday 23rd March: One Agency invited to attend ICAT Meeting for final design approval and sign off

Dates can be negotiated but work must be completed by March 23rd 2016

9 BUDGET

The budget for this piece of work is £3,000.

10 CONTACT

Please contact Su Waldron (Communications Officer, Norfolk County Council) for more information:

Su.waldron@norfolk.gov.uk

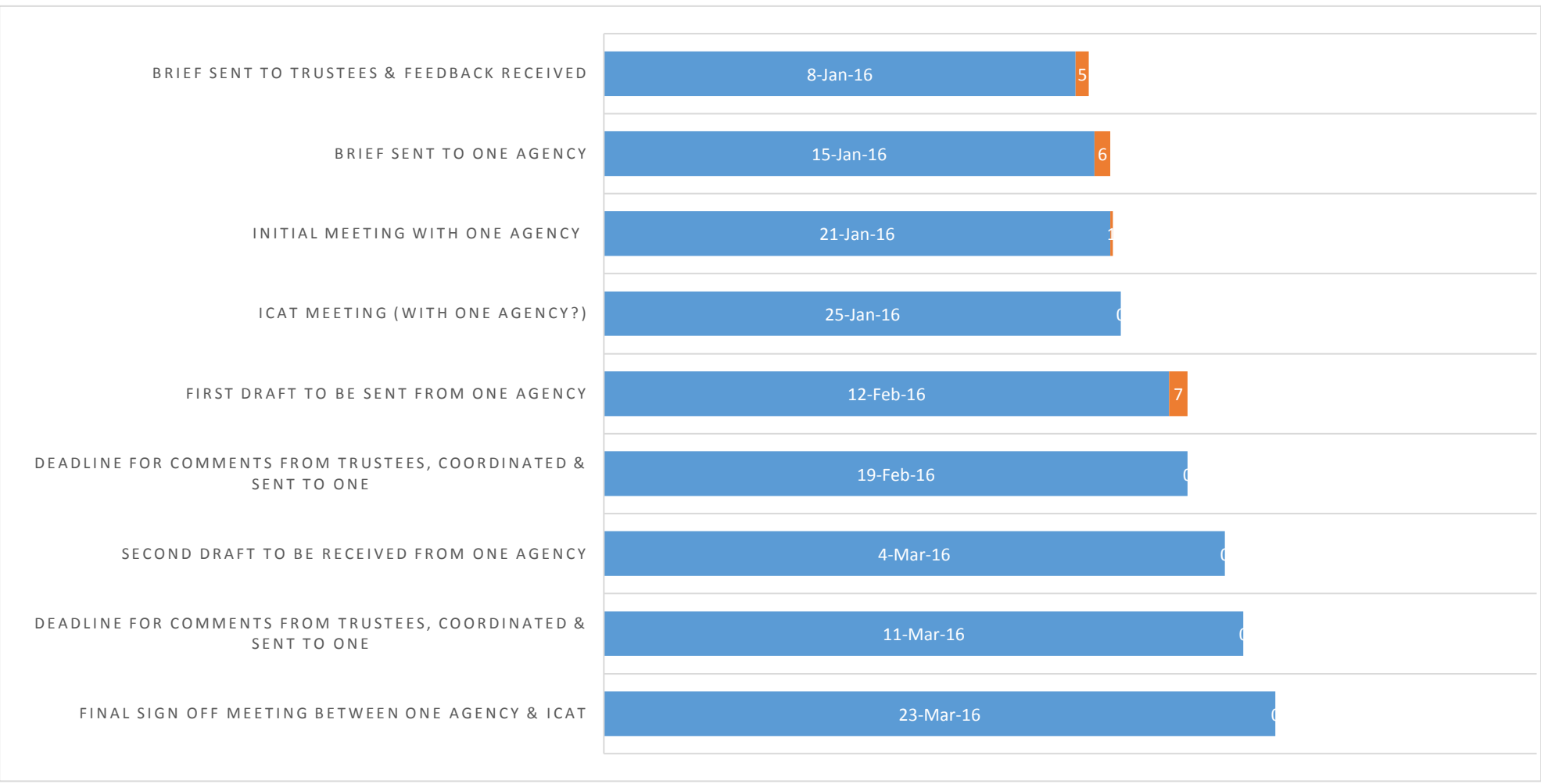
And,

Seamus Elliott (Chair of ICAT Norfolk):

Seamus.e@hotmail.co.uk

ICAT Timeline - Branding and Identity

| Enter Your Project Details Here | | | DURATION (days) |
|---------------------------------|-----------|--|--------------------|
| START DATE | END DATE | DESCRIPTION | |
| 8-Jan-16 | 13-Jan-16 | Brief sent to Trustees & Feedback received | 5 |
| 15-Jan-16 | 21-Jan-16 | Brief sent to One Agency | 6 |
| 21-Jan-16 | 22-Jan-16 | Initial meeting with One Agency | 1 |
| 25-Jan-16 | 25-Jan-16 | ICAT meeting (with One Agency?) | 0 |
| 12-Feb-16 | 19-Feb-16 | First draft to be sent from One Agency | 7 |
| 19-Feb-16 | 19-Feb-16 | Deadline for comments from Trustees, coordinated & sent to One | 0 |
| 4-Mar-16 | 4-Mar-16 | Second draft to be received from One Agency | 0 |
| 11-Mar-16 | 11-Mar-16 | Deadline for comments from Trustees, coordinated & sent to One | 0 |
| 23-Mar-16 | 23-Mar-16 | Final sign off meeting between One Agency & ICAT | 0 |



Norfolk Local Access Forum

Item No. 10

| | |
|---|------------------------------------|
| Report title: | Permissive Paths Agreements |
| Date of meeting: | 20 January 2016 |
| Responsible Chief Officer: | Andrew Hutcheson |
| Strategic impact The forward approach to permissive access needs to be clarified so that landowners and the Local Authority agree on responsibilities that are mutually beneficial. | |

Executive summary

Some investigation has taken place with NCC colleagues following the advice from landowners on existing agreements.

There are potential mutual responsibilities that could help to maintain our permissive network such as a monitoring, support and information-sharing role for NCC and a maintenance and insurance role for landowners. A path that remains under the ownership and maintenance responsibility of the landowner will require public access to come under the landowner's public liability insurance.

A forward approach now needs to be agreed with things like "fees" being explored and issues around protecting interests.

Further information and discussion will be provided at the meeting.

The existing example concessionary agreement template is attached for your information.

Recommendations: LAF members to agree the forward approach following discussion of this item.

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

Officer Name: Andrew Hutcheson **Tel No:** 01603 222767

Email address: andrew.hutcheson@norfolk.gov.uk



If you need this report in large print, audio, Braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

CONCESSIONARY PATH AGREEMENT

THIS AGREEMENT dated

BETWEEN

1. NORFOLK COUNTY COUNCIL of County Hall, Martineau Lane, Norwich, Norfolk ("the Council"); and
2. ("the Grantor")

WHEREAS:

1. The Grantor is the owner of the land in the Parish of, across which passes the line of the route shown for the purposes of identification only on the plan attached hereto and thereon coloured red and more particularly described in the Schedule hereto ("the route").
2. The Council has agreed with the Grantor for the route to be made available for use by the public on foot only.

WITNESSESS that it is HEREBY AGREED by and between the Council and the Grantor as follows:-

1. The Grantor shall not place any obstructions or hazards upon the line of the route.
2. The route is not dedicated as highway.
3. The grant hereby made shall commence on the date of this Agreement.
4. In the event of the Grantor wishing to vary the line of the route or temporarily close it to the public the Grantor shall give the Council one month's notice of the variation or closure if for three months or less and six months notice for any variation or closure exceeding 3 months.
5. Any variations made by the Grantor in accordance with Clause 6 above shall lead to a line which does not add significantly to the length of the route and shall use the existing termini of the route.
6. All the clauses within this Agreement shall apply to the new line of the said route as varied in accordance with Clause 6.
7. This agreement shall be terminated by either Party giving the other three months notice in writing.
8. This document is executed as a Deed and is delivered on the day dated at the beginning of the Deed.

IN WITNESS whereof the parties hereto have executed this Deed in the manner shown below and it has been delivered by them the day and year first before written.

SCHEDULE

In the Parish of

THE COMMON SEAL of NORFOLK)
COUNTY COUNCIL was hereunto)
affixed in the presence of:-)

HEAD OF LAW

Signed as a Deed by the said Grantor
in the presence of:

.....

Witness

.....

Address

.....

.....

.....

Occupation

JB/Conc.Paths(Agreement)/Masters

Norfolk Local Access Forum

Item No. 11.

| | |
|------------------------------------|--------------------------------|
| Report title: | Joint LAF Sub-Committee |
| Date of meeting: | 20 January 2016 |
| Responsible Chief Officer: | Russell Wilson |
| Strategic impact | |
| Better working across authorities. | |

Executive summary

Recommendations:

Norfolk Local Access Forum agree with another joint access forum with the Broads Authority and Suffolk County Council

1. Proposal (or options)

Following the success of the joint access forum last year this report seeks to gain agreement from the Norfolk Local Access Forum about hosting another joint local access forum. This time the joint access forum could focus on issues that will be shared between the three local access forums during the next 12 months.

The agenda is likely to focus on the Broads Landscape Partnership Bid, Coastal Access and the Deep History Coast project all of which are going to be of interest to each local access forum. Following feedback from the last joint access forum the agenda has been reduced to allow for more time for members of each local access forum to allow for more networking time.

Rather than have all members of all local access forum be invited the proposal is to ask for 3 members from each local access forum to attend and be supported by officers from each Authority. In this way members can report back to their respective local access forum on discussions. The proposal is to have an annual joint access forum to share best practise across the forums and to be able to create better working links between local access forum members on shared issues and opportunities.

It is proposed to hold the meeting during the spring at an agreeable date which will be agreed between both officers and members.

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

Officer Name: Russell Wilson **Tel No:** 01603 223383
Email address: russell.wilson@norfolk.gov.uk

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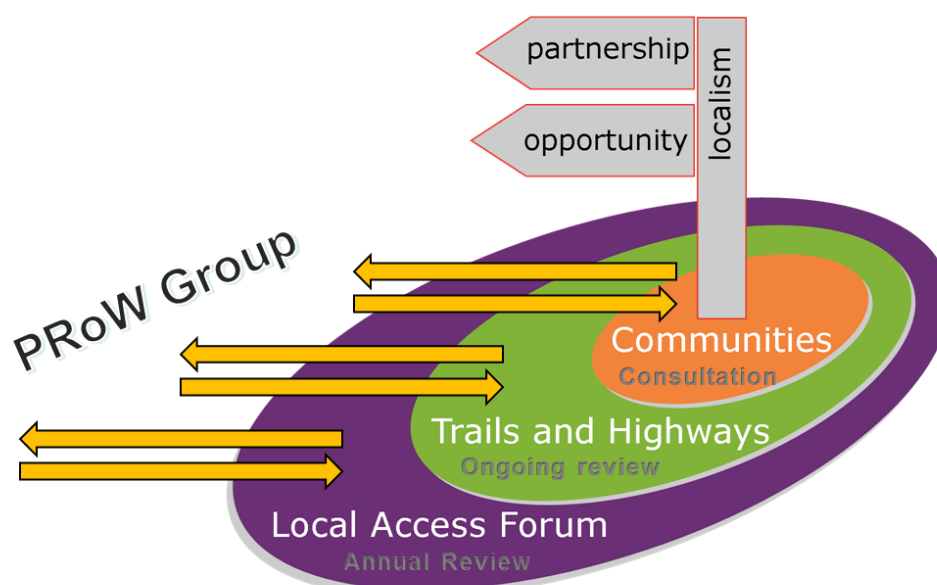
Norfolk Local Access Forum

