

Emma Freemantle

From: Emma Freemantle
Sent: 01 July 2026 11:40
To: jhewer@cllr.wroughton.gov.uk; Diane Archer; Holly Woodward; Matthew Smith ; Mark Trigg; Gayle Cook ; lcampisano@cllr.wroughton.gov.uk
Cc: WroughtonPC Finance; Thomas Haworth; Amanda Woodhead
Subject: Retrospective Approval - Noting at the July 2026 F&GP
Attachments: wroughton-parish-council-3067-new-vehicle-graphics-quote_2026-06-17_17-00-26.pdf; ASF - Vehicle Signage.pdf; Training course info - PS-QF-629 Routine Swindon.pdf; doc01810020260630085010.pdf; 2026 06 22 - Minutes DRAFT.pdf; Bank Recs May 2026.pdf; id BADGE.png

Dear F&GP Members

Email update following the last F&GP meeting and items ahead of the next F&GP Meeting in July:

- 1) **Minutes** - Attached are the minutes from the 22nd June 2026 meeting. Please let me know if you have any queries or changes.
- 2) **Bank Reconciliations** – NOTED at the last F&GP meeting some confusion over bank recs & balance sheets – attached are the copies of the bank recs for May 2026 in a singular format.
- 3) **New Vehicle Signage** – this has been ordered (photo attached) installation is pending production date but the retrospective approval for £695+VAT will be listed next month – still awaiting application of signage.
- 4) **New Play Area Signage** – this has been ordered (photo attached) and again will feature on the next F&GP agenda for retrospective approval. Still awaiting delivery.
- 5) **Grounds Team Training** – The newest members of the Grounds Team Billy Cummings and Zi Carvalho have been booked onto the Playground Inspection training course on 01st Dec 2026 – cost £370+VAT pp. This is a standard training course which each team member achieves after they have passed their probation with the parish council
- 6) **S137 (Parish Council) Grant Applications** – W&W Youth WFC are taking away the committees thoughts and will re submit a new application for items which can be available / used sooner. V4W are also considering other items of which a grant could be used. Grounds team are in the process of costing up the job for V4W.
This week we have received a new application from the Wroughton Wranglers Cricket Club – will send via the July agenda papers – they are requesting up to £2,000 for a new roller. Lots of paperwork attached from the club.
- 7) **Finance Training for Councillors** - https://www.wiltshire-alc.org.uk/council_events/finance-for-councillors-22nd-september-2026/ Here is the next meeting (via Zoom link) on the morning of 22nd September. If you can attend please continue to book yourselves onto the course.
- 8) **Cllr & Staff ID Badges** – Draft copy of image attached, I'm sure Zoe won't mind us using her draft copy (fingers crossed) we are just awaiting costs from the printers before we bring this back to the committee for consideration. Will also cost up more holders and lanyards.

Kind Regards,

Emma Freemantle
Clerk to the Parish Council



ASF Creative
Unit 10, Templars Way Industrial Estate, Royal Wootton Bassett Swindon, Wiltshire SN4 7SR
sales@asfcreative.co.uk
01793 848466



www.asfcreative.co.uk

Quote 3067

New Vehicle Graphics

SALES REP INFO
Grant Larking
grant@asfcreative.co.uk
01793 848466

QUOTE DATE
Wed, 17.06.2026
QUOTE EXPIRY DATE
Fri, 17.07.2026
TERMS
Net 30

REQUESTED BY
WROUGHTON PARISH COUNCIL

CONTACT INFO
Zoe Dyer
finance@wroughton.gov.uk
01793 814735

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. VAT)	TAX	TAXABLE
1	New Isuzu Truck Graphics	1	Unit	£695.00	£695.00	£139.00	Y
	• New printed and cut graphics for the cab front, cab sides, flat bed sides and rear • Cab graphics comprising of printed and gloss laminated roundals, cut black numbers • Drop sides and rear comprising of reflective and flourescent chevrons with black text • All based on my supplied visual • To be done at our workshop on a pre-arranged date						

This handcrafted quote is based on the specific information you've given us and is valid for 30 days.

When you approve this quote, unless otherwise agreed in writing by the Company, all Customers that have not submitted a credit application and been approved by our Accounts Department, will be required to pay 100% of the quoted price in advance of delivery. We require a 50% deposit to begin work on your project and once received, we will schedule your project and email you an estimated completion date. The remaining balance is due upon completion of your order.

Need to make that changes?

No problem - but please realise, changes to quantity or specifications will affect your price. We will provide you with an updated quote based on the changes.

Subtotal: £695.00
Total VAT: £139.00
Final price: £834.00

Tax Totals

20% (VAT on Income)(20.0%) £139.00

Downpayment (50.0 %) £417.00

SIGNATURE:

DATE:

Emma Freemantle

Subject: FW: New Vehicle

Importance: High

From: Grant – ASF Creative <grant@asfcreative.co.uk>
Sent: 17 June 2026 14:29
To: WroughtonPC Finance <finance@wroughton.gov.uk>
Subject: RE: New Vehicle
Importance: High

Hi Zoe

Is the below more what you are after
Are all the side and rear chevrons to be reflective/fluorescent ?



I look forward to hearing from you soon

Kind Regards

Grant Larking



ASF Creative
Unit 10, Templars Way Ind Est
Royal Wootton Bassett
Wiltshire
SN4 7SR

T: 01793 848466

E: grant@asfcreative.co.uk

W: www.asfcreative.co.uk

E&OE. Any prices quoted are subject to VAT. Standard Terms & Conditions apply.



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ASF Creative
Unit 10, Templars Way Industrial Estate, Royal Wootton Bassett Swindon, Wiltshire SN4 7SR
sales@asfcreative.co.uk
01793 848466



www.asfcreative.co.uk

Quote 3062

Playground Sign

SALES REP INFO
Grant Larking
grant@asfcreative.co.uk
01793 848466

QUOTE DATE
Tue, 16.06.2026
QUOTE EXPIRY DATE
Thu, 16.07.2026

TERMS
Net 30

REQUESTED BY
WROUGHTON PARISH COUNCIL

CONTACT INFO
Zoe Dyer
finance@wroughton.gov.uk
01793 814735

1	New Freestanding Sign	1	Unit	£218.00	£218.00	£43.60	Y
	• New ACM panel cut to A3 (300mm x 420mm) • Carrying a digital print to the face • Panel to have rails on the rear for post mounting • Supplied with a silver anodised 76mm diameter post • Post cut to a length of 3m and supplied with cap and fixing clips • Made ready for collection						
2	Artwork Charge (estimated)	1	Unit	£60.00	£60.00	£12.00	Y
	• Labour time to generate a WPC version of the supplied detail • All based on your supplied notes of wats required						

→ "Kompan Sign direct" is £335.69 but design is there!

This handcrafted quote is based on the specific information you've given us and is valid for 30 days.

When you approve this quote, unless otherwise agreed in writing by the Company, all Customers that have not submitted a credit application and been approved by our Accounts Department, will be required to pay 100% of the quoted price in advance of delivery. We require a 50% deposit to begin work on your project and once received, we will schedule your project and email you an estimated completion date. The remaining balance is due upon completion of your order.

Need to make that changes?

No problem - but please realise, changes to quantity or specifications will affect your price. We will provide you with an updated quote based on the changes.

Subtotal: £278.00
Total VAT: £55.60
Final price: £333.60

Tax Totals

20% (VAT on Income)(20.0%) £55.60

Downpayment (50.0 %) £166.80

SIGNATURE:

DATE:

Weirfield

Welcome to ~~KOMPAN~~ Outdoor Fitness

at XX LOCATION NAME XXX

Free, fun workouts to keep fit, healthy and happy!

Please read before starting your session

- All users use the area at their own risk
- Age 13+ Caution: Not intended for children
- Please be considerate of other users
- Gym gloves may be needed in cold and wet weather conditions
- Please help keep the area clean and tidy
- Make sure to perform a warm up before starting your training session and then a cool down afterwards. Use the below visual demonstrations for guidance only



Download the free KOMPAN Outdoor Fitness App for exercises and workouts with video descriptions

#KompanFit
#LetsPlay



Free Personal Trainer

Improve your fitness with the KOMPAN app. The app gives you personal training advice with video instructions and a range of exercises for all fitness levels.

Advantages of the KOMPAN Fitness App

- Easy to use and available on all major mobile devices
- Can be used for your workout and for new exercises
- Choose exercises based on your level of difficulty using the stars and work up to higher levels gradually over time

Designed for use in outdoor fitness, the app has no need for sign up, so it's possible to share your fitness with friends and family. It also includes a range of exercises and workouts for all fitness levels and ages.

