

NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD ON THURSDAY 4TH OCTOBER 2018 AT 7.30PM AT ROFFEY MILLENNIUM HALL

Present: Councillors A. Britten (Chairman), M. Loates, T. Rickett B.E.M.*, S. Torn (Vice Chairman) and Mrs S. Wilton.

* denotes absence

In attendance: Pauline Whitehead BA (Hons) FSLCC, Parish Clerk and Vivien Edwards, Deputy Clerk.

PER/129/18 Public Forum.

There were no members of the public or press in attendance.

PER/130/18 Apologies for absence.

The Committee received apologies and reasons for absence from Cllr. T. Rickett B.E.M..

PER/131/18 Minutes

The Minutes of the meeting held on 9th August 2018 were agreed and signed by the Chairman as being a true record.

PER/132/18 Declarations of Interest

The Clerk declared a prejudicial interest in the final item of Staff Matters (PER/138/18).

PER/133/18 Chairman's announcements

The Caretaker recently recruited for Holbrook Tythe Barn was unexpectedly awarded a place at university and decided to resign his position with the Parish Council.

Following consultation with staff, the Finance and Administration Committee decided that purchasing personal lockers for Roffey Millennium Hall was not necessary.

The Finance and Administration Committee reviewed the pension arrangements for future staff at its meeting on 30th August 2018 and deferred making a recommendation to full Council until professional advice had been sought.

The Administration Clerk has not undergone GDPR training as the course, organised by the Surrey and Sussex Association of Local Councils (SSALC), was cancelled due to low numbers.

Cost Centre	Actual Expenditure	Annual Budget	Expected spend from 1 st April 2018 – 30 th September 2018. Annual budget divided by 2.
Salaries including childcare vouchers	139,802	280,533	140,266
Payroll admin	0	360	170
Expenses	1,984	2,750	1,375
Training	0	1,500	750
Recruitment	12	650	325
Personnel Total	£141,898	£285,793	£142,886

Salaries are on target. Only 1% increase in salaries was allowed in the last budget, rather than the 2% awarded by NALC and so it had been expected that salaries would go over the estimated amount during the year. There has been a vacancy for the caretaker post at Holbrook Tythe Barn and whilst other members of staff have been paid overtime to cover, other methods have been adopted to manage the situation.

Payroll administration will be more than budgeted. Last year it was £786. This should be absorbed by reductions in other cost centres.

Expenses have increased to reflect additional journeys to cover Holbrook Tythe Barn.

The Clerk has attended Legal and Finance Training and will attend the Clerk's Technical Networking Day. Adequate provision of first aiders will be reviewed. Training identified as part of the Performance Management Scheme will be taken from this cost code. Free training is accessed where possible.

The recruitment cost centre only has £12 charged to it for 2018/19. The Caretaker post will only be suitable for someone living relatively close and with a flexible lifestyle. Advertising in the newspaper is not necessarily going to reach the candidates. One method of trying to fill the role may be printing flyers and doing house drops.

Personal Protective Clothing. All Caretakers may need additional items of uniform later in the year.

It was RESOLVED to note the Financial Report to 30th September 2018.

Forecast for 2018/19 and Budget for 2019/20.

The Committee reviewed a preliminary budget document circulated with the agenda. The Committee was informed that the figures stated did not reflect pay for caretaker holiday and the Deputy Clerk outlined the way an additional sum had been calculated.

Under confidential matters it was explained that additional administrative support was needed to cope with increased bookings in general and to cover for when office staff open Holbrook Tythe Barn. The additional amount would be covered in the forecast for 2018/19 and the Committee agreed that the Administration Clerk would work an additional hour every day and that

additional funding would be put in next year's budget to cover this. (See PER/138/18)

The Committee AGREED the following forecast for 2018/19

106 4001 Salaries	£ 280,533
4003 Payroll	£ 800
4009 Expenses	£ 3,000
4010 Staff Training	£ 1,500
4030 Recruitment	£ 250
4031 Protective equipment	£ 400
Total forecast for 2018/19	<u>£ 286,248</u>

The Committee AGREED the following budget for 2019/20

106 4001 Salaries	£ 294,591
4003 Payroll	£ 800
4009 Expenses	£ 3,000
4010 Staff Training	£ 1,500
4030 Recruitment	£ 250
4031 Protective equipment	£ 400
Total forecast for 2018/19	<u>£ 300,541</u>

PER/136/18

Staff Handbook Policies

Policies were circulated with the agenda.