Item No. 12.

| | |
|-----------------------------------|---|
| Report title: | Countryside Access Improvement Plan (CAIP) |
| Date of meeting: | 20 January 2016 |
| Responsible Chief Officer: | Kirsty Webber-Walton |
| Strategic impact | |

Executive summary

- There is no funding from DEFRA for completion of a new Countryside Access Improvement Plan (CAIP).
- We will continue this work with the aim of completing by May 2017.
- The Strategic Review of the Rights of Way Improvement Plan 2007-2017 has paved the way for this work.
- The next stage will involve public consultation and the collation of network assessments i.e. audit surveys completed for PRow and Trails.
- A range of stakeholders will be involved in this process.
- We need to undertake this work in partnership, looking for opportunities and keeping in mind our shared vision for improving our network.
- We now have a live action plan which will be regularly monitored and updated by officers and will be reviewed annually by the LAF with ad-hoc reviews as necessary.
- How will the relationship work? Please refer to the diagram below.



The diagram illustrates a local approach which looks for opportunity to move forward in partnership. Communities are at the heart of our work; providing the best possible network for the optimum user experience and to enable users to reap the benefits of this. Trails and Highways can deliver work on the ground that allows this to happen and the NLA Forum can agree what and how this should be achieved from a strategic point of view. Throughout this process there is a constant two-way dialogue between the spheres.

An aid to this is the Public Rights of Way (PRoW) group comprising representatives of organisations (CPRE, Ramblers Association and Open Spaces Society) whose goals are to achieve an optimum network for its users; mainly from a walkers' point of view. The group also includes officers from the Trails and Highways teams. This group not only acts as a voice for local communities but also serves as a facilitator of ideas to manage the network more effectively in these times of significant change. We aim for the group to feed in to the LAF and for representation to be joined up across the two entities so that a regular and consistent dialogue is achieved.

You will note that each sphere has a part to play in developing the Countryside Access Improvement Plan; Statement of Action:

- Communities will be consulted and feedback will be taken in to account to help shape the CAIP.
- Trails and Highways officers will regularly monitor and update the action plan as projects move forward or are completed.
- The LAF will review the action plan on an annual basis and agree the forward plan i.e. the priorities that need to be considered; where these priorities lie and how these could be translated in to action (at a strategic level – the detail and practicality of delivery is down to officers once a project is agreed and taken forward).

Recommendations: The LAF agree the forward plan for completion of the CAIP and feed in from the PRoW group.

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

Officer Name: Kirsty Webber-Walton Tel No: 01603 222764

Email address: kirsty.webber-walton@norfolk.gov.uk



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Norfolk's Countryside Access Improvement Plan (CAIP)

Nar Valley Way
Public Footpath
Pentney circular walk 10 miles

Pentney Abbey 4.5 miles

Progress & Forward Plan



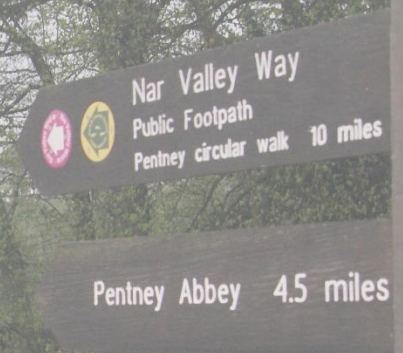
Review approved by EDT
Committee: July 2015

No Funding is available for new plans

Commencement of CAIP development

Strategic Review has paved the way for this
work to continue

Completion of CAIP by May 2017



The Plan



Where are we?

Current Situation



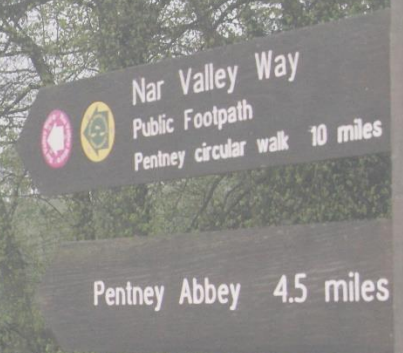
Where are we going?

Opportunities / Improving Access



How are we going to get there?

Partnership working / Shared Vision / Communication



Aims

- ➡ **Manage the countryside access network so that it is better able to meet the varying demands placed upon it.**
- ➡ **Increase public, economic and environmental benefit.**
- ➡ **Actively seek the involvement of communities.**
- ➡ **Take a collaborative and pragmatic approach to responsibilities and resources.**
- ➡ **Increase investment in the countryside access network.**



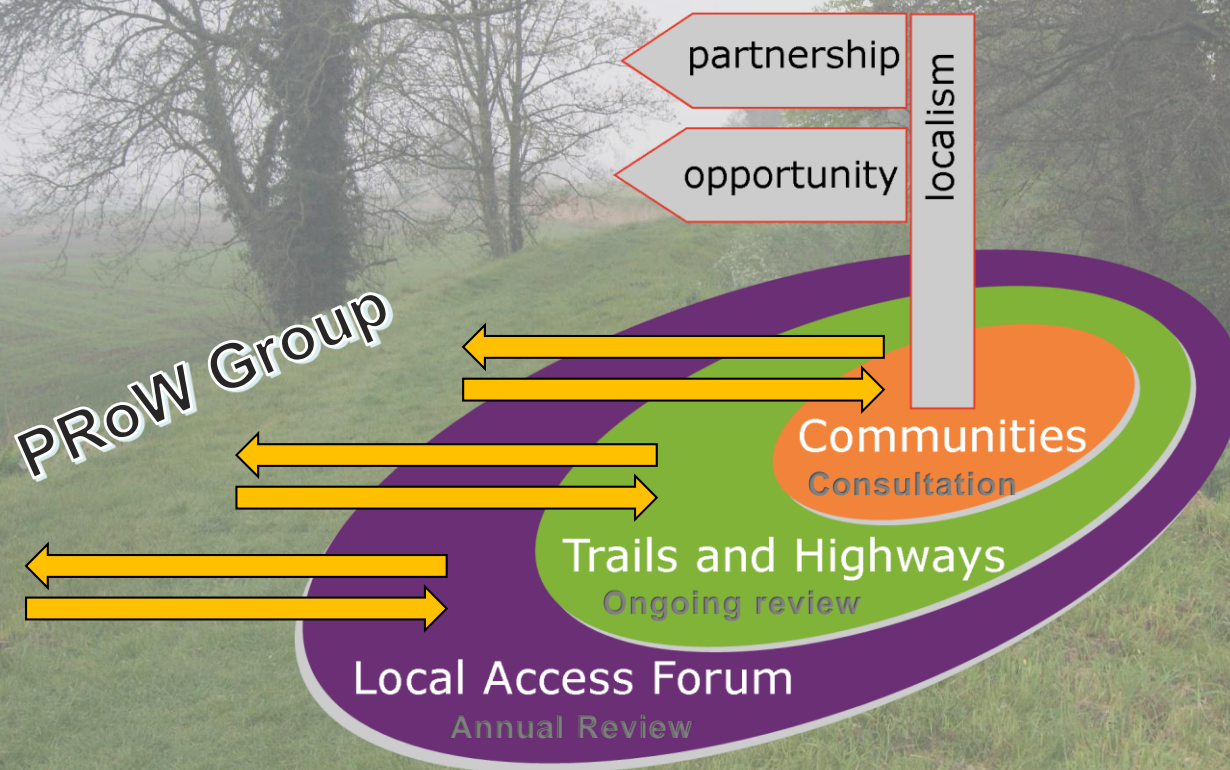
Action Plan

Live
Evolving

Nar Valley Way
Public Footpath
Pentney circular walk 10 miles

Pentney Abbey 4.5 miles

How might this work?