~~KOMPAN~~
In an emergency dial 999 or 111 for a non-urgent medical problem.

Site Postcode: XXXXXX
For maintenance issues or to report a problem at the fitness site please contact pona@xxxxxx.gov.uk
Alternatively telephone 01234 567890

INSERT CUSTOMER LOGO



Site Postcode: SN4 0SA

Email: admin@wroughton.gov.uk

W3W: drank.class.shine

Joining Instructions

Course Type:	Play Area Inspection Training
Course Scope:	Routine Visual Inspections
Course Duration:	One Day
Course Venue:	Royal Wootton Bassett Rugby Football Club Limited Ballard's Ash Sports Ground Malmesbury Road Royal Wootton Bassett Wiltshire SN4 8DS Phone No: 07483 115 267

Thank you for your booking for the above course.

The course will start at 9.30 am on the day noted within your confirmation email. Please arrive at least 20 minutes before the course starts.

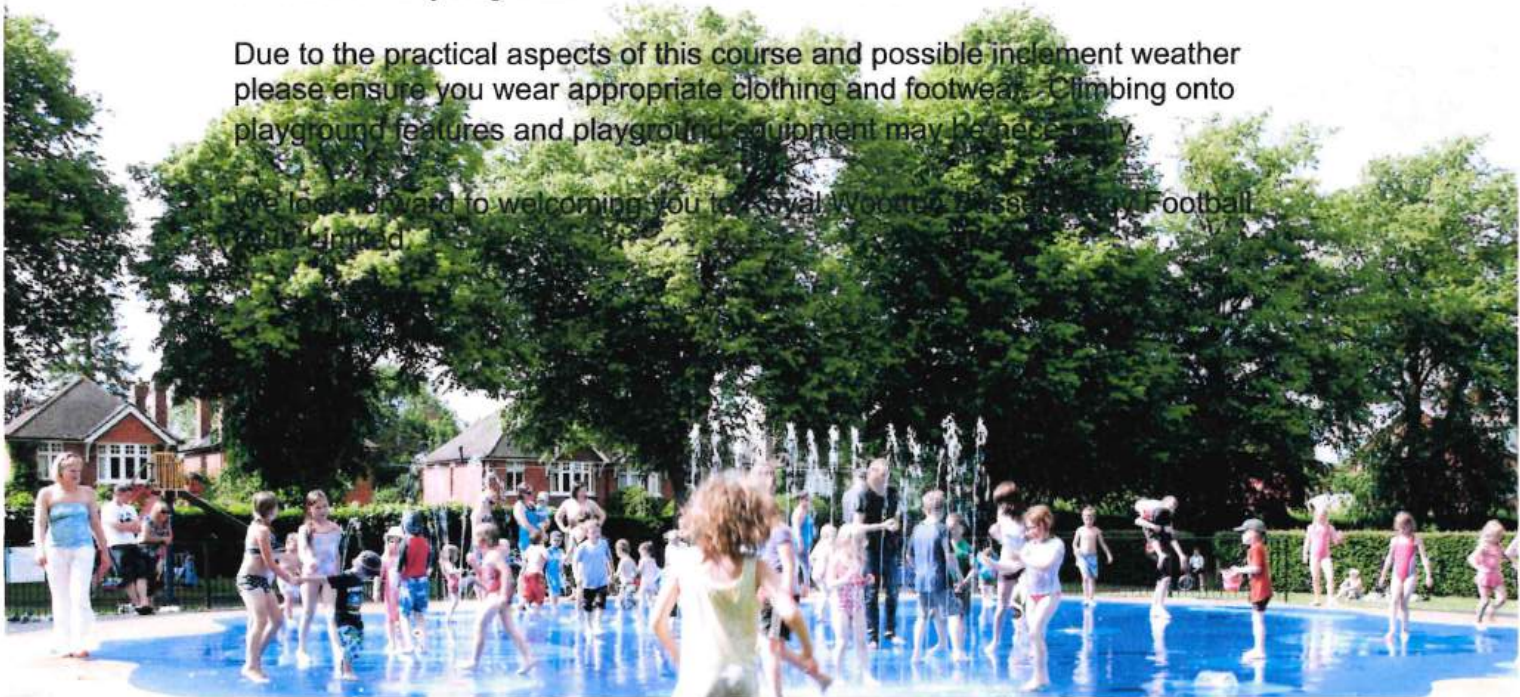
These joining instructions contain the following information:

1. How to find Royal Wootton Bassett Rugby Football Club Limited
2. Course syllabus
3. Examination Centre information (for those taking exams)
4. RPII Learner Guide (for those taking exams)

Please ensure that you read all of the information in these joining instructions to ensure that you get the most out of the course.

Due to the practical aspects of this course and possible inclement weather please ensure you wear appropriate clothing and footwear. Climbing onto playground features and playground equipment may be necessary.

We look forward to welcoming you to Royal Wootton Bassett Rugby Football Club Limited.



1. How to find Royal Wootton Bassett Rugby Football Club Limited, Ballard's Ash Sports Ground, Malmesbury Rd, Royal Wootton Bassett

PLEASE NOTE: THERE IS NO ACCOMMODATION AT THIS VENUE

Directions & Map for the venue – click on the link below

<https://www.meetatbassett.co.uk/contact>

Listed below are a few hotels nearby:

- The Churchill by Greene King Inns
Swindon Road, Royal Wootton Bassett, Swindon, SN4 8ET
- The Angel
47 High Street, Royal Wootton Bassett, SN4 7AQ
- Bolingbroke Arms & Hotel
Hook St, Royal Wootton Bassett, Swindon, SN4 8DZ
- The Wiltshire Hotel, Golf & Leisure
Vastern Wharf, Royal Wootton Bassett, Swindon, SN4 7PB
- Holiday Inn Express Swindon West
Frankland Road, Blagrove, Swindon, SN5 8UD
- Double Tree by Hilton Swindon Hotel
Lydiard Fields, Great Western Way, Swindon, SN5 8UZ
- Lydiard Park Hotel
Lydiard Park Hotel & Conference Centre, Lydiard Park, Lydiard Tregoze, Swindon, SN5 3PA

2. Course Syllabus

Routine Visual Inspection Course

This course is aimed at those who are responsible for the routine (daily/weekly) inspections.

A RoSPA Certificate of Training will be given to all participants who complete the course (in addition to the RPII certificate for those who are taking the exam).

The course will cover:

- Child development
- The Importance of Play
- Accidents, their type, frequency and severity
- Legal, the appropriate Acts of Parliament and how they may affect the operator and directly the inspector.
- EN1176 Part 7 and other relevant sections of EN1176
- Documentation, reporting and importance of record keeping
- A logical and systematic approach to inspecting including risk assessment
- Inspection of approaches to playground including signs, traffic, road barriers etc.
- Inspection of the immediate playground surroundings, vegetation, fences, gates etc.
- Inspection of the active playground area within the fenced surround, seats, litter bins, vegetation, lighting, other furniture and non play items
- Inspection of specific play equipment or play features including surfacing
- Common faults on popular items
- Practical site inspection

Timings (subject to change):

Start: 09.30 Coffee: 11.00 Lunch: 12.30 End 4.30

Please arrive at least 20 minutes before the start time.

3. Examination centre information (for those taking exams)

THE EXAMINATION WILL TAKE PLACE AT THE COURSE VENUE

General Information

The following information is provided in accordance with the requirements of the Register of Play Inspectors International Ltd, and to ensure the fairness of our course administration.

Name of examination centre:	RoSPA Playsafety Ltd
Your learning programme:	Routine Inspection Training
Centre contact details:	Alyson Pugh Unit 78, Shrivenham Hundred Business Park Watchfield Swindon SN6 8TY Tel: 01793 317470 Fax: 01793 317465 Email: apugh@rospaplaysafety.co.uk

The centre operates under procedures set by the awarding body RPII (Register of Play Inspectors International). These are set out in the RPII Learner Guide, a copy of which is made available to you below.

In addition, we have our own appeals policy, equal opportunities policy and health and safety policy, under which all training programmes and assessments will be operated. These policies are included here.

We would be grateful if you could complete the equal opportunities monitoring form and evaluation form provided and return them to us before you leave at the end of your training.

If you have any queries or issues relating to the programme or assessment please do not hesitate to contact us.

Appeals Policy

Where a candidate does not agree with the assessment decision made by an assessor the following process will be followed:

- a. Discussion between the candidate and assessor will take place to explain why the decision was reached. Main points and outcomes will be noted by the assessor and signed by the candidate and assessor as a true record.
- b. If the candidate is still not satisfied then a meeting between the candidate and the internal verifier will be arranged to discuss the decision. The assessor will provide all relevant information to the verifier prior to the meeting. The internal verifier will note the main points and outcomes and these notes will be signed by the verifier and candidate as a true record.
- c. If the assessment decision is upheld and candidate still does not agree then the candidate may then approach the awarding body (RPII).
- d. If the assessment decision is changed then this will be discussed with the assessor, with the reasons given.

If you wish to appeal against the outcome of your assessment please contact your assessor/tutor in the first instance.

Equal Opportunities Policy

Statement of policy

The aim of this policy is to communicate the commitment of RoSPA Playsafety Ltd to the promotion of equality of opportunity.

It is my policy to provide employment and training equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependents
- Race
- Religion
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees, sub contractors and others who work for us, and students who attend programmes will be treated fairly and will not be discriminated against on any of the above grounds.

Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

To whom does the policy apply?

This policy applies to all those who work for (or apply to work for), or who attend training programmes or assessments conducted by RoSPA Playsafety Ltd.

Equality commitments

We are committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all legal obligations under the equality legislation and associated codes of practice
- Complying with my/our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

Implementation

The Managing Director has specific responsibility for the effective implementation of this policy and expects all our employees, students and subcontractors to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy we shall:

- Communicate the policy to employees, job applicants, students and relevant others (such as contract workers)
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff, students and contract workers
- Provide equality training and guidance as appropriate, including training on induction and management courses.
- Incorporate equal opportunities notices into general communications practices (eg, newsletters, intranet)
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation, our workforce and our students.
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

Monitoring and review

We will establish appropriate information and monitoring systems to assist the effective implementation of the equal opportunities policy.

The effectiveness of the equal opportunities policy will be reviewed regularly [at least annually] and action taken as necessary.

Complaints

Employees or students who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter with us. We will then provide details of the grievance procedure. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

4. RPII Learner Guide (for those taking exams)

This guide provides general guidance for learners taking RPII qualifications.

About us

The Register of Play Inspectors International (RPII) is a specialist awarding organisation offering qualifications for individuals involved in the inspection of play areas including.

The four main organisations concerned with playground safety have worked together to provide independent accreditation for play inspectors. They are:

- Association of Play Industries (API)
- Institute of Leisure and Amenity Management (ILAM)
- Fields in Trust (FIT) (originally NPFA)
- Royal Society for the Prevention of Accidents (RoSPA)

We also work closely with the British Standards Institute (BSI).

The RPII registration scheme was jointly developed and approved to enable inspectors to show potential and existing employers, that they have demonstrated competency to carry out the inspection and reporting tasks required. The qualifications offered cover this competence.

Customer Service Statement

RPII is an awarding body for the Play Equipment Inspection sector and is committed to making its qualifications highly accessible and delivered to excellent standards. It aims to ensure 100 per cent customer satisfaction through the provision of a focused and responsive customer service, which includes the following areas.

a) Communicating with centres

In respect of communicating with centres RPII aims to:

- Conduct contact with centres in a consistent, fair, professional and responsible manner.
- Communicate with our centres in English
- Acknowledge correspondence within 3 working days of receipt and provide a full response within 10 working days.
- Process requests for Examinations Guidelines or other publications within 3 working days.
- Keep all Centres informed of changes relating to RPII qualifications, quality assurance and examination administration procedures through newsletters, workshops and RPII website.

- Publish to Centres an annual price list of its fees and notify Centres of any forthcoming changes by letter or by email six months prior to any change taking effect
- Encourage feedback from centres on the levels of service provided by RPII
- Send out annual customer survey questionnaires to all approved Centres, evaluate responses, take appropriate action and provide feedback to Centres.

b) Communicating with candidates

In respect of communicating with candidates RPII aims to:

- Acknowledge correspondence, including complaints, within 3 working days of receipt and provide a full response within 10 working days.
- Process requests for Examinations Guidelines or other publications within 3 working days.
- Encourage feedback from candidates on any specific problems encountered in accessing RPII qualifications. All comments can be received by letter, e-mail or telephone; see contact details at the end of the statement.

c) Developing and maintaining qualifications

In respect of developing and maintaining qualifications RPII aims to:

- Develop qualifications in consultation with the Play Equipment Inspection sector and regulatory bodies, which meet the needs of the sector.
- Introduce new qualifications to approved centres where there is proven demand.
- Review and update qualifications to ensure they retain their currency.

d) Centre approval and monitoring process

In respect of the centre approval and monitoring process RPII aims to:

- Provide applicants with an application guide to become an Approved Centre, which outlines the standards and quality assurance requirements applicants have to meet to gain and retain approved centre status.
- Acknowledge receipt of applications within 3 working days.
- Arrange an approval visit normally within 60 working days, or by agreement with the applicant centre
- Confirm the outcome of an approval visit within 30 working days of the visit
- Provide approved centres with guidance notes on the management of assessment for candidates with particular assessment requirements.
- Monitor approved centres to ensure that they continue to comply with RPII criteria for centre approval, normally on an annual basis.

- Advise centres of the monitoring process and agree a date for a monitoring visit.
- Present a monitoring report to the centre contact at the end of the visit.

e) Servicing of approved centres

In respect of servicing approved centres RPII aims to:

- Set up, maintain and review administrative systems for all examinations, which safeguard the integrity of the examinations and are as user friendly as possible.
- Provide all centres with up-to-date administrative instructions for all examinations they are approved to administer.
- Advise all centres of regulatory changes, which may affect a qualification's content and/or examination.
- Issue certificates for successful candidates to centres within 10 working days of the results having been notified to centres.

Note that RPII policy is to conduct its examinations in English. If examination papers in the Welsh or Irish language are requested the Centre is required to give RPII four months notice to ensure that up-to-date papers, testing knowledge of current regulations, are available in the requested language

f) Complaints and appeals procedures for candidates

In respect of complaints and appeals RPII aims to:

- Maintain a log of complaints and RPII action/responses, to be reviewed by the Board of Directors any identified lapse of procedure rectified within 15 working days of the review.
- Resolve complaints, or provide an outlined course of action within 15 working days from the date of receipt and logging of the complaint
- Confirm in writing the decision of the Appeals panel within 5 working days

g) Communication for Candidates

Enquiries relating to:

- Examination Paper Queries, entries, timetable and requests for duplicate certificates
- Candidates enquiries on results, requests for past papers, re-marking and complaints
- Examinations policy e.g. administration of the examination, issue of certificates, fee structures
- Qualifications specifications, syllabus, examination questions and information about the RPII on the RPII website

Equal Opportunities Policy - RPII

The Register of Playground Inspectors International (RPII) firmly supports the principle of equal opportunities throughout its range of training services and opposes all forms of unlawful or unfair discrimination on the grounds of race, ethnic or national origin, gender, marital status, sexual orientation, disability, class, age, religion or membership of a trade union.

RPII:

1. Seeks to comply fully with the requirements of the Race Relations Act 1976, the Sex Discrimination Act 1975 (as amended) and the Disability Discrimination Act 1995 and will take note of the various codes of practice dealing with the elimination of discrimination and the promotion of equal opportunities. RPII has a positive commitment to equal opportunities beyond legislation and will seek to ensure that all its training services are available equally to all without discrimination.
2. Holds the principle of equal opportunities as central to its strategic development and to its planning and implementation strategies.
3. Recognises that equality is a key aspect of quality assurance and should be addressed as part of the company's standard quality assurance procedures.
4. Recognises that individuals are disadvantaged in society by sexist, racist and other stereotypical expectations.
5. Seeks to counteract this stereotyping and will offer positive images where possible. All staff will be encouraged to become aware of direct and indirect discrimination in their dealings with Candidates and in action planning and delivery.
6. Seeks to ensure that Candidates are placed on programmes which are appropriate to their needs so as to encourage them to meet their full potential and to ensure that all programmes are free from artificial barriers which restrict access and progression. As part of this commitment, RPII will seek to ensure that appropriate support is available to all Candidates.

Appeals Procedure

Introduction

The appeals procedure applies to any of RPII qualifications or training courses (including technical evaluations, technical standards courses or re-certification events for instructors).

Appeals

Appeals can only be made to RPII where RPII has the power to change a decision, for example where:

- Approval as a centre or registration as a training provider or instructor has been refused, withdrawn or suspended
- There is disagreement with the action points recorded by the external verifier (NVQ/SVQ and sector schemes)
- The candidate has failed a test

All other matters may be addressed through the RPII complaints procedure.

Appeals can be made by centres, training providers, instructors or candidates. Where a candidate's appeal relates to the result of a test which is set and marked by RPII, the appeal can be made direct to RPII. Where an appeal is made by a candidate for NVQ/SVQs or sector schemes, the appeal must be made to the centre or training provider in the first instance using the centre's internal appeals procedures. Candidates can only appeal to RPII if the centre or training provider's internal appeals procedures have been exhausted. The candidate should provide RPII with as much detail as possible relating to the internal appeals procedure, copies of correspondence, minutes of meetings and any other relevant materials.

Making an Appeal

RPII will make every effort to resolve any appeal quickly and will make at least an initial response within 5 working days.

All appeals must be submitted to the Administrator at RPII together with the fee. The appeal must be made on the appeal form (below), including reasons why the appeal is being made, the dates of relevant visits/events and the names of the people involved.

Investigating an appeal

a) Staff review

RPIL will make every effort to resolve any appeal quickly and will acknowledge receipt of an appeal within 5 working days. On receipt of an appeal and supporting documentation, the information will be reviewed by the Administrator of RPIL, who has had no previous involvement with the case.

RPIL may contact the parties involved for further information where necessary, including the relevant Technical Director.

It may be necessary to arrange one or more meetings to resolve the matter. RPIL may invite a chief verifier (or other subject specialist) to be present if appropriate. Legal representatives (acting on behalf of centres/training providers, candidates or RPIL) will not be permitted to attend such meetings. Meetings will be held at a mutually convenient location. Reasonable travel expenses will be refunded if the appeal is upheld. RPIL will not normally pay accommodation expenses unless, in exceptional circumstances, this has been agreed in advance. Attendance fees will not be paid.

b) Referred to Board of Directors

If the person or organisation making the appeal is not satisfied with the outcome, the matter will be referred to the RPIL Board of Directors. The Board normally meets every 3 months, so it may be necessary for RPIL to arrange an extraordinary meeting which will meet no more than one calendar month from the date the appeal was referred to the Board. To hear an appeal, there must be at least 3 Board members at the extraordinary meeting.

An Appeals Consultant will also attend any committee meetings at which appeals are referred to. This person is entirely independent therefore is not a member of the RPIL Board or other committees, or a RPIL employee, examiner, external verifier, instructor, training provider or centre either now or within the last 7 years. The Appeals Consultant will be present to hear the appeal and will be involved in the decision making process to resolve the appeal.

The person making the appeal may attend the Board meeting in person if they wish. Legal representatives for any party will not be allowed to attend. Reasonable travel expenses will be refunded if the appeal is upheld. RPIL will not normally pay accommodation expenses unless, in exceptional circumstances, this has been agreed in advance. Attendance fees will not be paid.

The person or organisation making the appeal will be notified in writing of the outcome of the Board meeting within 5 working days of the Board meeting date. Where appropriate, the appeal fee will be refunded at this stage.

c) Independent adjudication

If the person or organisation making the appeal is still not satisfied, the matter will be referred to an independent adjudicator. This person will not be a member of the RPII board or other committees, or a RPII employee, examiner, external verifier, instructor, training provider or centre either now or within the last 7 years. The independent adjudicator will review all the materials connected with the case and will provide a written decision within 10 working days from the date the appeal was referred to him/her. The independent adjudicator's decision concludes the RPII appeals procedure.

Action after the appeal

In some instances, it is possible that the appeal may provide evidence to suggest that other candidates, centres, training providers or instructors could have been affected in the same way as the person or organisation making the original appeal. RPII would take this into account to ensure that, wherever possible, the effect of any such errors was eliminated.

For example, if it is shown that a test paper was incorrectly marked, the work of the examiner(s) involved would be reviewed to ensure that other candidates were not affected. If similar errors were discovered, RPII would remark all the relevant test papers and, where necessary, issue fresh results to any candidates affected.

Monitoring

The details of all appeals are reported to the next Board and the number of appeals received in each year is monitored. The Board will evaluate each appeal to identify any improvements which could be made to RPII practices to avoid similar circumstances arising again in the future.

Contact details

RPII can be contacted at:
The Register of Play Inspectors International,
1B Bagshaw Close
Ryton on Dunsmore
Warwickshire,
CV8 3EX



Zoe Dyer

**Wroughton & Wichelstowe
Parish Council**

Finance Officer

CARD:00100235