The Personnel Committee RESOLVED to put forward the attached Dignity at Work Policy, Equal Opportunities Policy, Secondary Employment, Volunteering and Political Work Policy, Standards of Behaviour at Work Policy and Pensions Policy to full Council.

It was noted that the Staff Performance and Development Policy which is due for review will be brought to the January 2019 Personnel Committee Meeting as staff will have the opportunity to input on how the appraisal form is designed to make it as meaningful as possible.

PER/137/18

Exclusion of Press and Public

It was RESOLVED to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1 for reasons of confidentiality as the following agenda item related to staff matters.

PER/138/18

Staff matters

a. Holbrook Tythe Barn Caretaker Vacancy.

Delegated responsibility had been given to the Clerk and Deputy Clerk to move forward in recruiting suitable cover for Holbrook Tythe Barn to fit in with a four day on, four day off caretaker rota. The caretaker post at Holbrook Tythe Barn had been vacant since 31st May 2018. Cover has been provided by a variety of methods to maintain a quality service. The job has been advertised but there had been little interest. Approaches had been made to local schools to see if

there is any synergy with the school caretaker posts, the job has been advertised locally, contact has been made with local organisations such as Horsham Men in Sheds and Age UK, caretaking companies have also been approached but there has been no interest so far. Further enquiries would continue. There is also an idea of printing flyers and doing a house drop in the vicinity.

There had been interest from someone who could cover weekends only, however, the existing shift system works well and it was agreed that issuing a contract to someone for weekends only and disrupting the existing work pattern could lead to further problems and unnecessary disruption to the existing caretaker.

It was reported that offering the Administration Clerk an additional hour every day would assist the office in providing cover for Holbrook Tythe Barn and for coping with the increased bookings.

The Personnel Committee agreed to increase the Administration Clerk's hours by one every day. The Committee acknowledged again the difficulty that there was in filling the caretaker post and thanked the Clerk and Deputy Clerk for their continued work on this issue. The Personnel Committee would be kept informed and a report made back at the next meeting.

b. Flexible working

The Personnel Committee considered a formal request for flexible working using the ACAS 'The right to request flexible working: an ACAS guide' (June 2014). Using the eight business reasons to consider a request to work flexibly, it was agreed that if a staff member came in later in the mornings and took a longer lunch break on a regular basis, even for only two days a week, there was an impact on the remainder of the workforce especially when the halls are busy or when there were staff off work due to illness or holiday. It was noted that the team consists of only three full time and two part time members and that at times cover, with such a small staff, can be difficult and lack of cover puts pressure on other staff members and the ability to perform their roles. It was also noted that allowing flexible working would set a precedent and if other staff members then asked for flexible working the office would be impossible to manage efficiently.

Following a lengthy discussion, the Committee RESOLVED to reject the request for flexible working on the basis that there would not be sufficient, alternative cover within such a small team and that it would put additional pressure on other members of the staff team. It was AGREED that the Chairman of the Personnel Committee would join the Clerk when relaying the decision to the member of staff.

c. Clerk's Appraisal

The Clerk left the room during this item.

The Chairman of the Council undertook the Clerk's appraisal on 2nd October 2018 and agreed the main aims and objectives for the coming year. He also

briefly discussed how financial matters will evolve. He reported to the Personnel Committee that he was totally satisfied with the Clerk's performance. The Chairman noted that the appraisal process was difficult using the present Performance Management Policy and formal ranking process as he doesn't have direct, daily contact with the Clerk and therefore, is not aware of all of the functions required of the post. It had already been highlighted that the Performance Policy and Appraisal Form should be reviewed and it was suggested that this should also include the appraisal of the Clerk. The Clerk has been the Personal Tutor for the Community Engagement degree course run by the Society of Local Councils Clerks since 2012 and the Certificate of Local Council Administration (CiLCA) trainer for the Surrey and Sussex Association of Local Councils since 2015. This was noted when the Clerk started with North Horsham Parish Council, but there was no official minute to that effect.

The Committee noted the Clerk's Appraisal and the secondary employments outside of work hours with the Society of Local Council Clerks and Surrey and Sussex Association of Local Councils.

PER/139/18 Date of the next meeting

The next meeting is scheduled for 17th January 2019. (Scheduled)

There being no other business, the Chairman closed the meeting at 8.45 p.m.

..... Chairman

..... Dated



NORTH HORSHAM PARISH COUNCIL

DIGNITY AND RESPECT AT WORK POLICY

1. POLICY STATEMENT

1.1 In support of North Horsham Parish Council's value to respect others, the Council will not tolerate harassment or bullying by, or of, any of its employees, officials, members, contractors or visitors to the council. The Parish Council expects that its staff should, at all times be treated with dignity, fairness and respect.

1.2 Bullying and/or harassment pollutes the working environment and can have a devastating effect on the health, confidence, morale and performance of those affected by it. It may also have a damaging effect on other employees not themselves the object of unwanted behaviour who are witness to it or who have knowledge of the behaviour. All employees are entitled to a working environment which respects their personal dignity and which is free from such conduct.

1.3 Bullying and/or harassment is a disciplinary offence. If it involves the bullying/harassment of a fellow employee, it will normally be dealt with as gross misconduct under the Council's Disciplinary Procedures. Bullying and/or harassment of an employee by an elected member is regarded as equally intolerable and will be referred to the Monitoring Officer at Horsham District Council. Where bullying and/or harassment arises from people not directly employed by the Council eg. customers or clients, such complaints will be taken seriously and will be pursued with the third party concerned, exercising whatever sanctions are available.

2. WHO DOES THE POLICY APPLY TO?

2.1 The Policy applies to all employees of North Horsham Parish Council, but the principal extends to the Council as a whole.

3. DEFINITIONS

3.1 Harassment is unwanted conduct which has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or

offensive environment. A single incident can amount to harassment if sufficiently grave.

3.2 Bullying can be any form of physical or verbal attack and/or threat of such. It is offensive, intimidating, malicious, insulting or humiliating behaviour and/or an abuse of the use of power or authority which tends to undermine an individual or group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress. Bullying can place another employee under unreasonable pressure or subject another to detrimental treatment, by either act or omission.

3.3 You may complain of behaviour that you find offensive even if it is not directed at you personally. You are also protected from harassment related to Discrimination by Perception and Associative Discrimination as defined in the Parish Council's Equal Opportunities Policy.

3.4 Some examples of unwanted conduct include:

Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, overbearing supervision or other misuse of position of power, blaming a person for others' mistakes. Lewd comments about appearance, unnecessary physical contact, speculation about a person's private life and or sexual activities, threatened or actual violence, unreasonable and unjustifiable threat of dismissal, loss of promotion, etc., jokes about a person being either too old or too young to do a job properly.

But the list above is not exhaustive.

4. PROCEDURES TO DEAL WITH HARASSMENT AND BULLYING

4.1. The aim of the procedures is to stop unwanted behaviour and to prevent recurrence. Whereas it is no less potentially damaging, it may be that the perpetrator is unaware that their behaviour is unwanted and is causing distress. Therefore, if appropriate, the process should start with informal steps.

4.2 Informal steps

4.2.1. As soon as possible after the incident occurs, the receiver of the unwanted conduct should make it known that the behaviour causes offence and is unwanted.

- Verbally, either face to face or over the telephone.
- In writing
- Informally through their line manager.

4.2.2. Regardless of the approach taken, a detailed record should be made and kept, by the employee who is making the complaint, of the nature of the complaint and how it was resolved.

4.2.3. If the unwanted behaviour continues after an informal approach has been made, the matter should be dealt with on a more formal basis.

4.2.3. It is recognised 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 try to resolve this yourself through informal steps or even to raise the issue through the normal grievance procedure. In these circumstances you are encouraged to raise such issues in confidence with your line manager or in the case of the Clerk with the Chairman of the Personnel Committee so that the necessary professional guidance can be obtained.

4.3 Formal steps

4.3.1 Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the Clerk or Chairman of the Personnel Committee. Initially this can be confidentially and informally. However, it may be appropriate for the complaint to be put in writing to the Chairman of the Personnel Committee after any initial discussion as this will enable the formal Grievance Procedure to be invoked.

4.3.2. 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.

4.3.2. On receipt of a formal complaint consideration will be given to the employers duty of care and every effort will be made to separate the two parties in different work spaces to enable the investigation to proceed unhampered.

4.3.3. The Chairman of the Personnel Committee will call an Extraordinary Personnel Committee Meeting to appoint a sub-committee of three members to investigate the grievance and matters will progress in line with the Parish Council's Grievance and Disciplinary Policies.

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

5. REVIEW OF THE POLICY

Subject to any new legislation or changes in case law which require immediate amendment, or the requirements of the Parish Council, the Dignity at Work Policy will be reviewed every two years. The next review is due in October 2020.



NORTH HORSHAM PARISH COUNCIL EQUAL OPPORTUNITIES POLICY

Based on an ACAS template (September 2018)

1. POLICY STATEMENT

1.1 North Horsham Parish Council is committed to encouraging equality and diversity within its organisation and eliminating unlawful discrimination. The Parish Council opposes all forms of unlawful and unfair discrimination.

1.2 The aim is for employees to be truly representative of all sections of society, and for each member of the organisation to feel respected and able to give their best.

1.3 The organisation - in providing services and facilities - is also committed against unlawful discrimination of customers or the public.

2. WHO DOES THE POLICY APPLY TO?

2.1. The Policy applies to all employees of the Parish Council.

3. THE POLICY'S PURPOSE

3.1. The purpose of the policy is to:-

3.1.1. provide equality, fairness and respect for all in the Parish Council's employment, whether temporary, part-time or full-time.

3.1.2. not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.

3.1.3. oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

4. WHAT IS UNLAWFUL DISCRIMINATION?

4.1 Direct discrimination – when someone is treated less favourably than another person because of a Protected Characteristic.

4.2 Associative discrimination or discrimination by association – direct discrimination against someone because they associate with another person who possesses a Protected Characteristic.

4.3 Discrimination by perception – direct discrimination against someone because it is thought that they possess a particular Protected Characteristic even if they do not actually possess it.

4.4 Indirect discrimination - occurs where an individual's employment is subject to an unjustified provision criterion or practice which e.g. one sex or race or nationality or age group finds more difficult to meet, although on the face of it the provision, criterion or practice is 'neutral'.

4.5 Harassment – unwanted conduct related to a relevant Protected Characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. You may complain of such offensive behaviour even if it is not directed towards you personally.

4.6 Harassment by a third party – harassment of employees by third parties such as customers or clients.

4.7 Victimisation – when an employee is treated less favourably because they have made or supported a complaint or raised a grievance about unlawful discrimination or are suspected of doing so.

5. NORTH HORSHAM PARISH COUNCIL RESPONSIBILITIES

North Horsham Parish Council commits to:

5.1.1. encourage equality and diversity in the workplace as they are good practice and make business sense.

5.1.2. create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

5.1.3. make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

5.1.4. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

5.1.5. take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, councillors, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

5.1.6. Take action against Intentional breaches of the provisions or spirit of this policy as misconduct under the organisation's grievance and/or disciplinary procedures. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

6. STAFF RESPONSIBILITIES

6.1 Staff have a responsibility to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

6.2 All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, councillors, customers, suppliers and the public.

7. REVIEW OF THE POLICY

7.1 Subject to any new legislation or changes in case law which require immediate amendment, or the requirements of the Parish Council, the Equal Opportunities Policy will be reviewed every two years. The next review will be in October 2020.

8. GOVERNING STATUTES

- The Equal Pay Act 1975 (as amended);
- The Sex Discrimination Act 1975;
- The Race Relations (Amendment) Act 2000;
- The Human Rights Act 1998;
- The Sex Discrimination (Gender Reassignment) Regulations 1999;
- The Race Relations (Amendment) Act 2000;
- The Race Relations (Amendment) Regulations 2003;
- The Employment Equality (Sexual Orientation) Regulations 2003;
- The Employment Equality (Religion and Belief) Regulations 2003;
- The Disability Discrimination Act 2005;
- The Equality Act 2010;
- The Employment Equality (Age) Regulations 2006;
- Rehabilitation of Offenders Act 1974
- The Protection from Harassment Act 1997
- European Directives and Codes of Practice



NORTH HORSHAM PARISH COUNCIL

SECONDARY EMPLOYMENT, VOLUNTEERING AND POLITICAL WORK POLICY

1. POLICY STATEMENT

1.1. The Parish Council recognises that, in some instances, employees take on other employment with other organisations; or undertake voluntary work. The Parish Council considers that this is acceptable, providing that the secondary employment or volunteering activity does not interfere with the employee's duties at North Horsham Parish Council.

2. KEY PRINCIPLES

2.1. The Parish Council will seek to -

2.1.1. Ensure that the employee's duties with the Parish Council remain the employees primary consideration.

2.1.2. That there is no conflict of interest between the Parish Council and the secondary employment.

2.1.3. That there is no detriment to the work of the Parish Council.

2.1.4. That there is no detriment to the work of the employee.

2.2. Employees –

2.2.1. Have a responsibility to notify the Council that they are in secondary employment when they take up employment with the Parish Council.

2.2.2. Have a responsibility to request permission to undertake secondary employment if they are already employed by the Parish Council.

3. WHO DOES THE POLICY APPLY TO?

3.1. The Policy applies to all employees of North Horsham Parish Council.

4. SECONDARY EMPLOYMENT

4.1. Definition.

4.1.1. Secondary employment is any additional work on a temporary or permanent basis undertaken or planned to be undertaken for another employer, which is not North Horsham Parish Council.

4.2. The role of the employer

4.2.1. The Parish Council will permit an employee to undertake secondary employment providing that there is no conflict with –

- The interests of the Parish Council.
- The performance of the employee in relation to their duties with the Parish Council.
- The Working Time Regulations 1998.

4.2.2. If it is deemed that the secondary employment is in conflict with or against the interests of the Parish Council, then agreement is likely to be refused.

4.3. Responsibilities of the employee

4.3.1. It is the responsibility of the employee to notify the Parish Clerk of any secondary employment when taking up employment with the Parish Council.

4.3.2. It is the responsibility of the employee to notify the Parish Clerk of any secondary employment proposed to be undertaken and to seek permission before accepting any other position outside of the Parish Council.

4.4. Procedures

4.4.1. Notifications of current secondary employment or applications to undertake future secondary employment must be made to the Parish Clerk on the Parish Council's prescribed form – Appendix 1 to this Policy.

4.4.2. The Parish Clerk must consult with two councillors who hold the position of Chairman of the Council, Vice Chairman of the Council or Chairman of a Committee and gain agreement before giving permission to an employee to undertake secondary employment.

4.4.3. A failure to comply with the Parish Council's procedures may result in Disciplinary proceedings being brought, which may result in dismissal.

4.5. The Working Time Regulations 1998

4.5.1. Both the employer and the employee need to be aware of the impact of the Working Time Regulations 1998. An employee may be asked to complete written

declarations, if required, of hours worked and breaks taken; and to report any instances where the pattern of work constitutes a health and safety risk to the employee, fellow employees and others.

5. VOLUNTEERING

5.1. National Council for Voluntary Organisations (2018) defines volunteering as any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives. Central to this definition is the fact that volunteering must be a choice freely made by each individual.

5.2. The Parish Council recognises the value of the voluntary sector, both in the local and the wider community, and would encourage such actions.

5.3. It is the responsibility of the employee to ensure that the time spent in such activity is not to the detriment of the Parish Council or is detrimental to the performance of the employee's duties.

6. POLITICAL WORK

6.1 Political work could be seen as protecting and advancing particular ideas or goals.

6.2. There are currently no specified posts within the Parish Council that are restricted from private political activity; and there is no requirement for any employee to notify the Parish Council of any political persuasion.

6.3. The Parish Council would expect, however, disclosure of political activity where an employee would stand for election at local or national elections

6.4. The Parish Council would welcome voluntary disclosure of an employee's activity where assistance might be given to a potential political candidate

7. REVIEW OF THE POLICY

7.1. Subject to any new legislation, changes in case law or requirements of the Parish Council which need immediate amendment, the Secondary Work, Volunteering and Political Work Policy will usually be reviewed on a two year basis. The next review is in October 2020.

NORTH HORSHAM PARISH COUNCIL
SECONDARY EMPLOYMENT APPLICATION FORM

NAME	POSITION			
SECONDARY EMPLOYMENT INFORMATION				
NAME OF EMPLOYER				
ADDRESS				
NATURE OF WORK				
Have you any reason to believe that there will be instances when your Secondary work will conflict with your work at North Horsham Parish Council?				
Please delete as appropriate	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">YES</td> <td style="width: 10%; text-align: center;">NO</td> <td style="width: 80%;"></td> </tr> </table>	YES	NO	
YES	NO			
If YES please give details –				
I state that the above information is correct and that Secondary Employment in this instance will not have a detrimental effect on my work at North Horsham Parish Council. I will inform the Parish Clerk if there are any changes to the above				
Signed	Date			
I agree to the above named employee taking on Secondary Employment in accordance with the above information				
Signed	Date			
Position				



NORTH HORSHAM PARISH COUNCIL STANDARDS OF BEHAVIOUR AT WORK POLICY

1. POLICY STATEMENT

- 1.1 The Parish Council works to deliver the highest standard of service to the public through its decisions and the subsequent action of its employees.

2. KEY PRINCIPLES

- 2.1 To follow policies, procedures and guidelines agreed by the Parish Council.
- 2.2 Seek to be professional in all activities and promote a culture of courteous, efficient, impartial advice and service delivery to Councillors, customers and contractors.
- 2.3 Maintain confidentiality.
- 2.4 Understand and maintain professional relationships in the workplace.
- 2.5 Act within the parameters of your role.
- 2.6 Support minimum wastage which is essential to the cost effective running of all operations.
- 2.7 Uphold appropriate standards of dress for meeting the public and wear uniforms where provided.
- 2.8 Maintain clean and tidy working practices.

3. WHO DOES THE POLICY APPLY TO?

The Policy applies to all employees of North Horsham Parish Council.

4. POLICIES, PROCEDURES AND GUIDELINES

- 4.1 Employees must follow the policies, procedures and guidelines put in place by the Council. They should seek the advice of a senior staff member for items not covered by legislation, policy or procedure.
- 4.2 A list of policies is on the Parish Council website. Policies and procedures are circulated to all office staff when amendments are made to read and

sign to acknowledge that they are aware of any changes that have been made.

5. CONFIDENTIALITY

- 5.1 Employees must be aware of the types of information which are open and which are confidential and use discretion in all activities.
- 5.2 Employees shall not communicate to the public the proceedings of any Confidential proceedings of any meeting of Council or its Committees, sub-Committees or Working Groups, unless required by law or expressly authorised to do so.
- 5.3 Employees shall not communicate the content of any Reports or other documentation before any meeting of Council or its Committees, sub-Committees or Working Groups, unless required by law or expressly authorised to do so.
- 5.4 Employees should not use any information gained in the course of their employment for personal gain or benefit.
- 5.5 Employees shall not pass on to another person information about another employee, except with their consent or in the case of law enforcement.

6 RELATIONSHIPS

- 6.1 Relations between Members and Employees should always be on the grounds of "mutual respect" with normal standards of courtesy at all times, and without any close personal familiarity which could prove embarrassing and damaging to both parties.
- 6.2 Any close, personal, family or social relationship or conflict between any Member and any employee must be reported to the Clerk, who will make the Personnel Committee aware.
- 6.3 Any Officer who feels he/she has not been treated with respect and courtesy by any Member must raise this initially with the Clerk, or Deputy Clerk. Any Member who feels he / she has not been treated with respect and courtesy by any employee must raise this initially with the Clerk or

Deputy Clerk or in the case of the Clerk with the Chairman of the Personnel Committee.

- 6.4 Members are requested to reply in good time to any correspondence sent, and to give their apologies to the Clerk or Clerk to the relevant Committee.

7. COUNCILLORS

- 7.1 Employees need to be aware that individual Councillors must not involve themselves in matters of appointment, promotion, salary, conditions of service or matters relating to discipline or grievance.
- 7.2 Employees cannot be directed to perform tasks at the direction of individual Councillors.
- 7.3 If an employee requires a reference, this should be sought from the Parish Clerk.
- 7.4 If the Parish Clerk requires a reference, this should be sought from the Chairman of Council.

8. PERSONAL INTERESTS

- 8.1 Employees must declare non-financial interests (e.g. involvement with an organisation or pressure group that may seek to influence Council policies), that they consider could bring about a conflict with the Council's interests.
- 8.2 Employees must declare any clear and financial interest, where it comes to their knowledge that the interest could conflict with the Council's interests; or where, to their knowledge, the employee may gain from a Council decision.

9. CONTRACTORS

- 9.1 Orders and contracts must be awarded on merit and by way of fair competition.

- 9.2 Any relationship of a business or a private nature with an external contractor or a potential contractor should be made known to the Parish Clerk and entered into the Staff Interests Book kept in the Parish Office.

10 HOSPITALITY

- 10.1 Subject to 10.2. below, employees should refuse any gift offered to them by any person or organisation who has or seeks dealings with the Parish Council e.g. contractors, suppliers of good or equipment and providers of professional or commercial services.

- 10.2 Exceptions to 10.1. above –

- A modest gift of a promotional nature given to a wide range of people and not uniquely to the employee e.g. calendars, diaries etc.
- Modest promotional gifts given at the conclusion of any courtesy visit to a firm or factory

- 10.3 From time to time, a gift may be offered by way of thanks for a service delivered; and where refusal would cause needless offence. An example might be a gift to a caretaker following a hiring of one of the Council's venues.

- 10.4 Employees are required to enter **all** gifts received, including money, as described in 6.3. above in the Staff Interests Book kept in the Parish Office.

11. WASTAGE

- 11.1 The Parish Council promotes "minimum waste" which is essential to the cost-effective and efficient running of all operations.

- 11.2 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 external~~

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.

11.3 any damage to vehicles, stock or property (including non-statutory safety equipment) 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

11.4 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 could render you liable to re-imburse to the Parish Council the full or part of the cost of the loss.

12. STANDARDS OF DRESS

12.1 As you are liable to come into contact with customers and members of the public, it is important that you present a professional image with regard to appearance and standards of dress.

12.2 Where uniforms are provided, these must be worn at all times whilst at work and laundered on a regular basis. Where uniforms are not provided, you should wear clothes appropriate to your job responsibilities, and they should be kept clean and tidy at all times.

13. HOUSEKEEPING

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



NORTH HORSHAM PARISH COUNCIL

PENSIONS POLICY

1. POLICY

- 1.1 All employees of North Horsham Parish Council are automatically enrolled in the Local Government Pension Scheme (LGPS) which is administered by West Sussex County Council (WSCC) from the start of their employment. Employees are entitled to opt out of the scheme should they wish to.
- 1.2 The employer has to re-enrol employees into the scheme every three years and employees who have previously opted out may need to opt out again. Details are provided by WSCC.
- 1.3 Whilst payments are made into an employee's pension fund, it is their responsibility to review their pension arrangements from time to time and to make sure that they have suitable provision for their retirement.
- 1.4 Any changes to North Horsham Parish Council's Pension Policy will be notified to the Scheme Administrator (WSCC) and all Scheme members within one month of those changes occurring.

2. REVIEW OF THE POLICY

- 2.1 Subject to any new legislation, changes in case law which require immediate amendment or the requirements of the Parish Council, the Policy will be reviewed every two years. The next review will be in 2020.