Nar Valley Way
Public Footpath
Pentney circular walk 10 miles

Pentney Abbey 4.5 miles

Thank you!

Norfolk Local Access Forum

Item No. 13

| | |
|--|--|
| Report title: | Walking and Cycling Strategy Consultation |
| Date of meeting: | 20 January 2016 |
| Responsible Chief Officer: | Andrew Hutcheson |
| Strategic impact The consultation will allow the Walking and Cycling Strategy to be shaped in to a final document. | |

Executive summary

A public consultation is being undertaken in March regarding the content of the Walking and Cycling Strategy and Action Plan.

The feedback from this will be factored in to a new draft.

The LAF is being consulted amongst other stakeholders.

Recommendations: For information.

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

Officer Name: Andrew Hutcheson Tel No: 01603 222767

Email address: andrew.hutcheson@norfolk.gov.uk



If you need this report in large print, audio, Braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Norfolk Local Access Forum

Item No. 14

| | |
|--|---------------------------|
| Report title: | Explore More Coast |
| Date of meeting: | 20 January 2016 |
| Responsible Chief Officer: | Russell Wilson |
| Strategic impact Access improvements in Norfolk – better infrastructure. | |

Executive summary

Recommendations:

Members of the local access forum note the report and work completed

1. Proposal (or options)

This report seeks to update members of the Local Access Forum on the progress made on the delivery of the Explore More Coast project.

Business workshops

The business workshops are starting on the 14th January 2016 and will cover:

Tourism for all (access and accessibility)
Norfolk Coast path business network
Trip advisor
Digital marketing
Tourism for all seasons

Walkers are welcome

A walkers are welcome meeting was held in Happisburgh in November to promote the scheme to potential new walkers are welcome towns in the area.

Development and installation of circular walks

The team continue to develop and deliver the circular walks that have been consulted on previously with the local access forum. They have been designed to start/finish at car parks and near amenities/businesses to encourage walkers to explore these smaller towns/villages in which the trails pass through

- Overstrand
- Mundlesley
- Weybourne
- Roman Camp
- Happy Valley

- East Runton
- Sea Palling
- Bacton
- Felbrigg
- Happishburgh
- Winterton
- Sherringham

These walks have also included access improvements such as board walk construction over wet and boggy areas, removal of stiles for kissing gates and the removal of access restrictions throughout the project area.

The project is on time and on target for delivering the circular walks by the end of the project timescale (March 2016).

Walking Festival 2015

- Successful walking festival held at end of October 2015 to extend the season.
- Held north east Norfolk to make the most of the opportunities created by the opening of Stretch One of the England Coast Path National Trail (Weybourne to Sea Palling).
- 47 events in total across North East Norfolk & the Coast Path.
- An extensive programme and themes to cater for all users – walks, talks, families, and marathon.
- Over 1800 people attending the events.
- Very successful (100% satisfaction rating from feedback forms).

Volunteers

- 20 Walk leaders trained (for walking festival).
- Ongoing volunteer recruitment for the Norfolk Trails network and continual improvements to volunteer support tools

Next steps

- Further engagement with WAW communities to provide further information and support for application process.
- Develop promotional material templates for new WAW towns.
- Complete the remaining new circular walks signage).
- Hold business training workshops Jan-Mar 2016 with Hot Gossip
- Insight Track report (economic modelling report using people counter data).
- Produce final report for EMC on project outputs for March 2016.

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

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If you need this report in large print, audio, Braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Explore More Coast Update

Russell Wilson

Where was the project located

- First Norfolk Walking Festival
- Funded from the Explore More Coast Project (Coastal Communities fund via Defra)
- To make the most of the opportunities created by the opening of Stretch One of the England Coast Path National Trail (Weybourne to Sea Palling)
- To attract more people to this section of the coast to enhance the traditional 'out of season' offer for tourism to benefit the local economy



- Stretch 1 opened in Dec 2014

- Stretch 2 due to open Oct 2016

Opportunity to maximise coastal access

- ▶ Opportunity to get more people to experience National Trails
- ▶ Opportunity to showcase new sections of Coastal Access
- ▶ Opportunity to get more people to use Norfolk trails
- ▶ Opportunity to “build the brand”

Outputs from EMC

- ▶ 20 new circular walks
- ▶ 2 trainees
- ▶ Walking festival
- ▶ Walkers are Welcome towns engaged

Trainees

- ▶ Jack and Martin
- ▶ 11 month contract
- ▶ First aid trained
- ▶ Rights of way qualified
- ▶ Walk leaders
- ▶ Presentation skills - parish councils etc



Improving the way we work

- ▶ Working in the highway qualified



Two different images!!



Walking Festival

- ▶ Over 1,800 people attended
- ▶ Over 45 events
- ▶ Covering the whole stretch of coastal access
- ▶ Covering all users - walks, talks, families, marathon
- ▶ Held in October to extend the season

How walks were structured

- ▶ Walks had themes and ideas -
- ▶ Foraging
- ▶ Deep History Coast
- ▶ Geocaching
- ▶ Agincourt walk



Customer feedback

General satisfaction levels

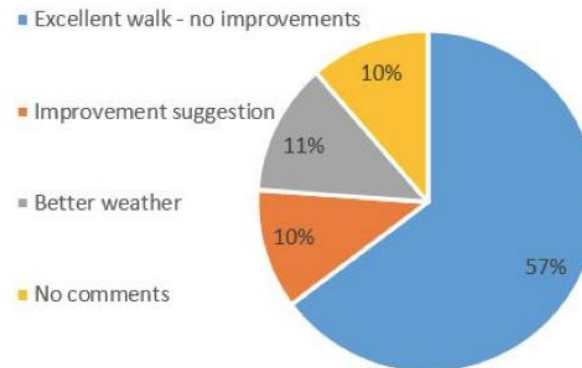
| Satisfaction level (1-5) | | % |
|--------------------------|---|----|
| Poor | 1 | 0 |
| | 2 | 0 |
| | 3 | 0 |
| | 4 | 20 |
| Excellent | 5 | 75 |
| n/a | | 2 |
| Unknown | | 2 |

Out of the 88 respondents that completed the feedback forms, 84 responded regarding their satisfaction level of the walk. Out of those respondents there was a 100% satisfaction level of good or excellent!

Feedback continued...

- ▶ 57% excellent walk
- ▶ Links back into our KPI's for feedback to NE and annual report

What did you enjoy and what could have been better?



“Walkers are welcome” towns

- ▶ 25th November at Happisburgh
- ▶ Towns attended and we have sent information to other towns that have shown an interest



6 criteria to be met

- ▶ Demonstration of local support
- ▶ Formal endorsement from local council
- ▶ Making sure the network is in good shape
- ▶ Promoting Walkers are Welcome status
- ▶ Promoting use of public transport
- ▶ Demonstrate having a plan in place to maintain status



Next steps

- ▶ Meeting in Feb to provide some further information for interested towns
- ▶ Poster templates, How to guides etc...
- ▶ Produce final report for EMC on project outputs for march 2016

Norfolk Local Access Forum

Item No. 15

| | |
|--|--|
| Report title: | Regional Access Forum (15 December 2015) |
| Date of meeting: | 20 January 2016 |
| Responsible Chief Officer: | Kirsty Webber-Walton (Report by Seamus Elliott) |
| Strategic impact Sharing of best practice and information between regional Forums. | |

Executive summary

Please refer to the attached summary of the meeting.

Recommendations: For information and discussion.

Officer Contact

If you have any questions about matters contained or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

If you have any questions about matters contained in this paper please get in touch with:

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Summary Notes from the LAF Chairs' and Vice Chairs' East of England meeting on 15 December 2015 in Cambridge – attended by Seamus Elliott, Stephanie Howard Wilsher and Kirsty Webber-Walton

1. Managing access by motorised vehicles to off-road ways.

Kent has introduced a mechanism to control access – gates and locks were installed by the County Council - these can be opened by a code. Users can register on the County Council website and will get the code free of charge. Doing this has reduced significantly the damage to tracks (they can be closed if they get very muddy and registered users are informed) and almost eradicated fly-tipping and other nuisances.

There was discussion about the implications for horse riders and carriage drivers.

2. Natural England update

- What is Natural England's role now in terms of LAFs? Takes advice from LAFs on a range of matters but also will communicate news etc.
- Rob Leek, Andy Macintosh and Pippa Langford are on the National LAF group representing the east of England.
- Bryony Thorpe is the DEFRA Policy Adviser.
- All LAFs are encouraged to have active links with their Local Nature Partnerships (LNPs)

KWW is going to find out the position of Norfolk and Suffolk's LNP "Wild Anglia".

- Suggested that the LAF News publication be sent to local organisations, authorities and clubs to raise the profile of LAFs
- The introduction of new "Expressways" (under the Better Journeys on Better Roads) is causing concern in some areas as they can cut through PROWs. Suffolk LAF reported about how they had influenced the A11 extension to prevent this at the War Memorial site near Thetford.
- Countryside stewardship schemes – a lot of concern about the changes to these schemes. It was suggested that LAFs might list such schemes, find the most important ones and find alternative ways of maintaining access.
- National LAF conference invites to go out imminently.

3. Rail Crossings

Network Rail are looking at all crossings to ensure they are as safe as possible. This has led on quite a few occasions to crossings being closed with very little notice. Hertfordshire and Peterborough have tried to engage with Network Rail to find alternative ways of improving safety without losing a crossing capacity. It was felt that a cross regional or indeed a national level discussion with Network Rail might prove more productive.

KWW to find out Norfolk's current position with rail crossings.

Note: Highways England Strategic Road Improvement Programme "Better Journeys on Better Roads" document to circulate.

4. White Roads

Essex LAF gave presentation about how in the post II world war years, local councils were required to report on paths and tracks when the definitive maps were set up. In places where there had been “winter road “alternatives available often on higher ground, these were often recorded on gazetteers but the original way was not. These private streets carrying public access have over time become private Roads with Restricted access. Essex estimates that there might be up to 100 of these in their county. Essex LAF also reported they had found occasions when carriage ways and bridleways had been recorded as just footpaths during the same period; they suggested LAFs look at the Integrated Transport Network records for Ordnance Survey to check what might have happened. Phil Wadey has done some research into lost ways and instigated a project approach to identify them. Phil has written a book along with Sarah Bucks called “Rights of Way: Restoring the Record”. He could potentially deliver a useful session to LAFs on this subject as his approach is to “enthuse, enable and empower the research of rights of way”.

Stephanie knows Phil and will speak to him to see if we can set up a local discussion.

5. Coastal Path

Giles Merritt gave an update on progress and talked about establishing “spreading room” which allows for access to adjacent land and “folding” which include land behind coastal defences. The coastal path is a footpath only but locally you can establish permissive access rights for other users.

Maps post 2020 will show spreading room.

6. County Farms

Examples were given where County Farms were being sold off sometimes for developments and rights of way were put at risk.

7. National LAF conference

NE planning 2 separate national conferences – Norfolk has already been approached to take part. The next regional East meeting likely to be in spring 2016.

SE/LAF/Dec15