

**NORTH HORSHAM PARISH COUNCIL PERSONNEL COMMITTEE MEETING
TO BE HELD ON THURSDAY 7th MAY 2026 AT 7.30pm**

CLERK'S REPORT

Numbers relate to the numbers on the agenda.

1. Public Forum.

Members of the public are invited to put questions or draw attention to relevant matters relating to business on the agenda to the Committee's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.

2. Apologies for Absence.

Apologies and reasons for absence to be given to the Clerk.

3. Declarations of Interest.

Members are advised to consider the Agenda for the meeting and determine in advance if they may have a **Personal, Disclosable Pecuniary or Other Registrable Interest** in any of the Agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the Agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber, unless they have received a dispensation.

Where you have an **Other Registrable Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

5. Chairman's Announcements

None have been tabled.

6. Financial Matters

Financial Report from 1st April 2025 to 31st March 2026

Cost Centre	Actual Expenditure	Annual Budget
Salaries/NI/Pensions	360,761	382,000
Payroll Admin Charge	735	1,400
Staff Expenses/ Mileage	3,231	4,500
Staff Training	1,834	1,600
Recruitment Advertising	451	250
Protective Clothing	199	400
Totals	367,211	390,150

6.1 Decision: To review the financial position at 31st March 2026

7. Policies

The reviewed Policies are attached as Appendix 1 to 4.

8. Date of next meeting

The next meeting is scheduled for 9th July 2026 but if there is insufficient business, this meeting may be cancelled.

10. Staffing Report

A confidential report will be given to Members at the meeting.



NORTH HORSHAM PARISH COUNCIL

ABSENCE MANAGEMENT POLICY

POLICY STATEMENT

The contribution made to North Horsham Parish Council, by every member of staff, is highly valued and the Council is committed to working with staff to manage health, work and wellbeing to promote good attendance. “Work can have a positive impact on our health and wellbeing”. The Advisory, Conciliation and Arbitration Service (ACAS).

KEY PRINCIPLES

North Horsham Parish Council's Absence Management Policy is based on the following principles –

- Providing pay, subject to contractual terms and conditions, to members of staff who are unable to attend work due to sickness.
- Sharing responsibility with members of staff to ensure regular and punctual attendance at work.
- Supporting members of staff who have genuine reasons for absence, including –
 - Special Leave for necessary absences not caused by sickness.
 - A managed approach to the taking of annual leave.
 - Programmed return to work in cases of long term sickness absence.
 - The use of qualified Occupational Health Advisors, where appropriate to –
 - Help to identify the member of staff's illness
 - Advise on the best way to improve the member of staff's health and well-being.
- To work with all members of staff in the implementation of this Policy.
- To manage absence and sickness to support the Council in providing a high-quality service to members of the public.

WHO DOES THE POLICY APPLY TO?

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

WHAT DOES THE POLICY DEAL WITH?

1. UNAUTHORISED ABSENCE AND LATENESS

2. ABSENCE BY REASON OF SICKNESS

- 2.1. Reporting sickness absence
- 2.2. After seven days continuous sickness absence
- 2.3. Continued sickness absence
- 2.4. Sickness during Annual Leave
- 2.5. Returning to Work
- 2.6. Frequent or intermittent sickness absence
- 2.7. Monitoring sickness absence
- 2.8. Occupational Sick Pay
- 2.9. Conduct during sickness absence
- 2.10. False Declarations in respect of Sickness Absence
- 2.11. Medical Appointments

3. ANNUAL LEAVE

- 3.1 Annual Leave Entitlement
- 3.2 Applying for Annual Leave
- 3.3 Unused Annual Leave
- 3.4 Sickness during Annual Leave
- 3.5 Annual Leave Records

4. TIME OFF IN LIEU

- 4.1. Entitlement to Time off in Lieu
- 4.2. Calculating Time off in Lieu
- 4.3. Using Time off in Lieu
- 4.4. Applying for Time off in Lieu
- 4.5. Time off in Lieu Records

5. OTHER ABSENCE

- 5.1 Dependant Leave
- 5.2 Compassionate Leave
- 5.3 Public Duty
- 5.4 Volunteer Reservists
- 5.5 Jury Service
- 5.6 Adverse Weather Conditions
- 5.7 Records for other absences
- 5.8 Maternity/paternity/adoption/parental leave

6. REVIEW OF POLICY

1. UNAUTHORISED ABSENCE AND LATENESS

- 1.1** