

CWPC Planning Application Objections 18 Apr 2024 - 10 Jun 2024

24/05/166	13-Feb Land Between Babs Park and Home Meadow Drive West of Blind Lane, Bourne End	CWPC does not object to this planning application but we wish to make a few observations. We note that this application is part retrospective as small paddocks have already been set up for horses on the bottom field. We question whether there is sufficient parking onsite for the increase in cars to the site. Will horseboxes be able to negotiate the narrow access to the site? Will the wooden structures provide sufficient shelter for the horses in winter or will more permanent shelters, ie brick, be required in the future?	APPROVED
24/05/510	02-Apr Car Park, Old Kiln Rd, FH	In the interest of preserving the openness of the Green Belt, protecting residential amenity and highway safety, the development hereby approved shall be for personal/private use only, and shall not be used for any business or commercial purpose what so ever. In order to minimise danger, obstruction and inconvenience to users of the highway and of the development, no development shall take place above ground level until details of the alterations to the vehicular access have been submitted to and approved in writing by the Local Planning Authority. No development shall take place above ground level until details of biodiversity features of; hedgerow enhancement, log piles, one owl box, two wagtail boxes and four swallow holes and two bat boxes have been submitted to and approved in writing by the Local Planning Authority. No development shall take place within 100 metres of the on-site woodland during the nesting bird season of March to August inclusive. CWPC strongly objects to this application. Notwithstanding the manner in which the application has been made—doing the work and then asking for permission - the change in the roof design to accommodate the lift over run is a major amendment and should be the subject of a full application. Moving the lift shaft from the back has put it in a very prominent, central location. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination. This proposal does not result in harm to the character of the surrounding area, the amenities of adjacent residential properties or the preservation of the adjacent mature trees on the boundary of the site. Requests were made by Cllr D Johncock and the Parish Council for this application to be referred to the West Area Planning Committee for determination, if Officers were to recommend approval, due to the retrospective nature of the application and its impact upon visual amenity. In accordance with the Council's established procedure regarding a "call-in", this application was referred to the Chair of the respective Planning Committee who decided that this application could be determined under delegated powers. This proposal complies with the policies of the development plan and is recommended for approval. It is important to note that these are the only alterations to the approved planning permission that are sought by this application. Local residents have raised concerns that the developer is attempting to increase the number of flats within the building through this proposal. However, the submitted plans do not show such an increase. A Local Planning Authority can only determine a planning application on the basis of the details/information submitted. It cannot take into account any suspected future applications that the developer may make. In this instance, the increase in the size of the approved development from four flats to five flats would require a separate application for planning permission. CWPC objects to this application. We understand that issues with a pressurised water main have necessitated this application to move the annex forward by approx. 2 metres. However, we now have concerns that this will result in the building being much nearer the footpath on the front right corner which will have a greater impact on the sight lines for vehicles on Wheeler Avenue. We are also concerned that this will reduce the amount of open space which is a feature of the estate which has led to other refusals, and make this extension more prominent. We also note the amendments to the internal design to add an extra utility room and move the door to exit on to the side directly on to the residential use of the main dwelling so that it cannot be severed or annex being used as a separate dwelling at some point in the future, so if agreed would request that it be conditioned to remain ancillary to the residential use of the main dwelling so that it cannot be severed or become a separate unit of residential accommodation in the future. We also note the request to vary the original condition for glazing in the roof dormers to respect the privacy of the neighbour to the rear to seeking to only have glazing in the bathroom and not the two bedrooms and for these to have opening windows. We would request that the original condition stands as it is important to ensure the privacy of the neighbours. There are no changes to the overall width to the side, height and depth to the part single storey rear extension. It is setback by approximately 5.5m from the front of the dwelling to allow for sewer and drainage diversion route. The proposed dormers are similar to the previous approved scheme with the dormer to the far right as obscure-glazed and the other two dormers to remain as clear glaze to serve to a bedroom. As permitted development remains intact with the application dwelling, the development of the dormers to the rear can be implemented as permitted development, as such, whilst there were concerns over the overlooking issue to the neighbour to the rear, no.30 Wheeler Avenue from the Parish Council, there are no objections in this instance should the openings serving for the proposed dormers to retain as clear-glaze openings. It is noted however, that the plans indicate the dormer serving the bathroom would be obscure glazed and as such a condition will be imposed to this effect.	APPROVED
24/05/784	30-Apr Gorse Glade, The Common, TG	CWPC still strongly objects to this application. We acknowledge that this new application has addressed some of the points raised by the Conservation Officer - namely reducing the width, changing the white render to a brick finish and installing windows that are more in keeping - and we recognise there is an improvement. However, it's proposed size, scale and height is still way beyond that which is acceptable. The increase in footprint is over 100% and the ridge height is 1m higher. The proposed dwelling is an overdevelopment of the site, too prominent and will have a negative impact upon the character and setting within the Tylers Green Conservation Area. Access is also a problem. Currently access to the property is via a muddy unmade track. The proposal is to create access with a new 'permeable driveway' over our land. Should this application be approved, we request a condition be imposed that limits the new permeable driveway to a short track within the applicant's property. And that the frontage along to the front gate is left as it is now ie grassed. Inevitably building works of the scale proposed will cause considerable damage to the existing tracks and a condition of approval should include the maintenance and eventual restitution of the tracks from Elm Road at the owner's full expense and to CWPC's satisfaction. Permission will need to be sought from us in order to do any works outside of their site. There is also to be no parking of vehicles on the tracks; they need to park within the curtilage of the property. If officers are minded to recommend approval of the application, then we ask that the application be brought to the Planning Committee for determination. In the opinion of the Local Planning Authority, the proposed replacement dwelling, by reasons of the size, scale, height, proportions, appearance and design, given its mock Georgian architectural style with an increase of ridge height, width and top-heavy designed roof form, its resultant appearance and substantial width, would appear detrimentally harmful and overly prominent to this location fronting the Back Common. The proposed development would be out of keeping with the character, appearance, landscape and setting of the Back Common and fails to preserve or enhance the visual amenity, character or appearance of the Conservation Area in terms of its scale, design and architecture style proposed, and therefore, would cause less than substantial harm to the significance of the heritage assets of the wider Conservation Area. In the opinion of the Local Planning Authority, the nature of the proposed works and location of the application site has the potential to support and adversely impact upon protected species such as bats.	REFUSED
24/06/123	28-May 42 Robinson Road, LW	CWPC objects to the proposals because of overdevelopment reasons. These houses are semis and the proposal, as it stands, will create a terrace effect which is not in keeping with the rest of the houses. It is possible to perhaps overcome the terrace effect by reducing the length of the front part of the proposed extension so that it sits behind the existing frontage of the semi.	PENDING

APPENDIX A

CHEPPING WYCOMBE PARISH COUNCIL

APPLICATION FOR GRANT/DONATION BY CHARITABLE, VOLUNTARY OR OTHER ORGANISATIONS
(Local Government Act 1972, Section 137)

Please note: this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

Name of organisation: St Peters Church, Loudwater

Secretary/**Sponsor**: Danny Rodgers (Vicar)

Contact details:

Treasurer/**Financial Officer**: Heather Flood

Contact details:

How is the organisation established (delete as appropriate)

Incorporated by Royal Charter	Registered as a Friendly Society
Incorporated under Companies Act	By affiliation to any national body
Registered as a Charity x	Deed of Trust
Charity No 1128016	Other (please specify below)

What are the objectives of the organisation?

Does the organisation carry out any trading activity with a view to profit?

Does your organisation have a membership?

Our mission is to Love God and Love Loudwater. Our vision is to demonstrate the love of Jesus by being a source of spiritual hope, practical help and authentic community

We as a church are a non-profit charity who has a wider connection to the Church Of England. We do not aim to make any form of profit on any of our activities and rely on donations from our congregation to be able to do any of our outreach work.

For what purpose of project is the grant/donation requested?

The Grant we are requesting will help us run our Love Loudwater project for a further year. The funds being requested will go to help us supply school vouchers to families on our community that are in need and help purchase additional Baby Bank items. Both mini projects have seen an increase in our community accessing them over the past 12 months and we as a church want to be able to meet what has become a clear need.

School Supplies has been something that we have run since 2020 and during this time, we have provided well over 300 individual vulnerable children with all they need for school. We have received positive feedback from both parents and professionals stating how vital this support has been. This year we are hoping to change this project slightly in order to give parents more choice and confidence, empowering them to provide for their children. We will use part of the funds requested to supply families with school vouchers that they can use to purchase their child's school uniform.

The second part of the love Loudwater project will purchase more items for our baby bank. Our baby bank started in 2023 and since then has grown significantly. We on average provide some of the most vulnerable families with items they need for their babies – including Moses' baskets, clothes, toiletries and other essential items. We currently have a good level of clothes, however require these funds to continue to purchase items such as toiletries, nappies, baby milk and buggies.

The money requested will be split evenly between the two mini projects that form part of our love Loudwater ministry.

We want to love our community and ensure that we continue to engage and support with the most vulnerable families – we see the Love Loudwater project as essential to this. To be clear – we will support any families from across Wycombe within these projects and families seeking support will not be neglected based on their faith or where they live. Our records show that we currently engage with 803 children and young people across a calendar month- showing how effective our currently strategy has been – this project is a result of understanding the needs from within our communities and the relationships we have formed with them. We hope that the support given previously from CWPC will again be available to support those in our community.

Please specify:

Total estimated cost of the project	£5000
Dates to commence and complete	Ongoing
Amount already available	£1000
Amount expected to be available at start	£5000

Other applications for grants for the project:

Body:	Amount applied for:

Amount being requested from CWPC: £4000

Who will benefit from the project, specifically with residents of Chepping Wycombe in mind?

- Loudwater primary school pupils
- Secondary school pupils from across Chepping Wycombe
- New mums
- Families seeking support for their baby

I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true.

Signed:

Dated: 28.04.2024

Capacity in which signed: Director of Children and Youth Ministry

Should the application be successful any cheque will be made payable to the name of the organisation as stated overleaf and sent to the Treasurer unless otherwise stated.

Alternative addressee for grant:

Please return the completed application and supporting documents to: Clerk of the Council
Chepping Wycombe Parish Council
Cock Lane
Tylers Green
Bucks HP10 8DS

Or alternatively send the application via email to clerk@cwpc.org.uk

Any queries please do not hesitate to contact the office on: 01494 814600

CHEPPING WYCOMBE PARISH COUNCIL

APPLICATION FOR GRANT/DONATION BY CHARITABLE, VOLUNTARY OR OTHER ORGANISATIONS
(Local Government Act 1972, Section 137)

Please note: this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

Name of organisation:

Flackwell Heath Residents Association

Vice Chairman: Lenny White

Contact details: :

Treasurer: John Mannering

Contact details:

How is the organisation established (delete as appropriate)

Registered as a Charity	
Charity No 1111230	

What are the objectives of the organisation?

Does the organisation carry out any trading activity with a view to profit?

Does your organisation have a membership?

Raise residents' issues & liaise with councils/interested parties. Main aims:

Provide leisure & recreation facilities – Monthly food market, annual fete/festival, Christmas Market, Quiz night.

Promote preservation, development & improvement of character & amenities – Supporting Flackwild Heath, maintenance of a number of planters around the village, as well as Jubilee Gardens. Monthly repair café, and monthly litter picks

Help support elements within our community that are in need. We donate monthly to the local Community Pantry at Christchurch, Chapel Lane. Donate each term to Carrington Infant School for breakfasts. Regular annual donations to Carrington School, Juniper Hill School, Flackwell Heath Scouts & Guides. We have a community Grant Scheme (£500 max) that has been used on several occasions for applications from our community on small projects in and around our village. We are also currently working with County and Parish Councillors, along with Reverend James Dwyer to get a Youth Club off the ground.

Not for profit.

We have about 250 paid (£5pa) members and 3,000 people on our private social media page.

For what purpose of project is the grant/donation requested?

Installation and removal of Christmas light display in Flackwell Heath for December 2024.
Buckinghamshire County Council have advised they have removed funding for this service from 31st March 2024.
Includes 15 Column mounted branches, 21 Wall mounted Projecting decorations, Wall decoration and Mistletoe Star Decorations.
We understand that Wendy Morgan-Brown, Head of Partnerships & Communities from Buckinghamshire Council has discussed their position with the Beaconsfield & Chepping Wye Community Board Manager, and they would consider an funding application from the council should it be necessary. An application would be subject to the usual criteria and approval of the Board and would only be available once which would give us time to develop an alternative arrangement.

Please specify:

Total estimated cost of the project	£6,477.26 excluding VAT £1,295.45 VAT £7,772.71 Total including VAT
Dates to commence and complete	Christmas Light display from Saturday 30 th November 2024 to Monday 6 th January 2025. Payment to current contractor- Lamps and Tubes: Installation, Maintenance and Removal First invoice: 75% of installation costs for all erected decorations, payable on completion of installation. Balance payable when installation removed to storage. Final invoices for additional items and/or labour used will be billed separately; full payment within 14 days.
Amount already available	£0
Amount expected to be available at start	£7,772.71

Other applications for grants for the project:

Body:	Amount applied for:
n/a	n/a

Amount being requested from CWPC: £7,772.71

Who will benefit from the project, specifically with residents of Chepping Wycombe in mind?

Existing 6,000 residents of our village and attract new residents as a desirable place to live and work. Maintaining and increasing the number of residents in the village boosts Council Tax revenue and increases trade for business in the village.
Providing an attractive Christmas light display that provides benefit for the community helps justify increases in Council Tax for expenditure for Parish Councils as it's a very visible positive benefit to residents.

The display also encourages passing trade to stop and spend in the village. The Light Display is part of the Flackwell Heath "Christmas on the Heath" annual event to bring the community together to switch the lights on. They brighten the long dark cold winter night to bring positive light that benefits mental well being and sense of community.

I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true.

Signed:

Dated:30th April 2024

Capacity in which signed:Christmas Lights Officer, Flackwell Heath Residents Association

Should the application be successful any cheque will be made payable to the name of the organisation as stated overleaf and sent to the Treasurer unless otherwise stated.

Alternative addressee for grant: n/a

Please return the completed application and supporting documents to: Clerk of the Council
Chepping Wycombe Parish Council
Cock Lane
Tylers Green
Bucks HP10 8DS

Or alternatively send the application via email to clerk@cwpc.org.uk

Any queries please do not hesitate to contact the office on: 01494 814600

Flackwell Heath Residents Association
Annual General Meeting
Finance Report for Year Ending 31st December
2022

Introduction

2022 has been a very good year compared to 2021 resulting from successful activities throughout the year. Total funds carried forward have increased by £8531 to a total of £24523. This has resulted from an improved performance in the delivery of activities during the year. The Platinum Jubilee was celebrated in June 2022 with the "Heath Fest" which was a very successful event and enjoyed by a very large number of people, the quiz night was once again a popular event and enjoyed by all and the Christmas Lights Event was well attended during the afternoon in November. The weekend market ran successfully throughout the year with a very good attendance each month.

Bank Balances

Barclay's Community Account	- £16822
CCLA Deposit Account	- £7881
<u>Total</u>	- <u>£24703</u>

Income

Total income for 2022 was £30150 which showed an increase of £22738 over 2021 levels, predominantly due to the contribution of the "Heath Fest" and a significant increase in donations by individuals and companies in the local area.

- Grants and donations to FHRA was **£9138** coming from a variety of sources which are identified in the "Notes to the Accounts".
- The Membership fees amounted to **£1084**, which was slightly down on 2021 levels.

- The “Heath Fest” held in June delivered £16199, which was an excellent result.
- The weekend market delivered an income of **£2115** in 2022, which was an increase over 2021 levels.
- The quiz night contributed £418 in 2022.
- The Christmas Lights Event went well with an income of £1161.

Expenditure

The significant support costs were as follows:-

- Heath Fest Costs-**£14392**, rendering a surplus of £1807.
- Christmas Lights Event Costs **£1505**
Costs incurred were attributed to Brass Band, Street Furnishings, K&S Signs plus miscellaneous costs incurred by committee members.
- Insurance **£242**

Donations to Recipients

A total of £ 45128 was donated to various organisations throughout Flackwell Heath, which included;-

- FH Minors Football
- Age concern
- Christ Church
- FH Scouts and Guides
- Carrington Schools
- Juniper Hill School
- Royal British Legion

Details of the amounts and recipients are identified on the “Notes to the Accounts”, which have been issued.

Barclays Account

All cash input from events have been paid into the Barclay’s Community Account and expenditure has generally been done using internet banking, which has speeded up the process and is more acceptable to the committee.

Conclusions

2022 has been a very successful year, where the committee have done a great job in bringing back events following a difficult year in 2021 and have launched new initiatives that have been a great success.

2022 will give FHRA the opportunity to develop other activities that will help to enhance value to the residents in Flackwell Heath.

Treasurer



Employee Handbook

Chepping Wycombe Parish Council

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Employee Handbook Issues And Updates

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Introduction

WELCOME TO OUR TEAM

We would like to wish you every success during your employment whether you recently joined us or whether you are an existing employee. We hope that your experience of working here will be positive and rewarding.

This Employee Handbook is designed both to introduce you to our organisation and to be of continuing use during your employment.

We ask that you study carefully the contents of this Employee Handbook as, in addition to setting out our rules and regulations, it also contains information on some of the main employee benefits that may be available to you and the policies and procedures relating to your employment. If you require any clarification or additional information please refer to the Clerk.

Please note that we provide equal opportunities and are committed to the principle of equality in accordance with legislative provisions. We expect your support in implementing these policies. We will not condone any unlawful discriminatory act or attitude in the course of your employment or in your dealings with our members of the parish, suppliers, contract workers, members of the public or with fellow employees. Acts of unlawful discrimination, harassment or victimisation will result in disciplinary action.

General amendments to the Employee Handbook will be issued from time to time.

Joining Our Organisation

INDUCTION

At the start of your employment with our Parish council, you are required to complete an induction programme, during which all our policies and procedures (including Health and Safety) will be explained to you. Information relating to these will be given to you at the induction.

WORK PERMITS

All employees are required in law to provide evidence of their eligibility to work in the UK. As an employer we have the legal obligation to comply with the applicable immigration legislation which includes ensuring that employees provide the appropriate documentation prior to the commencement of employment.

In the event that an employee is unable to provide satisfactory evidence of their eligibility to work in the UK the Parish council reserve the right to terminate the employment without notice. Acceptable evidence is set out in our Work Permits and Eligibility to Work Policy.

All costs relating to any immigration application must be borne by the employee in question and will be deducted from your salary.

JOB DESCRIPTION

Amendments may be made to your job description from time to time in relation to our changing needs and your own ability.

STAFF APPRAISAL SCHEME

We have a staff appraisal scheme in place for the purpose of monitoring staff performance levels with a view to maximising the effectiveness of individuals, details of which are available separately.

JOB FLEXIBILITY

It is an express condition of employment that you are prepared, whenever necessary, to transfer to alternative duties within our parish council. During holiday periods, etc. it may be necessary for you to take over some duties normally performed by colleagues. This flexibility is essential for operational efficiency as the type and volumes of work are always subject to change.

MOBILITY

Although you are usually employed at one particular site, it is a condition of your employment that you are prepared, whenever applicable, to transfer to any other of our sites. This mobility is essential to the smooth running of our parish council.

DISCLOSURE AND BARRING CERTIFICATE(S)

Your initial employment is conditional upon the provision of a satisfactory Disclosure and Barring Certificate of a level appropriate to your post. You may be required to undertake subsequent criminal record checks from time to time during your employment as deemed appropriate by the Parish council. In the event that such certificate's are not supplied, your employment with us will be terminated.

Data collected about criminal convictions will be processed in line with the Data Protection Act. You may read more about the data we hold on you, why we hold it and the lawful basis that applies in the employee privacy notice.

CONVICTIONS AND OFFENCES

During your employment, you are required to immediately report to the Parish council any convictions or offences with which you are charged, including traffic offences. Data collected about criminal convictions will be processed in line with the Data Protection Act. You may read more about the data we hold on you, why we hold it and the lawful basis that applies in the employee privacy notice.

OTHER POLICIES AND PROCEDURES

The Parish council has a number of other policies and procedures that will have been explained to you during your induction. Copies of these will have been provided to you separately or are available on request from the office.

Salaries and Wages, etc

ADMINISTRATION

Payment

- a) For salaried staff the pay period is the calendar month. Basic salaries are paid as per Barclays pay flow requirements.
- b) You will receive a payslip showing how the total amount of your pay has been calculated. It will also show the deductions that have been made and the reasons for them, e.g. Income Tax, National Insurance, etc.
- c) Any pay queries that you may have should be raised with the Clerk.

Overpayments

If you are overpaid for any reason, the total amount of the overpayment will normally be deducted from your next payment but if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period.

Income Tax and National Insurance

At the end of each tax year, you will be given a form P60 showing the total pay you have received from us during that year and the amount of deductions for Income Tax and National Insurance. You may also be given a form P11D showing non-salary benefits. You should keep these documents in a safe place as you may need to produce them for tax purposes.

Pay Reviews

Salaries are normally reviewed annually and any increase is at our discretion. The review does not imply an automatic increase in salary.

LATENESS/ABSENTEEISM

You must attend for work punctually at the specified time(s) and you are required to comply strictly with any time recording procedures relating to your area of work.

All absences must be notified in accordance with the sickness reporting procedures laid down in this Employee Handbook.

Lateness or absence may result in disciplinary action and/or loss of appropriate payment.

SHORTAGE OF WORK

In the event that the Parish council is faced with a shortage of work, or is unable to provide you with work for any other reason, then you agree that the Parish council may temporarily:

- a) place you on short-time working, in which case you will be paid for those hours worked; or
- b) lay you off from work, in which case you will be paid in accordance with the statutory guarantee pay provisions in place at that time; or
- c) designate you as a furloughed (or similar) worker, in accordance with the terms of any Government furlough (or similar) scheme in place from time to time, in which case during such period, if required, you agree to a reduction in your hours or will cease to carry out any work for the Parish council. (For this purpose you agree that the Parish council may adjust your hours, salary and benefits by an appropriate amount to reflect the needs of the parish council at that time and ensure that it receives reimbursement of salary and benefits under the said scheme to the fullest extent possible).

The entirety of this section entitled "Shortage of work" forms part of your contractual terms and conditions.

PENSION SCHEME

We operate a contributory pension scheme to which you will be auto-enrolled into (subject to the conditions of the scheme). The scheme enables you to save for your retirement using your own money, together with tax relief and contributions from the Parish council.

Holiday Entitlement and Conditions

ANNUAL HOLIDAYS

Your annual holiday entitlement is shown in your individual Statement of Main Terms of Employment (Form SMT).

Where you have more than the statutory minimum entitlement, we permit up to 5 days annual leave to be carried forward when agreed with your Line Manager. The days carried forward should be used by July. No payment in lieu will be made in respect of untaken holidays other than in the event of termination of your employment.

Holiday dates will normally be allocated on a "first come - first served" basis whilst ensuring that operational efficiency and appropriate staffing levels are maintained throughout the year.

You must complete the holiday request form and have it signed by your Line Manager before you make any firm holiday arrangements.

OR

Where applicable, We operate an online system for booking holidays via BrightHR. You will be given the rights to request absence online and you will also be able to view your holiday entitlement online at any time. This is to give you the facility to easily plan your holidays throughout the year.

Once you have registered your holiday request online, you will receive an e-mail from the Clark authorising or declining your request. If you feel that your request has been unreasonably refused for any reason you should refer the matter to the Clark. They will endeavour to ensure that you have every opportunity to take your holidays at the time you request them, but they will need to balance your requests with the needs of the department.

You should give at least four weeks' notice of your intention to take holidays of a week or more and one week's notice is required for odd single days.

You may not normally take more than two working weeks consecutively.

Payment for holidays will be at the rate shown in your individual Statement of Main Terms of Employment.

PUBLIC/BANK HOLIDAYS

Your entitlement to public/bank holidays is shown in your individual Statement of Main Terms of Employment.

Sickness/Injury Payments and Conditions

NOTIFICATION OF INCAPACITY FOR WORK

You must notify us by telephone on the first day of incapacity at the earliest possible opportunity and by no later than 7.00am. Text messages and e-mails are not an acceptable method of notification. Other than in exceptional circumstances notification should be made personally, to the Clerk.

You should try to give some indication of your expected return date and notify us as soon as possible if this date changes. The notification procedures should be followed on each day of absence unless you are covered by a medical certificate.

If your incapacity extends to more than seven calendar days you are required to notify us of your continued incapacity once a week thereafter, unless otherwise agreed.

EVIDENCE OF INCAPACITY

Medical certificates are not issued for short-term incapacity. In these cases of incapacity (up to and including seven calendar days) you must sign a self-certification absence form on your return to work.

If your sickness has been (or you know that it will be) for longer than seven days (whether or not they are working days) you should obtain a medical certificate and forward this to us without delay. Subsequently you must supply us with consecutive medical certificates to cover the whole of your absence.

In some situations, in line with government guidance, an extension of self-certification of absence will be temporarily accepted. You will be informed of any such changes should these apply.

PAYMENTS

You are entitled to statutory sick pay (SSP) if you are absent for four or more consecutive days because of sickness or injury provided you meet the statutory qualifying conditions. SSP is treated as wages and is subject to normal deductions.

Qualifying days are the only days for which you are entitled to SSP. These days are normally your working days unless otherwise notified to you. The first three qualifying days of absence are waiting days for which SSP is not payable. Where a second or subsequent period of incapacity (of four days or more) occurs within 56 days of a previous period of incapacity, waiting days are not served again.

Where the circumstances of your incapacity are such that you receive or are awarded any sum by way of compensation or damages in respect of the incapacity from a third party, then any payments which we may have made to you because of the absence (including SSP) shall be repaid by you to us up to an amount not exceeding the amount of the compensation or damages paid by the third party and up to, but not exceeding, any amount paid by us.

RETURN TO WORK

You should notify the Clerk as soon as you know on which day you will be returning to work if this differs from the date of return previously notified.

If you have been suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.

Separate rules relating to infectious diseases and those whose duties may involve handling food are to be found later in this handbook and, if appropriate to your duties, you must familiarise yourself with them.

On return to work after any period of sickness/injury absence (including absence covered by a medical certificate), you are also required to complete a self-certification absence form and hand this to the Clerk.

Upon returning to work after any period of sickness/injury absence, you may be required to attend a “return to work” interview to discuss the state of your health and fitness for work. Information arising from such an interview will be treated with the strictest confidence.

GENERAL

Submission of a medical certificate or sickness self-certification absence form, although giving us the reason for your absence may not always be regarded by us as sufficient justification for accepting your absence. Sickness is just one of a number of reasons for absence and although it is understandable that if you are sick you may need time off, continual or repeated absence through sickness may not be acceptable to us.

In deciding whether your absence is acceptable or not we will take into account the reasons and extent of all your absences, including any absence caused by sickness/injury. We cannot operate with an excessive level of absence as all absence, for whatever reason, reduces our efficiency.

We will take a serious view if you take sickness/injury leave which is not genuine, and it will result in disciplinary action being taken. In addition, we will take a serious view if you are found to be undertaking any activity during sickness absence which we reasonably believe is inconsistent with being incapable of work at that time despite the presence of an illness, injury or medical condition. Disciplinary action will be taken in this instance.

If we consider it necessary, we may ask your permission to contact your doctor and/or for you to be independently medically examined by our Occupational Health Specialists, Health Assured Limited.

Other Benefits

EMPLOYEE ASSISTANCE PROGRAMME

We recognise that sometimes you may face certain challenges in your work and home life that are difficult to deal with. We subscribe to a confidential and professional life management service that provides you with a qualified counsellor who can offer personal support for any practical or emotional challenges you may be facing. The service is initially provided via telephone and online advice but face to face meetings will be arranged where this is felt clinically appropriate. This service is totally confidential. You can use the Health Assured App or call 0800 0474097. More details of this service are available from the Clark.

As part of our Employee Assistance Programme, you also have access to an online wellbeing tool, Wisdom AI, which you can use to find fast answers to any wellbeing questions you have. You can access Wisdom AI at any time via the Health Assured portal. The link in the menu bar will take you directly to the Wisdom AI homepage, where you can ask your question. More details of this service are available from your Manager.

BRIGHT EXCHANGE

We currently subscribe to an online HR tool, Bright HR. Through Bright HR you have exclusive access to Bright Exchange. Bright Exchange is an online marketplace exclusive to Bright HR users giving you access to hundreds of products, services and special offers from a wide range of different companies. You can use your Bright HR credentials to log in to Bright Exchange and take advantage of these offers. More details are available from the Clark.

Safeguards

RIGHTS OF SEARCH

Although we do not have the contractual right to carry out searches of employees and their property (including vehicles) whilst they are on our premises or parish council, we would ask all employees to assist us in this matter should we feel that such a search is necessary.

Where practicable, searches will be carried out in the presence of a colleague of your choice who is available on the premises at the time of the search. This will also apply at the time that any further questioning takes place.

We reserve the right to call in the police at any stage.

CONFIDENTIALITY

All information that:

- a) is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence;
- b) relates particularly to our parish council, or that of other persons or bodies with whom we have dealings of any sort; and
- c) has not been made public by, or with our authority;

shall be confidential, and (save in the course of our parish council or as required by law) you shall not at any time, whether before or after the termination of your employment, disclose such information to any person without our prior written consent.

You are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of your employment with us, or at any other time upon demand, return to us any such material in your possession.

You must make yourself aware of our policies on data protection in relation to personal data and ensure compliance with them at all times.

DATA PROTECTION

The General Data Protection Regulation (GDPR) and the current Data Protection Act regulates our use of your personal data. As an employer, it is our responsibility to ensure that the personal data we process in relation to you is done so in accordance with the required principles. Any data held shall be processed fairly and lawfully and in accordance with the rights of data subjects.

We will process data in line with our privacy notices in relation to both job applicants and employees.

You have several rights in relation to your data. More information about these rights is available in our "Policy on your rights in relation to your data". We commit to ensuring that your rights are upheld in accordance with the law and have appropriate mechanisms for dealing with such.

We may ask for your consent for processing certain types of personal data. In these circumstances, you will be fully informed as to the personal data we wish to process and the reason for the processing. You may choose to provide or withhold your consent. Once consent is provided, you are able to withdraw consent at any time.

You are required to comply with all Parish council policies and procedures in relation to processing data. Failure to do so may result in disciplinary action up to and including dismissal.

PARISH COUNCIL PROPERTY AND COPYRIGHT

All written material, whether held on paper, electronically or magnetically which was made or acquired by you during the course of your employment with us, is our property and, where appropriate, our copyright. At the time of termination of your employment with us, or at any other time upon demand, you shall return to us any such material in your possession.

STATEMENTS TO THE MEDIA

Any statements to reporters from newspapers, radio, television, etc. in relation to our parish council will be given only by the Clerk.

Please refer to our Publicity Policy/Press & Media Policy

VIRUS PROTECTION PROCEDURES

In order to prevent the introduction of virus contamination into the software system, the following must be observed:

- a) unauthorised software including public domain software, USBs, external hard drives, CDs or internet downloads must not be used; and
- b) all software must be virus checked using standard testing procedures before being used.

USE OF COMPUTER EQUIPMENT

In order to control the use of the Parish council's computer equipment and reduce the risk of contamination the following will apply:

- a) the introduction of new software must first of all be checked and authorised by the Clerk before general use will be permitted;
- b) only authorised staff should have access to the Parish council's computer equipment;
- c) only authorised software may be used on any of the Parish council's computer equipment;
- d) only software that is used for parish council applications may be used;
- e) no software may be brought onto or taken from the Parish council's premises without prior authorisation;
- f) unauthorised access to the computer facility will result in disciplinary action; and
- g) unauthorised copying and/or removal of computer equipment/software will result in disciplinary action, such actions could lead to dismissal.

E-MAIL AND INTERNET POLICY

Introduction

The purpose of the Internet and E-mail policy is to provide a framework to ensure that there is continuity of procedures in the usage of internet and e-mail within the Parish council. The internet and e-mail system have established themselves as an important communications facility within the Parish council and have provided us with contact with professional and academic sources throughout the world. Therefore, to ensure that we are able to utilise the system to its optimum we have devised a policy that provides maximum use of the facility whilst ensuring compliance with the legislation throughout.

Internet

Where appropriate, duly authorised staff are encouraged to make use of the Internet as part of their official and professional activities. Attention must be paid to ensuring that published information has relevance to normal professional activities before material is released in the Parish council name. Where personal views are expressed a disclaimer stating that this is the case should be clearly added to all correspondence. The intellectual property right and copyright must not be compromised when publishing on the Internet. The availability and variety of information on the Internet has meant that it can be used to obtain material reasonably considered to be offensive. The use of the Internet to access and/or distribute any kind of offensive material, or material that is not work-related, leaves an individual liable to disciplinary action which could lead to dismissal.

Procedures – Acceptable/Unacceptable Use

Unauthorised or inappropriate use of the internet system may result in disciplinary action which could result in summary dismissal.

The internet system is available for legitimate parish council use and matters concerned directly with the job being done. Employees using the internet system should give particular attention to the following points:

- a) comply with all of our internet standards;
- b) access during working hours should be for parish council use only

The Parish council will not tolerate the use of the Internet system for unofficial or inappropriate purposes, including:

- a) accessing websites which put our internet at risk of (including but not limited to) viruses, compromising our copyright or intellectual property rights;
- b) non-compliance of our social networking policy;
- c) connecting, posting or downloading any information unrelated to their employment and in particular pornographic or other offensive material; or
- d) engaging in computer hacking and other related activities, or attempting to disable or compromise security of information contained on the Parish council's computers.

You are reminded that such activities (c and d) may constitute a criminal offence.

E-mail

The use of the e-mail system is encouraged as its appropriate use facilitates efficiency. Used correctly it is a facility that is of assistance to employees. Inappropriate use however causes many problems including distractions, time wasting and legal claims. The procedure sets out the Parish council's position on the correct use of the e-mail system.

Procedures - Authorised Use

Unauthorised or inappropriate use of the e-mail system may result in disciplinary action which could include summary dismissal.

The e-mail system is available for communication and matters directly concerned with the parish council. Employees using the e-mail system should give particular attention to the following points:

- a) all comply with Parish council communication standards;
- b) e-mail messages and copies should only be sent to those for whom they are particularly relevant;
- c) e-mail should not be used as a substitute for face-to-face communication or telephone contact. Abusive e-mails must not be sent. Hasty messages sent without proper consideration can cause upset, concern or misunderstanding;
- d) if the e-mail is confidential the user must ensure that the necessary steps are taken to protect confidentiality. The Parish council will be liable for infringing copyright or any defamatory information that is circulated either within the Parish council or to external users of the system; and
- e) offers or contracts transmitted by e-mail are as legally binding on the Parish council as those sent on paper.

The Parish council will not tolerate the use of the e-mail system for unofficial or inappropriate purposes, including:

- a) any messages that could constitute bullying, harassment or other detriment;
- b) personal use (e.g. social invitations, personal messages, jokes, cartoons, chain letters or other private matters);
- c) on-line gambling;
- d) accessing or transmitting pornography;
- e) transmitting copyright information and/or any software available to the user; or
- f) posting confidential information about other employees, the Parish council or its members of the parish or suppliers.

Monitoring

We reserve the right to monitor all e-mail/internet activity by you for the purposes of ensuring compliance with our policies and procedures and of ensuring compliance with the relevant regulatory requirements. This includes monitoring of any additional accounts you may be requested to set up for the purposes of performing your work tasks, which are subject to the same rules as your work email account. Information acquired through such monitoring may be used as evidence in disciplinary proceedings. Monitoring your usage will mean processing your personal data. You may read more about the data we hold on you, why we hold it and the lawful basis that applies in the employee privacy notice.

USE OF SOCIAL NETWORKING SITES

Any work related issue or material that could identify an individual who is a members of the parish or work colleague, which could adversely affect the Parish council, a members of the parish or our relationship with any members of the parish must not be placed on a social networking site. This means that work related matters must not be placed on any such site at any time either during or outside of working hours and includes access via any computer equipment or mobile device.

KEYHOLDING/ALARM SETTING

If you are an allocated key holder, you must ensure that all procedures and guidelines are followed when securing the building prior to leaving. The keys and any security measure such as alarm codes must be kept safe at all times. You must not give the keys or alarm code to any third party unless authorisation is obtained from the Clark. Any loss or damage caused as a result of your failure to follow procedures or your negligence in ensuring the safekeeping of the keys and alarm code will result in disciplinary action which could lead to your summary dismissal. We also reserve the right to deduct the cost of any loss, repair or replacement from any monies owing to you.

Any breaches or security issues including the loss or theft of keys must be reported immediately to the Clark.

To satisfy the requirements of our insurers and to protect us from fire and theft, you must secure all properties and premises when unattended. The last person to leave the premises must ensure lights and appropriate electrical equipment are switched off, windows and doors are secure and alarms are set accordingly.

CLOSED CIRCUIT TELEVISION

CCTV is operated on some Parish council premises for several reasons, including the prevention of crime and the safety of employees and members of the parish.

We reserve the right to use any evidence obtained in this manner in any disciplinary issue. We will ensure all personal data obtained in this way is processed in line with the current Data Protection Act. You may refer to the employee privacy notice for more information on the data we hold, the reasons we hold it and the lawful basis which applies.

Standards

WASTAGE

We maintain a policy of "minimum waste" which is essential to the cost-effective and efficient running of our organisation.

You are able to promote this policy by taking extra care during your normal duties by avoiding unnecessary or extravagant use of services, time, energy, etc. The following points are illustrations of this:

- a) handle machines, equipment and stock with care;
- b) turn off any unnecessary lighting and heating. Keep doors closed whenever possible;
- c) ask for other work if your job has come to a standstill; and
- d) start with the minimum of delay after arriving for work and after breaks.

The following provision is an express written term of your contract of employment:

- a) any damage to stock or property that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement; and
- b) any loss to us that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or your unsatisfactory standards of work will render you liable to reimburse to us the full or part of the cost of the loss.

In the event of failure to pay, we have the contractual right to deduct such costs from your pay.

STANDARDS OF DRESS

As you are liable to come into contact with members of the parish and members of the public, it is important that you present a professional image with regard to appearance and standards of dress. Where uniforms are not provided, you should wear clothes and footwear appropriate to your job responsibilities, and they should be kept clean and tidy at all times. Where uniforms are provided, these must be worn at all times whilst at work and laundered on a regular basis.

HOUSEKEEPING

Both from the point of view of safety and of appearance, work areas must be kept clean and tidy at all times.

Health, Safety, Welfare and Hygiene

SAFETY

You should make yourself familiar with our Health and Safety Policy and your own health and safety duties and responsibilities, as shown separately.

You must not take any action that could threaten the health or safety of yourself, other employees, members of the parish or members of the public.

Protective wear and other equipment that may be issued for your protection because of the nature of your job must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility.

You should report all accidents and injuries at work, no matter how minor, in the accident book and to the Clerk.

You must ensure that you are aware of our fire and evacuation procedures and the action you should take in the event of such an emergency.

First-Aid at Work

We will comply with our obligations regarding first-aid at work and ensure that all employees are given details of our first-aid arrangements, in accordance with current legislation. This may include (but is not limited to) providing trained first-aiders, depending on the outcome of our first-aid needs assessment.

REFRESHMENT MAKING FACILITIES

We provide refreshment making facilities for your use, which must be kept clean and tidy at all times.

ALCOHOL & DRUGS POLICY

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the parish council and/or the health and safety of our employees.

If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

NO SMOKING POLICY

The parish council endorses the principle that it is a matter of personal choice if individuals smoke or not, but the matter of where they smoke is of public concern

All employees have a right to work in a smoke-free environment. Smoking is prohibited throughout the entire workplace with no exceptions. This includes parish council vehicles. This policy applies to all employees, consultants, members of the parish or members and visitors.

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

Whilst there is no designated smoking area, you should ensure that you are away from the parish council premises and any windows/doors. You may only smoke during authorised breaks. This includes the use of vapes and e-cigarettes.

PERSONAL HYGIENE

Your highest attention to your own personal hygiene is requested at all times, as you work in close proximity with members of the parish and fellow colleagues.

FITNESS FOR WORK

If you arrive for work and, in our opinion, you are not fit to work, we reserve the right to exercise our duty of care if we believe that you may not be able to undertake your duties in a safe manner or may pose a safety risk to others, and send you away for the remainder of the day with or without pay and, dependent on the circumstances, you may be liable to disciplinary action.

MANUAL HANDLING

You are required, in accordance with the Manual Handling Regulations 1992, to advise us of any condition which may make you more vulnerable to injury.

Lone Worker Policy

The Parish council will avoid the need for employees to work alone where reasonably practicable. Where lone working is necessary, the Parish council will take all reasonable steps to ensure the health and safety of employees working alone.

The Parish council will ensure that a risk assessment is conducted and that arrangements are in place prior to employees working alone.

The Clerk will ensure that:

- a) loneworking is avoided as far as is reasonably practicable;
- b) emergency procedures are in place so that members of staff working alone can obtain assistance if required;
- c) a risk assessment is completed by a person competent to do so prior to employees working alone;
- d) any employee working alone is capable of undertaking the work alone;
- e) arrangements are in place so that someone else is aware of a lone worker's whereabouts at all times;
- f) persons working alone are provided with adequate information, instruction and training to understand the hazards and risks and the safe working procedures associated with working alone; and
- g) training records are kept.

The person conducting the lone working assessment will:

- a) give consideration to the greater risks to expectant mothers and young persons;
- b) involve the employee who is working alone in the assessment process and the development of safe working methods;
- c) advise the employee undertaking the lone working of the findings of the assessment; and
- d) maintain a file of all lone working.

Employees working alone will:

- a) follow the safe working arrangements developed by the Parish council for lone working;
- b) take reasonable steps to ensure their own safety; and
- c) inform their Line Manager of any incidents or safety concerns.

Leading Statutory Authority

Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 (SI 1999/3242).

Employers have a general duty under the Health and Safety at Work etc. Act 1974 to ensure the health, safety and welfare of their employees as far as is reasonably practicable, which includes providing safe systems, a safe place of work and suitable arrangements for employees' welfare.

Regulation 3 of the Management of Health and Safety at work Regulations 1999 requires a suitable and sufficient assessment of risks arising from work activities (including lone working) to be undertaken.

Regulation 13 of the Management of Health and Safety at Work Regulations 1999 requires employers to consider the physical and mental capabilities of employees when deciding on the tasks they will undertake.

Lone working is not permitted under certain legislation. It is prudent for employers to review any regulations specific to their parish council prior to allowing lone working.

In relation to a lone working risk assessment consideration should be given to:

- a) the remoteness of the workplace;
- b) potential communication problems;
- c) the likelihood of a criminal attack;
- d) potential for verbal and physical abuse;
- e) vulnerability of lone workers to feelings of isolation, stress and depression;
- f) whether all the plant, equipment, materials, etc. can be handled safely by one person;
- g) whether the person is medically fit and suitable to work alone;
- h) how the lone worker will be supervised;
- i) how the lone worker will obtain help in an emergency such as an assault, vehicle breakdown, accident or fire; and
- j) whether there is adequate first-aid cover.

General Terms and Procedures

CHANGES IN PERSONAL DETAILS

You must notify us of any change of name, address, telephone number, etc., so that we can maintain accurate information on our records and make contact with you in an emergency, if necessary, outside normal working hours.

OTHER EMPLOYMENT

You are expected to devote the whole of your time and attention during working hours to our parish council. If you propose taking up employment with an employer or pursuing separate parish council interests or any similar venture, you must discuss the proposal with your Manager in order to establish the likely impact of these activities on both yourself and the Parish council. You will be asked to give full details of the proposal and consideration will be given to:

- Working hours;
- Competition, reputation and credibility;
- Conflict of Interest;
- Health, safety and welfare.

You will be notified in writing of the Parish council's decision. The Parish council may refuse to consent to your request. If you work without consent this could result in the termination of your employment.

If you are unhappy with the decision, you may appeal using the Grievance Procedure.

PRIVATE WORK

You are forbidden from undertaking any private work without authorisation from the Parish council. You will not be allowed to undertake any work which could otherwise have been undertaken by the Parish council. In the event of you being approached to undertake such work you must report the approach to the Clark.

TIME OFF

Circumstances may arise where you need time off for medical/dental appointments, or for other reasons. Where possible, such appointments should be made outside normal working hours. If this is not possible, time off required for these purposes may be granted at the discretion of the Clark and will normally be without pay.

MATERNITY/PATERNITY/ADOPTION LEAVE AND PAY

You may be entitled to maternity/paternity/adoption leave and pay in accordance with the current statutory provisions. If you (or your partner) become pregnant or are notified of a match date for adoption purposes you should notify the Clark at an early stage so that your entitlements and obligations can be explained to you.

PARENTAL/SHARED PARENTAL LEAVE

If you are entitled to take parental leave or shared parental leave in respect of the current statutory provisions, you should discuss your needs with the Clark who will identify your entitlements and look at the proposed leave periods dependent upon your child's/children's particular circumstances and the operational aspects of the parish council.

PARENTAL BEREAVEMENT LEAVE

In the unfortunate event that you experience the loss of a child, you may be entitled to parental bereavement leave and pay in accordance with the current statutory provisions. You should discuss your circumstances with the Clark and agree time off.

You are reminded that you have access to the Employee Assistance Programme, a confidential telephone counselling service offered by the Parish council where you can talk to a trained counsellor about your circumstances. You can access this by accessing online resources or calling the number provided, further details are available from the Clark.

CARER'S LEAVE

Employees with caring responsibilities may be entitled to take Carer's Leave in line with current statutory provisions. You should discuss your situation with [Manager] who will explain your entitlements and if appropriate, agree time off.

FLEXIBLE WORKING

You have the right to request flexible working in accordance with the current statutory provisions. Further information on the application process can be obtained from the Clark.

TIME OFF FOR DEPENDANTS

You may be entitled to take a reasonable amount of unpaid time off during working hours to take action that is necessary to provide help to your dependants. Should this be necessary you should discuss your situation with the Clark who, if appropriate, will agree the necessary time off.

BEREAVEMENT LEAVE

Reactions to bereavement may vary greatly according to individual circumstances and the setting of fixed rules for time off is therefore inappropriate. You should discuss your circumstances with the Clark and agree appropriate time off.

JURY SERVICE

If you are required to undertake jury service or to attend court you must advise the Clark in order that the necessary arrangements for your work can be made. You are normally eligible for loss of earnings, travel and subsistence allowances. You will be permitted reasonable time off to carry out such public duty, but you should not volunteer for jury service beyond 14 days without referral and permission from the Clark.

TRAVEL EXPENSES

We will reimburse you for any reasonable expenses incurred whilst travelling on our parish council. The rules relating to travelling expenses will be issued separately. You must provide receipts for any expenditure.

EMPLOYEES' PROPERTY AND LOST PROPERTY

We do not accept liability for any loss of, or damage to, property that you bring onto the premises. You are requested not to bring personal items of value onto the premises and, in particular, not to leave any items overnight. Articles of lost property should be handed to the Clark who will retain them whilst attempts are made to discover the owner.

FRIENDS AND RELATIVES CONTACT / TELEPHONE CALLS / MOBILE PHONES

You should discourage your friends and relatives from either calling on you in person or by telephone except in an emergency. Personal telephone calls, both incoming and outgoing are only allowed in the case of emergency. Permission to make outgoing personal calls should be sought from the Clark. Personal mobile phones should be switched to silent during working hours. Personal use of personal mobile phones should be kept to a minimum and not interfere with your duties during working hours.

It is illegal to hold and use a mobile phone, sat nav, tablet or any device that can send and receive data whilst driving.

It is our Parish council policy that you should not hold and use a mobile phone, sat nav, tablet or any device that can send and receive data whilst driving. You should ensure you are safely parked and you have turned off the engine before making or receiving any telephone calls. In the event of you being unable to answer a call because you cannot find a safe place to stop, you must return the call as soon as conveniently possible after you have safely parked and turned off the engine.

You can use a device held in your hand in the following circumstances only:

- you need to call 999 or 112 in an emergency and it is unsafe or impractical to stop
- you are safely parked
- you are making a contactless payment in a vehicle that is not moving, for example at a drive-through restaurant
- you are using the device to park the vehicle remotely.

You can use devices with hands-free access, such as a built-in sat nav, provided you do not hold the device at any time during usage.

PARISH COUNCIL MOBILE PHONES

The Parish council mobile phones are to be used for parish council purposes only except in the case of an emergency. Therefore any personal use deemed excessive by the Parish council may be repayable by the employee. The Parish council reserve the right to deduct the appropriate sums from your salary in the event that repayments are not made. Internet usage on Parish council mobile phones is subject to the same provisions set out in our E-mail and Internet Policy. The Parish council reserves the right to monitor all communications made on Parish council mobile phones in order to ensure compliance with our policies and procedures.

Whilst on annual leave, the parish mobile should be left in the office until your return.

PARISH COUNCIL TOOLS/EQUIPMENT

The Parish council provides the tools and/or equipment necessary to carry out your duties. You should keep these in good repair and take all reasonable steps to ensure that they are secure at all times. You must report any lost, damaged or mislaid tools and/or equipment to the Clark. You must return all Parish council tools and/or equipment upon termination of employment by either party. Failure to return any tools and/or equipment, or any loss or damage suffered as a result of your negligence, will result in a deduction to cover the cost of the tools and/or equipment being made from monies due to you.

BEHAVIOUR AT WORK

You should behave with civility towards fellow employees, and no rudeness will be permitted towards members of the parish or members of the public. Objectionable or insulting behaviour, or bad language will render you liable to disciplinary action. You should use your best endeavours to promote the interests of the parish council and shall, during normal working hours, devote the whole of your time, attention and abilities to the parish council and its affairs. Any involvement in activities which could be construed as being in competition with us is not allowed.

BEHAVIOUR OUTSIDE OF WORK

The Parish council recognises the importance of work/life balance. However, owing to the nature of the parish council, the parish council insists on employing staff of the highest integrity, we expect you to maintain these standards outside of working hours. Activities that result in adverse publicity to ourselves, or which cause us to lose faith in your integrity, may give us grounds for your dismissal.

MEMBERS OF THE PARISH PREMISES

Whilst visiting or working at any of our members of the parish' premises, it is imperative that you familiarise yourself and comply with all of their rules and requirements including (but not limited to) security, health and safety, smoking, parking, etc. Failure to comply with site rules could result in your removal from site and disciplinary action being taken in accordance with our disciplinary procedures.

ADVERSE WEATHER/TRAVEL ARRANGEMENT DISRUPTION

Every reasonable effort should be made to attend work in accordance with your contract. In the event that you are unable to attend work owing to inclement weather conditions and/or severe disruption to your travel arrangements, you should report your absence through the normal absence reporting procedures. Your absence will be unpaid unless you have sufficient annual leave in which case you may request to use this. Alternatively, you may be able to work additional hours to compensate for the lost hours at the sole discretion of the management and subject to availability.

PARISH COUNCIL FUEL/CREDIT CARDS

If you have been provided with a Parish council fuel/credit card, you are responsible for its security and safekeeping. In the event that it is lost or stolen, it is imperative that you report this to the Clerk immediately. The card is to be used exclusively for parish council purposes only and receipts should be obtained for every transaction. Usage will be regularly monitored therefore it is in your interest to keep a personal record of transactions in order that you are able to explain them if necessary.

Personal use of a Parish council fuel/credit card is not permitted under any circumstances. Misuse of the card and/or failure to comply with Parish council procedures will result in disciplinary action, which may result in your dismissal. You will be required to reimburse us the cost of any unauthorised expenditure. In the event of failure to pay, we have the contractual right to deduct such costs from your pay.

DRIVING LICENCE

If driving is a necessary part of your role it is imperative that you maintain a valid driving licence suitable for the vehicle you operate at all times during your employment. You are required upon request to produce your driving licence to the management. We may also require you to provide us with the ability to access your driving licence details online. If at any time your licence is endorsed, or you are disqualified from driving, we must be informed immediately. If you are required to drive as part of your job and we are unable to find alternative employment, your employment may be terminated.

Data collected about driving licences will be processed in line with the Data Protection Act. You may read more about the data we hold on you, why we hold it and the lawful basis that applies in the employee privacy notice.

FINES

Any fines imposed by relevant authorities including (but not limited to) speeding and parking will be payable by the employee. The Parish council takes no responsibility for the payment of fines incurred by the employee during their employment.

CAR INSURANCE

If your position requires you to use your own car for parish council purposes, you must ensure that your car insurance provides adequate cover. Proof of adequate insurance, Driving Licence, Tax and an MOT Certificate must be produced for scrutiny by the Parish council, upon renewal and at any time when so requested.

THIRD PARTY INVOLVEMENT

We reserve the right to allow third parties to chair any meeting, for example disciplinary, capability, grievance, this is not an exhaustive list. Where we are required to share special category data to any third parties as part of that hearing, we ensure that a relevant condition of processing is met and we do not rely upon your consent for the processing.

RECORDING OF FORMAL MEETINGS

We reserve the right to record any formal meetings whether conducted by us or a third party, a copy of the recording can be made available on request. All personal data collected for this purpose will be processed in line with the current Data Protection Act.

Anti-Bribery Policy

INTRODUCTION

Bribery is a criminal offence. The Parish council prohibits any form of bribery. We require compliance, from everyone connected with our parish council, with the highest ethical standards and anti-bribery laws applicable. Integrity and transparency are of utmost importance to us and we have a zero tolerance attitude towards corrupt activities of any kind, whether committed by employees or by third parties acting for or on behalf of the Parish council.

POLICY

It is prohibited, directly or indirectly, for any employee or person working on our behalf to offer, give, request or accept any bribe i.e. gift, loan, payment, reward or advantage, either in cash or any other form of inducement, to or from any person or Parish council in order to gain commercial, contractual or regulatory advantage for the Parish council, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical.

SUSPICION

If we suspect that you have committed an act of bribery or attempted bribery, an investigation will be carried out and, in line with our disciplinary procedure where appropriate, action may be taken against you which may result in your dismissal, or the cessation of our parish council arrangement with you.

REPORTING

If you, as an employee or person working on our behalf, suspect that an act of bribery or attempted bribery has taken place, even if you are not personally involved, you are expected to report this to the Clark. You may be asked to give a written account of events.

Staff are reminded of the Parish council's Whistle-Blowers Policy which is available in this Employee Handbook.

GIFTS AND HOSPITALITY

We realise that the giving and receiving of gifts and hospitality as a reflection of friendship or appreciation where nothing is expected in return may occur, or even be commonplace, in our industry. This does not constitute bribery where it is proportionate and recorded properly.

No gift should be given nor hospitality offered by an employee or anyone working on our behalf to any party in connection with our parish council without receiving prior written approval from the Clark.

Similarly, no gift or offer of hospitality should be accepted by an employee or anyone working on our behalf without receiving prior written approval from the Clark.

RECORD KEEPING

A record will be made by the Clark of every instance in which gifts or hospitality are given or received.

As the law is constantly changing, this policy is subject to review and the Parish council reserves the right to amend this policy without prior notice.

Anti-Tax Evasion Policy

INTRODUCTION

Tax evasion is a criminal offence. The Parish council prohibits any form of tax evasion. Involvement in the criminal facilitation of tax evasion exposes the Parish council and the person facilitating the evasion to a criminal offence. It will also damage our reputation and the confidence of our members of the parish, suppliers and parish council partners.

Indicators of tax evasion are:

- a) request for payment by cash;
- b) overly-complex payment mechanisms;
- c) services/goods provided to jurisdictions that do not subscribe to Common Reporting Standards;
- d) transactions involving overly complex supply chains;
- e) transactions involving private banking facilities; and/or
- f) records are incomplete or missing.

Our position is simple: we conduct our parish council to the highest legal and ethical standards. We will not be party to tax evasion or the facilitation of tax evasion of any form. Such acts would damage our reputation and expose us, and our staff and representatives, to the risk of fines and imprisonment.

We take a zero-tolerance approach to tax evasion facilitation by our people and our third party representatives. We are committed to:

- a) rejecting the facilitation of tax evasion; and
- b) not recommending the services of others who do not have reasonable prevention procedures in place.

We require compliance in regards to this from everyone connected with our parish council. Integrity and transparency are of utmost importance to us.

DEFINITIONS OF TAX EVASION

Tax evasion is the practice of using illegal methods to avoid paying tax. It frequently involves contrived, artificial transactions that serve no purpose other than to reduce tax liability.

POLICY

It is prohibited, directly or indirectly, for any employee or person working on our behalf to take part in any activity relating to tax evasion.

If we suspect that you have taken part in such activity, an investigation will be carried out and, in line with our disciplinary procedure where appropriate, action may be taken against you which may result in your dismissal, or the cessation of our parish council arrangement with you.

If you, as an employee or person working on our behalf, suspect any activity related to tax evasion or attempted tax evasion has taken place, even if you are not personally involved, you are expected to report this to the Clark. You may be asked to give a written account of events.

TRAINING/MONITORING/REVIEW

The Parish council will ensure that it gives all relevant training for staff in relation to financial crime detection and prevention, it will ensure it monitors and enforces compliance with the prevention procedures and regularly review the effectiveness of prevention procedures, refining them where necessary.

CONCERNS

Staff are reminded of the Parish council's Whistleblowing policy which is available in this Employee Handbook, or upon request.

Whistle-blowers

INTRODUCTION

Under certain circumstances, employees are protected from suffering any detriment or termination of employment if they make disclosures about organisations for whom they work.

QUALIFYING DISCLOSURES

Certain disclosures are prescribed by law as “qualifying disclosures”. A “qualifying disclosure” means a disclosure of information that the employee genuinely and reasonably believes is in the public interest and shows that the Parish council has committed a “relevant failure” by:

- a) committing a criminal offence;
- b) failing to comply with a legal obligation;
- c) a miscarriage of justice;
- d) endangering the health and safety of an individual;
- e) environmental damage; or
- f) concealing any information relating to the above.

These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen. The Parish council will take any concerns that you may raise relating to the above matters very seriously.

The Employment Rights Act 1996 provides protection for workers who ‘blow the whistle’ where they reasonably believe that some form of illegality, injustice or breach of health and safety has occurred or is likely to occur. The disclosure has to be “in the public interest”. We encourage you to use the procedure to raise any such concerns.

THE PROCEDURE

In the first instance you should report any concerns you may have to the Clerk who will treat the matter with complete confidence. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate official organisation or regulatory body.

TREATMENT BY OTHERS

Bullying, harassment or any other detrimental treatment afforded to a colleague who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action.

Capability Procedures

INTRODUCTION

We recognise that during your employment with us your capability to carry out your duties may deteriorate. This can be for a number of reasons, the most common ones being that either the job changes over a period of time and you fail to keep pace with the changes, or you change (most commonly because of health reasons) and you can no longer cope with the work.

JOB CHANGES/GENERAL CAPABILITY ISSUES

If the nature of your job changes or if we have general concerns about your ability to perform your job we will try to ensure that you understand the level of performance expected of you and that you receive adequate training and supervision. Concerns regarding your capability will normally first be discussed in an informal manner and you will be given time to improve.

If your standard of performance is still not adequate you will be warned in writing that a failure to improve and to maintain the performance required could lead to your dismissal. We will also consider the possibility of a transfer to more suitable work if possible.

If there is still no improvement after a reasonable time and we cannot transfer you to more suitable work, or if your level of performance has a serious or substantial effect on our organisation or reputation, you will be issued with a final warning that you will be dismissed unless the required standard of performance is achieved and maintained.

If such improvement is not forthcoming after a reasonable period of time, you will be dismissed with the appropriate notice.

PERSONAL CIRCUMSTANCES/HEALTH ISSUES

Personal circumstances may arise which do not prevent you from attending for work but which prevent you from carrying out your normal duties (e.g. a lack of dexterity or general ill health). If such a situation arises, we will normally need to have details of your medical diagnosis and prognosis so that we have the benefit of expert advice. Under normal circumstances this can be most easily obtained by asking your own doctor for a medical report. Your permission is needed before we can obtain such a report and we will expect you to co-operate in this matter should the need arise. When we have obtained as much information as possible regarding your condition and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

There may also be personal circumstances that prevent you from attending work, either for a prolonged period(s) or for frequent short absences. Under these circumstances, we will need to know when we can expect your attendance record to reach an acceptable level. This may again mean asking your own doctor for a medical report or by making whatever investigations are appropriate in the circumstances. When we have obtained as much information as possible regarding your condition, and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

SHORT SERVICE STAFF

We retain discretion in respect of the capability procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service, you may not be in receipt of any warnings before dismissal.

Disciplinary Procedures

INTRODUCTION

It is necessary to have a minimum number of rules in the interests of the whole organisation.

The rules set standards of performance and behaviour whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is our aim that the rules and procedures should emphasise and encourage improvement in the conduct of individuals, where they are failing to meet the required standards, and not be seen merely as a means of punishment. We reserve the right to amend these rules and procedures where appropriate.

Every effort will be made to ensure that any action taken under this procedure is fair, with you being given the opportunity to state your case and appeal against any decision that you consider to be unjust.

The following rules and procedures should ensure that:

- a) the correct procedure is used when requiring you to attend a disciplinary hearing;
- b) you are fully aware of the standards of performance, action and behaviour required of you;
- c) disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner;
- d) you will only be disciplined after careful investigation of the facts and the opportunity to present your side of the case. On some occasions we may implement temporary measures in order that an uninterrupted investigation can take place. These measures may include, for example:
 - working in a different department, or from a different office or site
 - a change to your usual duties
 - working with different members of the parish/members of the parish, or away from members of the parish/members of the parish
 - working from home
 - suspension on contractual pay.

This list is not exhaustive, and we may implement other measures which are appropriate to the circumstances. None of these measures are to be regarded as disciplinary action or a penalty of any kind.

Where an employee on temporary suspension tells us that they are sick, the employee will be considered to be on sickness absence, rather than suspension, until the employee notifies us that they are no longer sick, at which point suspension will resume where appropriate.

- e) other than for an "off the record" informal reprimand, you have the right to be accompanied by a fellow employee at all stages of the formal disciplinary process;
- f) you will not normally be dismissed for a first breach of discipline, except in the case of gross misconduct; and
- g) if you are disciplined, you will receive an explanation of the penalty imposed and you will have the right to appeal against the finding and the penalty.

DISCIPLINARY RULES

It is not practicable to specify all disciplinary rules or offences that may result in disciplinary action, as they may vary depending on the nature of the work. In addition to the specific examples of unsatisfactory conduct, misconduct and gross misconduct shown in this handbook, a breach of other specific conditions, procedures, rules etc. that are contained within this handbook or that have otherwise been made known to you, will also result in this procedure being used to deal with such matters.

RULES COVERING UNSATISFACTORY CONDUCT AND MISCONDUCT

(These are examples only and not an exhaustive list.)

You will be liable to disciplinary action if you are found to have acted in any of the following ways:

- a) failure to abide by the general health and safety rules and procedures;
- b) smoking in designated non-smoking areas;
- c) consumption of alcohol on the premises;
- d) persistent absenteeism and/or lateness;
- e) unsatisfactory standards or output of work;
- f) rudeness towards members of the parish, members of the public or other employees, objectionable or insulting behaviour, harassment, bullying or bad language;
- g) failure to devote the whole of your time, attention and abilities to our parish council and its affairs during your normal working hours;
- h) unauthorised use of e-mail and internet;
- i) failure to carry out all reasonable instructions or follow our rules and procedures;
- j) unauthorised use or negligent damage or loss of our property;
- k) failure to report immediately any damage to property or premises caused by you;
- l) use of our vehicles without approval or the private use of our commercial vehicles without authorisation;
- m) failure to report any incident whilst driving our vehicles, whether or not personal injury or vehicle damage occurs;
- n) if your work involves driving, failure to report immediately any type of driving conviction, or any summons which may lead to your conviction;
- o) carrying unauthorised goods or passengers in our commercial vehicles or the use of our vehicles for personal gain; and
- p) loss of driving licence where driving on public roads forms an essential part of the duties of the post.

SERIOUS MISCONDUCT

Where one of the unsatisfactory conduct or misconduct rules has been broken and if, upon investigation, it is shown to be due to your extreme carelessness or has a serious or substantial effect upon our operation or reputation, you may be issued with a final written warning in the first instance.

You may receive a final written warning as the first course of action, if, in an alleged gross misconduct disciplinary matter, upon investigation, there is shown to be some level of mitigation resulting in it being treated as an offence just short of dismissal.

RULES COVERING GROSS MISCONDUCT

Occurrences of gross misconduct are very rare because the penalty is dismissal without notice and without any previous warning being issued. It is not possible to provide an exhaustive list of examples of gross misconduct. However, any behaviour or negligence resulting in a fundamental breach of contractual terms that irrevocably destroys the trust and confidence necessary to continue the employment relationship will constitute gross misconduct. Examples of offences that will normally be deemed as gross misconduct include serious instances of:

- a) theft or fraud;
- b) physical violence or bullying;
- c) deliberate damage to property;
- d) deliberate acts of unlawful discrimination or harassment;
- e) possession, or being under the influence, of drugs* at work and/or testing positive for drug use in a test carried out in line with our policy; and

*For this purpose, the term 'drugs' is used to describe both illegal drugs and other psychoactive (mind-altering) substances which may or may not be illegal.

- f) breach of health and safety rules that endangers the lives of, or may cause serious injury to, employees or any other person.

(The above examples are illustrative and do not form an exhaustive list.)

DISCIPLINARY PROCEDURE

Disciplinary action taken against you will be based on the following procedure:

OFFENCE	FIRST OCCASION	SECOND OCCASION	THIRD OCCASION	FOURTH OCCASION
Unsatisfactory Conduct	Formal Verbal Warning	Written Warning	Final Written Warning	Dismissal
Misconduct	Written Warning	Final Written Warning	Dismissal	
Serious Misconduct	Final written warning	Dismissal		
Gross Misconduct	Dismissal			

We retain discretion in respect of the disciplinary procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service you may not be in receipt of any warnings before dismissal.

If a disciplinary penalty is imposed it will be in line with the procedure outlined above, which may encompass a formal verbal warning, written warning, final written warning, or dismissal, and full details will be given to you.

In all cases warnings will be issued for misconduct, irrespective of the precise matters concerned, and any further breach of the rules in relation to similar or entirely independent matters of misconduct will be treated as further disciplinary matters and allow the continuation of the disciplinary process through to dismissal if the warnings are not heeded.

DISCIPLINARY AUTHORITY

The operation of the disciplinary procedure contained in the previous section, is based on the following authority for the various levels of disciplinary action. However, the list does not prevent a higher level of seniority progressing any action at whatever stage of the disciplinary process.

PERSON AUTHORISED TO TAKE DISCIPLINARY ACTION IN THE CASE OF:

	MANAGEMENT	OTHER EMPLOYEES
Formal Verbal Warning	The Chair	The Clark
Written Warning	The Chair	The Clark
Final Written Warning	The Chair	The Clark
Dismissal	The Chair	The Clark

PERIOD OF WARNINGS

Formal verbal warning

A formal verbal warning will normally be disregarded for disciplinary purposes after a three month period.

Written warning

A written warning will normally be disregarded for disciplinary purposes after a six month period.

Final written warning

A final written warning will normally be disregarded for disciplinary purposes after a twelve month period.

GENERAL NOTES

If you are in a supervisory or Managerial position then demotion to a lower status at the appropriate rate may be considered as an alternative to dismissal except in cases of gross misconduct.

In exceptional circumstances, suspension from work without pay for up to five days as an alternative to dismissal (except dismissal for gross misconduct) may be considered by the person authorised to dismiss.

Gross misconduct offences will result in dismissal without notice.

You have the right to appeal against any disciplinary action.

Capability / Disciplinary Appeal Procedure

You have the right to lodge an appeal in respect of any capability/disciplinary action taken against you.

If you wish to exercise this right you should apply either verbally or in writing to the person indicated in your individual Statement of Main Terms of Employment.

It may be necessary, because of the size of our organisation, for the appeal to be heard by the person who took the original action and it is therefore important that your appeal gives details of why the penalty imposed is too severe, inappropriate or unfair in the circumstances.

If you are appealing on the grounds that you have not committed the offence, it may be necessary for the person conducting the appeal to have a complete re-hearing so that there can be a reappraisal of all matters before a decision is made to grant or refuse the appeal.

You may be accompanied at the appeal hearing by a fellow employee of your choice and the result of the appeal will be made known to you in writing, normally within five working days after the hearing. This is the final stage of the appeal process.

Grievance Procedure

It is important that if you feel dissatisfied with any matter relating to your employment you should have an effective means by which such a grievance can be aired and, where appropriate, resolved.

Nothing in this procedure is intended to prevent you from informally raising any matter you may wish to mention. Informal discussion can frequently solve problems without the need for a written record. However, if you wish to raise a formal grievance you should normally do so in writing from the outset.

You have the right to be accompanied at any stage of the procedure by a fellow employee who may act as a witness or speak on your behalf to explain the situation more clearly.

If you feel aggrieved at any matter relating to your work (except personal harassment, for which there is a separate procedure following this section), you should first raise the matter with the person specified in your Statement of Main Terms of Employment, explaining fully the nature and extent of your grievance. You will then be invited to a meeting at a reasonable time and location at which your grievance will be investigated fully. You must take all reasonable steps to attend this meeting. You will be notified of the decision, in writing, normally within ten working days of the meeting, including your right of appeal.

If you wish to appeal you must inform the Clerk within five working days. You will then be invited to a further meeting, which you must take all reasonable steps to attend. As far as reasonably practicable, the Parish council will be represented by a more Senior Manager than attended the first meeting (unless the most Senior Manager attended that meeting).

Following the appeal meeting you will be informed of the final decision, normally within ten working days, which will be confirmed in writing.

Personal Harassment Policy and Procedure

INTRODUCTION

Harassment or victimisation on the grounds of the following protected characteristic: age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable.

Personal harassment takes many forms but whatever form it takes, it is unlawful under the Equality Act 2010 and will not be tolerated.

This policy will be reviewed regularly to ensure it remains up to date and in order to monitor its effectiveness.

SCOPE

We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all those who work for us. This includes employees, workers, agency workers, volunteers and contractors in all areas of our Parish council, including any overseas sites.

DEFINITIONS

Harassment

This is unwanted conduct related to a relevant protected characteristic that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

Unwanted conduct can include:

- a) spoken words;
- b) banter;
- c) written words;
- d) posts or contact on social media;
- e) imagery;
- f) graffiti;
- g) physical gestures;
- h) facial expressions;
- i) mimicry;
- j) jokes or pranks;
- k) acts affecting a person's surroundings;
- l) aggression; and
- m) physical behaviour towards a person or their property.

Sexual Harassment

This is unwanted conduct of a sexual nature which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

- a) sexual comments or jokes;
- b) displaying sexually graphic pictures, posters or photos;
- c) suggestive looks, staring or leering;
- d) propositions and sexual advances;
- e) making promises in return for sexual favours;
- f) sexual gestures;
- g) intrusive questions about a person's private or sex life or a person discussing their own sex life;
- h) sexual posts or contact on social media;
- i) spreading sexual rumours about a person;
- j) sending sexually explicit emails or text messages; and
- k) unwelcome touching, hugging, massaging or kissing.

Less favourable treatment for rejecting or submitting to unwanted conduct

This occurs when:

- a) someone is subjected to unwanted conduct:
 - i) of a sexual nature;
 - ii) related to sex; or
 - iii) related to gender reassignment.
- b) the unwanted conduct has the purpose or effect of:
 - i) violating their dignity; or
 - ii) creating an intimidating, hostile degrading, humiliating or offensive environment for them, and
- c) they are treated less favourably because they submitted to, or rejected the unwanted conduct.

CIRCUMSTANCES WHICH ARE COVERED

This policy covers behaviour which occurs in the following situations:

- a) a work situation
- b) a situation occurring outside of the normal workplace or normal working hours which is related to work, for example, a working lunch or social event with colleagues;
- c) outside of a work situation but against a colleague or other person connected to the Parish council, including on social media;
- d) against anyone outside of a work situation where the incident is relevant to their suitability to carry out the role.

COMPLAINING ABOUT PERSONAL HARASSMENT

Informal Complaint

We recognise that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper. This person cannot be the same person who will be responsible for investigating the matter if it becomes a formal complaint.

If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

Formal Complaint

Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the Clerk as a formal written complaint and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:

- a) the name of the alleged harasser;
- b) the nature of the alleged harassment;
- c) the dates and times when the alleged harassment occurred;
- d) the names of any witnesses; and
- e) any action already taken by you to stop the alleged harassment.

On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved.

The person dealing with the complaint will invite you to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. You have the right to be accompanied at such a meeting by your confidential helper or another work colleague of your choice and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

On conclusion of the investigation, which will normally be within ten working days of the meeting with you, the decision of the investigator, detailing the findings, will be sent in writing to you.

You have the right to appeal against the findings of the investigator in accordance with the appeal provisions of the grievance procedure.

DISCIPLINARY ACTION

If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure. An employee who receives a formal warning or who is dismissed for harassment may appeal by using our capability/disciplinary appeal procedure.

When deciding on the level of disciplinary sanction to be applied, we will take into consideration aggravating factors such as abuse of power over a more junior colleague.

If you bring a complaint of harassment you will not be victimised for having brought the complaint. However if it is concluded that the complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.

THIRD PARTY HARASSMENT

Third party harassment occurs when one of our workforce is subjected to harassment by someone who is not part of our workforce but who is encountered in connection with work. This includes our members of the parish, suppliers, members of the public. Third party harassment of our workforce will not be tolerated.

Should you be subjected to third party harassment, you are encouraged to report this as soon as possible to the Clerk.

Should a members of the parish harass a member of our workforce, they will be warned that continued provision of our service to them will cease if they are to act in a similar way again. Should their behaviour recur, they will be informed that our service to them will cease. Any criminal acts will be reported to the police.

Equality, Inclusion and Diversity Policy

STATEMENT OF POLICY

The terms equality, inclusion and diversity are at the heart of this policy. 'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. 'Diversity' means the celebration of individual differences amongst the workforce. We will actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. We want to encourage everyone in our parish council to reach their potential.

We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action up to and including dismissal.

The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

RECRUITMENT AND SELECTION

The recruitment and selection process is crucially important to any equality, inclusion and diversity policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

Job descriptions, where used, will be revised to ensure that they are in line with this policy. Job requirements will be reflected accurately in any personnel specifications.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Short listing and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

We will not disqualify any applicant because they are unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

Selection decisions will not be influenced by any perceived prejudices of other staff.

TRAINING AND PROMOTION

Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.

MONITORING

We will maintain and review the employment records of all employees in order to monitor the progress of this policy.

Monitoring may involve:

the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;

the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and

recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

Termination of Employment

RESIGNATIONS

All resignations must be supplied in writing, stating the reason for resigning your post.

TERMINATING EMPLOYMENT WITHOUT GIVING NOTICE

If you terminate your employment without giving or working the required period of notice, as indicated in your individual Statement of Main Terms of Employment, you will have an amount equal to any additional cost of covering your duties during the notice period not worked deducted from any termination pay due to you. This is an express written term of your contract of employment. You will also forfeit any contractual accrued holiday pay due to you over and above your statutory holiday pay, if you fail to give or work the required period of notice.

RETURN OF OUR PROPERTY

On the termination of your employment you must return all our property which is in your possession or for which you have responsibility. Failure to return such items will result in the cost of the items being deducted from any monies outstanding to you. This is an express written term of your contract of employment.

GARDEN LEAVE

If either you or the Parish council serves notice on the other to terminate your employment the Parish council may require you to take "garden leave" for all or part of the remaining period of your employment.

NB.

During any period of garden leave you will continue to receive your full pay and any other contractual benefits.

COUNCIL OWNED VEHICLE RULES

DRIVING LICENCE AND AUTHORITY TO DRIVE COUNCIL VEHICLES

You must be in possession of a current driving licence and have the authority of your Manager to drive one of our vehicles.

Your driving licence must be produced for scrutiny by your Manager prior to driving any of our vehicles. Alternatively, we may require you to provide us with the ability to access your driving licence details online.

If at any time your licence is endorsed, or you are disqualified from driving, we must be informed immediately. Should your licence be removed or become invalid for any reason, your employment may be terminated.

Data collected about driving licences will be processed in line with the Data Protection Act. You may read more about the data we hold on you, why we hold it and the lawful basis that applies in the employee privacy notice.

It is your responsibility to see that the vehicle is not used by anyone other than authorised employees.

FIXTURES, FITTINGS AND MODIFICATIONS

No fixtures such as aerials, roof racks, towing apparatus, stickers, may be attached to any of our vehicles without prior written permission.

No change or alterations may be made to the manufacturer's mechanical or structural specification of the vehicle.

WARRANTY

All warranty work must be reported to us prior to it being carried out.

CLEANING AND MAINTENANCE

When you drive one of our vehicles it is your responsibility to ensure that it is kept clean and tidy and that it is returned to us in that condition after use.

Any maintenance or repair work, or replacement of parts, including tyres, must be reported to us so that we can organise for it to be carried out.

USE OF MOBILE PHONE, SAT NAV OR OTHER DEVICE WHILST DRIVING

It is illegal to hold and use a mobile phone, sat nav, tablet or any device that can send and receive data whilst driving.

It is our Council policy that you should not hold and use a mobile phone, sat nav, tablet or any device that can send and receive data whilst driving. You should ensure you are safely parked and you have turned off the engine before making or receiving any telephone calls. In the event of you being unable

to answer a call because you cannot find a safe place to stop, you must return the call as soon as conveniently possible after you have safely parked and turned off the engine.

You can use a device held in your hand in the following circumstances only:

- you need to call 999 or 112 in an emergency and it is unsafe or impractical to stop
- you are safely parked
- you are making a contactless payment in a vehicle that is not moving, for example at a drive-through restaurant
- you are using the device to park the vehicle remotely.

You can use devices with hands-free access, such as a built-in sat nav, provided you do not hold the device at any time during usage.

SMOKING POLICY

It is our policy that all workplaces including vehicles are smoke free, which includes the use of e-cigarettes. This policy applies to all employees, contractors, clients or members of the public including using their own vehicle for Council business. You may only smoke during authorised breaks and in the designated areas.

Council disciplinary procedures will be followed if you do not comply with this policy. Those who do not comply with the smoke free law may also be liable for a fixed term penalty fine and possible criminal prosecution.

FUEL, ETC.

Before you use one of our vehicles, and on its return, you are responsible for ensuring that the oil and water levels, battery and brake fluid and tyre pressures are maintained and that the tread of all tyres conforms to the minimum legal requirements.

If you have been provided with a Council fuel card, you are responsible for its security and safekeeping. In the event that it is lost or stolen, it is imperative that you report this to your Line Manager immediately. The card is to be used exclusively for business purposes only and receipts should be obtained for every transaction. Usage will be regularly monitored therefore it is in your interest to keep a personal record of transactions in order that you are able to explain them if necessary.

Personal use is not permitted under any circumstances. Misuse of the card and/or failure to comply with Council procedures will result in disciplinary action, which may result in your dismissal. You will be required to reimburse us the cost of any unauthorised expenditure. In the event of failure to pay, we have the contractual right to deduct such costs from your pay.

FINES

We will not be held responsible for any fines (e.g. parking, speeding, etc.) incurred by you whilst working for us. If we receive the summons on your behalf, we may pay the fine and deduct the cost from any monies owing to you.

DAMAGE OR INJURY

If you are the driver of any of our vehicles and it is involved in an accident which causes damage to property or another vehicle, or injury to any person or animal, you are required to give your name and

address, the name and address of the Owner, the registration number of the vehicle and the name of the Insurance Company to any person having reasonable grounds for requiring such information. It is important that you give no further information. If for some reason it is not possible to give this information at the time of the accident, the matter must be reported to the police as soon as possible, but within twenty-four hours of the occurrence.

In addition in the case of an incident involving injury to another person or to notifiable animals (i.e. dogs), you are responsible for notifying the police of the occurrence. The accident must be reported to a police station or to a Police Officer within twenty-four hours.

For security reasons, insurance certificates are kept by us. However, a copy of the certificate of insurance is provided with each vehicle and this will be renewed annually. You should make sure that it is with the vehicle at all times. Replacement copies can be obtained from us if necessary.

LOSS

In the case of theft of one of our vehicles, the police and ourselves must be informed immediately. Full details of the contents of the vehicle must also be given. If any contents are stolen from the vehicle the police and ourselves should be notified immediately.

Please note that only Council property is insured by us and you should make your own arrangements to cover personal effects.

The vehicle should be kept locked when not in use and the contents should be stored out of sight, preferably in the boot if it is a car. If a vehicle is stolen we are required to prove to the Insurance Company that there has been no negligence and, therefore, we must hold you responsible in the event of such negligence.

ACCIDENT PROCEDURE

It is a condition of the insurance policy that the insurers are notified of all accidents, even if apparently of no consequence. You must, therefore, as soon as possible after the accident, obtain an accident report form from us which must be completed and returned to us within twenty-four hours. All the information required on the form must be completed. You should note, that whenever possible the following particulars should appear in the form:

- a) The name and address of the other driver and the name and address of his/her insurers.
- b) The names and addresses of all passengers in both our vehicle and the third party's vehicle.
- c) Names and addresses of all witnesses. It will be of considerable assistance if statements can be obtained from all witnesses at the time of the accident.
- d) Particulars of the police attending i.e. name, number and division.

A detailed sketch must be provided showing the relative position of the vehicle before and after the accident, together with details of the roads in the vicinity, e.g. whether they are major or minor roads and as many relevant measurements as possible.

If our vehicle is undriveable you are responsible for making adequate arrangements for the vehicle to be towed to a garage, and the name and address of the garage where the vehicle may be inspected must be stated on the claim form.

Any maintenance or repair work, or replacement of parts, including tyres, must be reported to us so that we can organise for it to be carried out.

Under no circumstances may repairs be put in hand until the Insurance Company has given its agreement. We will notify you when this has been done.

You should not under any circumstances express any opinion one way or the other on the degree of responsibility for the accident. Only exchange particulars mentioned in 1) above and nothing more.

ROAD FUND LICENCE

The road fund licence for each vehicle will be renewed automatically when due.

PERMITTED USE

Subject to the restrictions already stipulated, our vehicles may only be used for our authorised business of unless previous arrangements for private domestic or social use have been agreed with us in advance. They may not be used for the carriage of passengers for hire or reward, nor may they be used for any type of motoring sport, including racing, rallying or pace making, whether on the public highway or on private land.

PERSONAL LIABILITY FOR DAMAGE TO VEHICLES

Where any damage to one of our vehicles is due to your negligence or lack of care, we reserve the right to insist on your rectifying the damage at your own expense or paying the excess part of any claim on the insurers. Repeated instances may result in disciplinary action.

SECURITY TRACKERS

We will be installing a Tracker System for all mobile employees. The Tracker System will be installed for a number of reasons:

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees. Due to the nature of our work and the mobility of employees the tracking system will help the Council to monitor your movements to ensure your health and safety.

- a) It will help us to distribute and organise the work more efficiently.
- b) It will help us to establish arrival times for booked appointments should there be any dispute with the client.
- c) It will reduce our insurance costs as stolen vehicles will be recovered. We will ensure all personal data obtained in this way is processed in line with the current Data Protection Act.

OTHER GUIDELINES

It must be emphasised that you must never drive under the influence of alcohol, or drugs, including medicines which may affect your driving.

Use seat belts at all times and comply with local traffic conditions.

Always drive within the speed limit and reduce speed where weather conditions require you to.

DO NOT DRIVE if tired.

Always take regular breaks from the vehicle.

I have read and I understand the above terms.

SIGNATURE:

Employee

NAME:

Print

DATE:

DEDUCTIONS FROM PAY AGREEMENT

Chepping Wycombe Parish Council

If you are overpaid for any reason, the total amount of the overpayment will normally be deducted from your next payment but if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period.

If you arrive for work more than one hour late without having previously notified us, other arrangements may have been made to cover your duties and you may be sent off the premises for the remainder of the shift or day without pay.

Lateness or absence may result in disciplinary action and/or loss of appropriate payment.

In the event that the Council is faced with a shortage of work, or is unable to provide you with work for any other reason, then you agree that the Council may temporarily:

- place you on short-time working, in which case you will be paid for those hours worked; or
- lay you off from work, in which case you will be paid in accordance with the statutory guarantee pay provisions in place at that time; or
- designate you as a furloughed (or similar) worker, in accordance with the terms of any Government furlough (or similar) scheme in place from time to time, in which case during such period, if required, you agree to a reduction in your hours or will cease to carry out any work for the Council. (For this purpose you agree that the Council may adjust your hours, salary and benefits by an appropriate amount to reflect the needs of the business at that time and ensure that it receives reimbursement of salary and benefits under the said scheme to the fullest extent possible).

The entirety of this section entitled "Shortage of work" forms part of your contractual terms and conditions."

If you are an allocated key holder, you must ensure that all procedures and guidelines are followed when securing the building prior to leaving. The keys and any security measure such as alarm codes must be kept safe at all times. You must not give the keys or alarm code to any third party unless authorisation is obtained from your Line Manager. Any loss or damage caused as a result of your failure to follow procedures or your negligence in ensuring the safekeeping of the keys and alarm code will result in disciplinary action which could lead to your summary dismissal. We also reserve the right to deduct the cost of any loss, repair or replacement from any monies owing to you.

Any damage to vehicles, stock or property that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement. Any loss to us that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or your unsatisfactory standards of work will render you liable to reimburse to us the full or part of the cost of the loss. In the event of an at fault accident whilst driving one of our vehicles you may be required to pay the cost of the insurance excess up to a maximum of £250.00. In the event of failure to pay, such costs will be deducted from your pay.

If you arrive for work and, in our opinion, you are not fit to work, we reserve the right to exercise our duty of care if we believe that you may not be able to undertake your duties in a safe manner or may

pose a safety risk to others, and send you away for the remainder of the day with or without pay and, dependent on the circumstances, you may be liable to disciplinary action.

The Council mobile phones are to be used for business purposes only except in the case of an emergency. Therefore any unauthorised personal use may be repayable by the employee and may result in disciplinary action in accordance with our procedures. The Council reserve the right to deduct the appropriate sums from your salary in the event that repayments are not made. The Council reserves the right to monitor all communications made on Council mobile phones in order to ensure compliance with our policies and procedures. For further conditions relating to Council mobile phones please refer to the mobile phone policy.

The Council provides tools and/or equipment necessary to carry out your duties. You should keep these in good repair and take all reasonable steps to ensure that they are secure at all times. You must report any lost, damaged or mislaid tools and/or equipment to your Line Manager. You must return all Council tools and/or equipment upon termination of employment by either party. Failure to return tools and/or equipment, or any loss or damage suffered as a result of your negligence, will result in a deduction to cover the cost of the tools and/or equipment being made from monies due to you.

If you terminate your employment without giving or working the required period of notice, as indicated in your individual statement of main terms of employment, you will have an amount equal to any additional cost of covering your duties during the notice period not worked deducted from any termination pay due to you. You will also forfeit any contractual accrued holiday pay due to you over and above your statutory holiday pay, if you fail to give or work the required period of notice.

On the termination of your employment you must return all our property which is in your possession or for which you have responsibility. Failure to return such items will result in the cost of the items being deducted from any monies outstanding to you.

On termination of your employment you must return your Council vehicle/any Council vehicle in your possession to our premises. Failure to return the vehicle will result in the cost of its recovery being deducted from any monies outstanding to you.

Any fines imposed by relevant authorities including (but not limited to) speeding and parking will be payable by the employee. The Council takes no responsibility for the payment of fines incurred by the employee during their employment. In the event that the Council receives the summons on the employee's behalf or owing to a fine incurred by the employee, we may pay the fine and deduct the cost from the employee's pay. This is an express written term of your contract of employment.

I have read and I understand the above terms. I agree that they form part of my Contract of Employment.

SIGNATURE:	_____
NAME	_____ Employee
DATE:	_____

TRAINING AGREEMENT

Chepping Wycombe Parish Council

1. In consideration of the training which I will be receiving from (include name of training provider) I agree to remain employed by Chepping Wycombe Parish Council for a minimum period of one year after completion of the training.
2. This training will end on (date) and I agree if I leave my employment at any time, for any reason, including dismissal, before the end of (above date plus one year) I undertake to refund to Chepping Wycombe Parish Council a maximum of £ (pre-estimate of cost of training) or a proportion based on the following scale:

Less than 3 months after completion of training	100%
3 months but less than 6 months after completion of training	75%
6 months but less than 9 months after completion of training	50%
9 months but less than 12 months after completion of training	25%
3. I further agree if I leave my employment at any time before the commencement of the training or during the training taking place, for any reason, including dismissal, I undertake to refund my employer 100% of the cost £ (pre-estimate of cost of training).
4. I am aware that funding can be withdrawn and I would have to repay the full amount received, save for exceptional circumstances discussed and agreed with your Manager, if I:
 - fail to take the relevant examinations;
 - do not make satisfactory progress in my studies e.g. failure to attend lectures; non-completion of coursework; or
 - discontinue the course before completion.
5. I understand I may be required to attend regular meetings with my manager if deemed appropriate, to discuss my progress during the course.
6. In the event of my failure to pay I agree that my employer has the right as an express term of my Contract of Employment to deduct any outstanding amount due under this agreement from my salary or any other payments due to me on the termination of my employment in accordance with the legislation currently in force.
7. Should my final pay be insufficient to cover the total amount outstanding, I agree to make a separate payment within 30 days after my employment has ended or to repay in accordance with a repayment schedule which may be agreed with Chepping Wycombe Parish Council. Should I fail to make payment within 30 days or in accordance with the agreed repayment schedule, I understand that Chepping Wycombe Parish Council may take legal action to recover the amounts outstanding.

SIGNATURE:		Employee
NAME:		Print
DATE:		



Green

Our ref: scr/CHE504

Re: SafeCheck Review

Address Visited: Chepping Wycombe Parish Council, Council Offices Cock Lane, Tylers Green, Chepping Wycombe, Buckinghamshire, HP10 8DS

Appointment Date: 03 May 2024

Executive Summary:

This letter follows my recent visit to your business premises in relation to health and safety compliance and best practice for your business.

The visit was conducted by reviewing key areas in relation to the requirements of Peninsula's SafeCheck Review.

Chepping Wycombe Parish Council (CWPC) consists of 17 annually elected councillors, supporting the local communities along with the council and resident societies. Premises is a 2x storey semidetached building with offices, kitchen on the ground floor and meeting room and small storage are on the 1st floor. At the rear of the building there is a workshop areas along with storage area for the work conducted off-site. There are 5xFTE though with various volunteers supporting the parish council with admin, events and other activities.

Based on the findings of this review, the table below sets out the status of health and safety management within the organisation:

18		Immediate and urgent action required. Detailed on the Action Plan.
16		Further action is required to improve safety management. Detailed on the Action Plan.
17		Satisfactory, monitor and review on an on-going basis.

At the time of the visit, the standard of health and safety management was below an acceptable level with some health and safety matters requiring urgent management corrective action. Judged against the Enforcing Authorities' Enforcement Policy Statement this level of compliance would leave you open to formal enforcement action should you receive an inspection visit. In addition, your current health and safety arrangements may not fully satisfy the requirements of your employer's liability insurance. By implementing the recommendations contained within the Action Plan, your present standards of health and safety will be improved, and the likelihood of formal enforcement action or insurance claims being taken against you personally or your company will be reduced.

The attached Action Plan has been prepared to identify the areas for improvement within your business' health and safety management systems. Please bear in mind that this action plan only comments on the documentation observed and impressions formulated during the visit.

Should you require any further support or wish to discuss how we can further assist you in achieving health and safety compliance, please do not hesitate to contact me by email or ring our SafeCheck team on 0844 892 2486.

I hope you found my visit useful and I would like to thank you for your time and support during the visit.

Yours sincerely,

Action Plan

Main person seen:	Wendy Thompson
Appointment date:	03 May 2024
Areas visited:	Parish Premises
Areas not visited:	NA
Address:	Chepping Wycombe Parish Council, Council Offices Cock Lane, Tylers Green, Chepping Wycombe, Buckinghamshire, HP10 8DS

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
2.1	Health and safety policy. A health and safety policy is in place; however, this has not been subject to its legally required annual review and limited in scope to be considered legally compliant.	You have a legal obligation to provide and maintain a suitable and sufficient health and safety policy document. As well as being a legal requirement, a health and safety policy helps to ensure that there is a systematic, effective approach to the management of health and safety and that sufficient resources, in terms of time, people and money, have been allocated to protect the health and safety and welfare of employees. This policy should be reviewed annually and feature the signature of the most senior person within the organisation.	1-1	Urgent action required		Wendy Thompson	
4.2	Fire risk assessment. It was unknown if a fire risk assessment was in place.	A competent person must carry out a suitable and sufficient Fire Risk Assessment for the premises. The Fire Risk Assessment should be to the PAS79 standard and must include identified potential fire hazards, fuel and ignition sources, the people at significant risk and existing and further control measures required. Once documented, explain the significant findings of the assessment to relevant employees. The Fire Risk Assessment should be reviewed at least annually, or if no longer deemed valid e.g. in the event of significant changes to the premises size, layout, activities, staff or occupancy.	2-2	Urgent action required		Wendy Thompson	

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
1.1	Health and safety advice. The organisation do not have easy access to competent health and safety advice.	Arrangements should be made to access competent advice.		Six weeks		Wendy Thompson	
2.5	Provision of health, safety and welfare information to employees. Health and safety information in a suitable format is not currently being provided to employees.	Information, in a suitable format, should be provided to employees in regard to health, safety and welfare whilst at work to include their responsibilities and relevant safety rules. This would normally be in the form of an employee safety handbook or other suitable document. Employees should confirm, in writing, their understanding and acceptance of this document.	1-23	Six weeks		Wendy Thompson	
2.6	Health surveillance. There was no health surveillance available for employees who are exposed to noise/vibration/solvents, fumes/dusts.	Health surveillance is required, by law, as your employees are exposed to noise, vibration, solvents, fumes, dusts, biological agents and other substances hazardous to health. You should carry out relevant risk assessments to determine if the hazards in your work processes will require further control. Involving a health professional (doctor or occupational health practitioner / nurse) will help detect early ill health effects. All resulting documents must be retained for a minimum period of 40 years.	1-7	Six weeks		Wendy Thompson	
2.8	Contractor monitoring. There was no policy or procedure in place to ensure contractor suitability.	Implement a Contractor suitability policy and procedure. Records should be requested and retained to provide evidence of the assessment of contractor suitability with regard to safety, such records may include (dependent upon the level of risk); completion of statutory health and safety documentation (policy statement etc.), testing schedules of work equipment, relevant risk assessments, method statements / safe systems of work, accident reporting procedures and insurance certificates relevant to the contractor's undertaking.	7-2	Six weeks		Wendy Thompson	
2.12	Employer's Liability Insurance. Not all councillors are aware of the council's health and safety obligations (as stipulated by the current employers' liability and or public liability policy).	Review current policy and implement the corrective actions to avoid invalidating your insurance policy		Six weeks		Wendy Thompson	

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
3.17	Equipment training. There was no evidence to suggest that employees had received adequate training.	The provision and user of work equipment regulations (PUWER) places a duty on the employer to ensure that anyone using work equipment, or supervising/managing its use, should have received adequate training for the purposes of health and safety		Six weeks		Wendy Thompson	
4.8	Fire evacuation drills. There had been no fire drills conducted from the premises.	To ensure that all employees know how to leave the premises in the event of fire, repeated practice is desirable. Fire drills should be held at regular intervals, preferably twice per year. Whenever a fire drill is conducted it should be documented and retained in your safety records.	2-1	Six weeks		Wendy Thompson	
4.12	Personal Emergency Evacuation Plans (PEEP's). There were no personal emergency evacuation plans in place for individuals.	A Personal Emergency Evacuation Plan (PEEP) should be formulated for vulnerable individuals. The aim of a Personal Emergency Evacuation Plan (PEEP) is to provide people with any form of disability, who cannot be adequately protected by the standard fire safety provisions within a premise, with a similar level of safety from the effects of fire as all other occupants.	2-3	Six weeks		Wendy Thompson	
5.2	Ongoing Training. Training needs have not been identified through the risk assessment process.	Through the risk assessment process ensure all health and safety training has been identified and delivered. Record this on your management system to ensure renewal dates are met and retain all training records.		Six weeks		Wendy Thompson	
7.2	Risk assessment of display screen equipment use. Display screen equipment risk assessments have not been conducted.	Risk assessments should be undertaken to ensure that the hazards associated with display screen work are controlled. Ideally, display screen equipment self-assessment questionnaires should be completed by all employees who use display screen equipment. Review the assessments at least annually or whenever significant changes to the workstation are made.	5-11	Six weeks		Wendy Thompson	

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
7.3	Risk assessment of hazardous substances. Risk assessments of potentially hazardous substances used in the business operation have not been conducted.	Develop an inventory of the hazardous substances used by the business operation. Request Safety Data Sheets from the manufacturer for each product and carry out risk assessments for the hazardous substances used in business processes/tasks. Ensure that these are documented and any further control measures are implemented. Risk assessments should be reviewed on at least an annual basis.	5-14	Six weeks		Wendy Thompson	
7.4	Risk assessment of manual handling activities. Risk assessments of manual handling activities have not been conducted.	Conduct manual handling risk assessments for work tasks. Consider in the assessment the task, the load, the individuals and the environment. Communicate the findings of the assessments to the workforce affected by them. Risk assessments should be reviewed on at least an annual basis.	5-9	Six weeks		Wendy Thompson	
7.7	Work at Height - ladders & step ladders. Risk assessments of work at height have not been conducted.	Undertake suitable risk assessment in relation to work at height tasks. This should consider planning of the work activities, the type and suitability of equipment used in relation to the duration of the work, the need for use of working platforms, site conditions, traffic and pedestrian routing, the need for fall / arrest equipment with recovery plans and any necessary warnings / signage required and the need for relevant instruction or training. Each work activity should be planned separately.	4-20	Six weeks		Wendy Thompson	
7.13	Risk assessment findings. There is currently no formal process of disseminating risk assessment findings as most of the risk assessments have yet to be conducted.	Once you have conducted the risk assessments ensure you communicate the findings of the risk assessments to all employees who are identified to be at risk in the tasks assessed. Verification of the communication should be documented and retained.	1-10	Six weeks		Wendy Thompson	

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
8.2	Workplace stress. An occupational stress policy is not in place.	There was no evidence of arrangements, in the form of a policy or risk assessment, to identify and support staff with work related stress. Underlying causes of work related stress include: Demands- inappropriate workloads, work patterns and environment. Control- little say in the way work is done. Support- lack of encouragement, sponsorship and resources. Relationships- workplace conflict and unacceptable behaviours. Role- inadequate explanation of roles and duties. Change- organisational changes made without involvement or explanation.	5-18	Six weeks		Wendy Thompson	
9.2	Mental health and social wellbeing. There is no written plan in place to manage mental health in the workplace. There has been no form of mental and social wellbeing training with management or employees.	You should have a written plan in place to manage mental health in the workplace that has identified requirements from the health and wellbeing policy. It should be shared with all employees and be reviewed periodically as a minimum. Management and all employees should receive some form of mental and social wellbeing training. This could be by Tool Box Talks, webinars, eLearning or information sessions.		Six weeks		Wendy Thompson	
1.3	Standard of housekeeping. Housekeeping was at an acceptable level though it was discussed that storage area and rear of the workshop area to be revisited. a poor level at the time of my visit.	Good housekeeping and cleaning should be given high priority in the workplace. Instigate a systematic cleaning and tidying programme throughout the identified areas. The items currently lying on the floor surface should be placed into suitable storage areas, such as on shelving or racking. All equipment and goods surplus to requirement must be disposed of. Conduct regular inspections of the workplace to ensure adherence to the programme. Document the findings and action accordingly.	3-12	Six weeks		Wendy Thompson	

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
1.5	Provision of personal protective equipment. Personal protective equipment requirements have been identified through some of the risk assessment process.	Current legislation dictates that all personal protective equipment shall be at the expense of the employer not the employee. Personal Protective Equipment requirements should be identified via the risk assessment process. Once you have conducted the relevant assessments contact your PPE supplier and purchase the equipment, issue the equipment to the employees and train them in the correct use, maintenance and storage. Records of issue and receipt should be generated and filed accordingly.	1-17	Six weeks		Wendy Thompson	
2.4	Monitoring of health and safety actions. It was discussed that the current management monitoring system could be improved upon.	Provide and implement a more robust management monitoring system. This should be in the form of key health and safety responsibilities and tasks being assigned to relevant personnel with a suitable monitoring system in place to ensure that health and safety management is effective.	1-1	Six weeks		Wendy Thompson	
2.7	Hazard reporting. There was no hazard reporting procedure in place.	A system for employees to report hazards, within the workplace should be developed and implemented. Remedial actions should be carried out, recorded and communicated to relevant employees. Where hazard reporting is communicated verbally, the appropriate individual should record this information on behalf of their employees using a suitable system with records retained.	1-6	Six weeks		Wendy Thompson	
2.11	Health and safety consultation. Although consultation takes place, they are not currently documented.	Consultation with employees on health and safety matters should be conducted periodically through a suitable format, such as meetings, tool box talks, employee quality circles or directly with each employee on a one to one basis, ensuring that the matters discussed are documented and retained.	1-5	Six weeks		Wendy Thompson	

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
3.1	Suitability of work equipment. Regular inspections of work equipment takes place however no records of these are kept.	Equipment provided within work premises requires regular inspection and maintenance in accordance with the manufacturer's recommendations. Records relating to all instances of planned, preventative and reactive maintenance should be retained.	4-2	Six weeks		Wendy Thompson	
3.15	Work at height equipment. Access equipment used within the business is not subject to a documented inspection.	Users should understand the current condition of access equipment and a suitable checking scheme (with records being available) should be in place. Each item of access equipment should be given an individual reference number. Ensure that all equipment used for work at height is subject to a pre-use visual check regarding fitness for purpose e.g. feet, locking mechanisms, condition of uprights and treads.	4-21	Six weeks		Wendy Thompson	
4.7	Emergency lighting. There was emergency lighting in place however this had not been identified within the fire risk assessment.	Ensure that suitable emergency lighting is provided and is subject to a servicing / maintenance / testing regime. All records of servicing (annually) and testing (monthly) should be retained and filed accordingly.	2-1	Six weeks		Wendy Thompson	
4.18	Fire exit signage. The fire action notice card did not have the fire assembly point section completed.	Completed fire action notices should be displayed adjacent to call points.	2-1	Six weeks		Wendy Thompson	
5.1	Health and safety induction training. A documented process for employee health and safety induction is not in place.	Ensure that the health and safety induction programme is conducted, documented and accepted. Include as a minimum: fire and first aid arrangements, Health and Safety Policy, workplace safety rules and procedures and employees' duties under health and safety law.	1-14	Six weeks		Wendy Thompson	
7.1	Risk assessment of general work tasks. While risk assessments have been conducted, there were some notable omissions which were identified in the meeting.	Carry out risk assessments for the areas and activities identified during the meeting. Ensure that these are documented and any further control measures are implemented. Risk assessments should be reviewed on at least an annual basis.	1-10	Six weeks		Wendy Thompson	

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
7.6	Occupational driving risk assessment. An occupational driving risk assessment has not been conducted. Thought there has been some reference within the "Lone Working Risk Assessment".	Conduct an occupational driving risk assessment to identify hazards associated with driving for work. Control measures should include: a driving policy, licence checks, mobile phone policy, business insurance, suitability of vehicle for the task, vehicle checks, etc. The assessment should be reviewed at least annually or after change to driving operations.	4-31	Six weeks		Wendy Thompson	
7.8	Violence and aggression risk assessment. A risk assessment of potential violent or aggressive behaviour towards employees has not been conducted.	Carry out a violence and aggression risk assessment. A risk assessment alone will not reduce the occurrence of work-related violence, but the actions you take following on from it should do. Your risk assessment will help you develop policies and procedures on work-related violence as part of a wider health and safety policy for your organisation. Control measures may include installing CCTV, premises layout, visibility and lighting, physical security devices and security personnel. Measures often work best when used in combination. This should be reviewed annually or after any violent/aggressive incident.		Six weeks		Wendy Thompson	
7.11	Risk assessment of workplace noise. A noise risk assessment has not been carried out.	Noise levels in your work environment that exceed those prescribed by legislation need the relevant control measures applying, to reduce the exposure levels experienced by your employees. As such you should conduct a risk assessment and ascertain the actual levels of sound produced via a noise survey. Control considerations should include enclosing the noise at source if possible or the use of noise absorbent materials and the provision personal protective equipment (ear defenders or plugs).	5-17	Six weeks		Wendy Thompson	

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
6.1	There is no survey to determine if asbestos containing materials are present. It was unknown if an asbestos survey had been carried out for the premises.	You should establish if there are any asbestos-containing materials (ACMs) within the property. If asbestos is, or suspected to be, present then any person who is liable to disturb it must be informed of its presence and location. If asbestos does exist (or is presumed to exist) an asbestos management plan should be prepared, and documented, with periodic inspections of the condition of the asbestos / presumed asbestos containing materials carried out and recorded.	5-16	Three months		Wendy Thompson	
7.12	Risk assessment of employed young persons. Young persons risk assessments are not typically being conducted.	As you may employ/volunteer people under the age of 18, extra precautions must be taken to provide for their safety. The risks to young people must be reduced to the lowest possible level and be well within their physical and psychological capabilities. They must also be under the supervision of a competent person. Risk assessments must be conducted on tasks undertaken by the young person and extra precautions must be taken to ensure their safety.	1-12	Three months		Wendy Thompson	

Site Compliance Review

Details

Main Person seen:	Wendy Thompson
Appointment date:	03 May 2024
Areas visited:	Parish Premises
Areas not visited:	NA
Address:	Chepping Wycombe Parish Council, Council Offices Cock Lane, Tylers Green, Chepping Wycombe, Buckinghamshire, HP10 8DS

Summary of Findings

18		Immediate and urgent action required. Detailed plan on the Action Plan.
16		Further action is required to improve safety management. Detailed on the Action Plan.
17		Satisfactory, monitor and review on an on-going basis.

Specific details of the areas, daily practices, and safety arrangements considered by me are to be found on the following pages.

Overview Of Areas Relating To Documentation

Ref.	Documentation	Status	Supporting evidence - Action required
2.2	Is a current copy of the Employers' Liability Insurance Certificate available to employees or displayed in a suitable location?		The Employers Liability Insurance Certificate is in date and prominently displayed within the premises.
2.3	Is the Health and Safety 'What you need to Know' poster on display or the equivalent leaflet / cards provided to each worker?		The Health and Safety law poster "What You Need to Know" is prominently displayed within the premises where employees have access to the information.
2.10	Is a suitable (Data Protection legislation compliant) accident recording system in place with investigation of accidents carried out?		It was discussed that the accidents are reported and recorded accordingly, via a Data Protection Act compliant, accident reporting system and accident investigations are conducted as required to identify root causes and prevent similar occurrences.

Overview Of Areas Relating To Equipment

Ref.	Equipment	Status	Supporting evidence - Action required
3.14	Has portable electrical equipment been subject to a periodic inspection and testing?		Portable appliance testing (PAT) has been conducted for electrical appliances used in the business.

Overview Of Areas Relating To Fire

Ref.	Fire	Status	Supporting evidence - Action required
4.5	Is the fire alarm and / or automatic fire detection system in working order and tested at weekly intervals with a record kept?		The fire alarm and / or automatic fire detection system appears to be in working order and is tested weekly from a scheduled rotation of call points. Recorded electronically.
4.6	Is the fire alarm and / or automatic fire detection system subject to six monthly servicing arrangements?		The fire alarm and / or automatic fire detection system is serviced at six monthly intervals with records retained in accordance with the current standards.
4.9	Are fire assembly point(s) clearly indicated and in suitable locations?		The fire assembly point is clearly identified through relevant signage and the fire procedure.
4.11	Are all the fire alarm operating points easily accessible?		Automatic fire alarm operating points are all clear and easily accessible throughout the building.
4.14	Are emergency evacuation routes and doors suitable, clear of obstructions, maintained and checked periodically?		All fire exit points and routes are readily accessible.
4.15	Is suitable fire fighting equipment in place and is it serviced at least every 12 months? (fire extinguishers; hose reels; fire blankets, etc.)		Fire fighting equipment is in place and subject to periodic checks and annual maintenance by a recognised fire safety engineer. Recently purchased fire blanket by Wendy for the kitchen.

Overview Of Areas Relating To People

Ref.	People	Status	Supporting evidence - Action required
5.3	Are sufficient persons trained in first aid with provision of an adequate supply of first aid materials?		First aid arrangements are adequate. As Wendy is a qualified nurse and the warden is a qualified 1st aider. Ensure though that a system of checks is in place for first aid kit contents.
5.6	Are arrangements for persons with disabilities adequate?		As far as reasonably actionable, adjustments have been made to the premises to facilitate the working of persons with disabilities.

Overview Of Areas Relating To Premises

Ref.	Premises	Status	Supporting evidence - Action required
6.4	Have fixed hard-wired electric circuits been subject to periodic inspection within recommended timescales?		The current Electrical Installation Condition Report on file reports the installation as "satisfactory", with no remedial work listed.
6.16	Are adequate welfare facilities, including toilet and washing facilities that include warm water and hand drying facilities provided and maintained in a clean condition?		Welfare, washing and toilet facilities are adequate.
6.17	Are external areas maintained so as to be suitable for the work activities taking place?		External areas suitably maintained.

Overview Of Areas Relating To Risk Assessments

Ref.	Risk Assessments	Status	Supporting evidence - Action required
7.5	Are risk assessments been undertaken (and reviewed within at least the last 12 months) for employees who may have to work alone?		Suitable assessments are in place (and reviewed within the past 12 months) covering work activities involving lone working.

Overview Of Areas Relating To Occupational Health

Ref.	Occupational Health	Status	Supporting evidence - Action required
9.1	Is suitable ventilation provided to ensure that fresh air is available and reduce risks of transmission of societal illnesses such as winter flu virus, Covid and similar?		At these premises natural ventilation is sufficient for the number of people present.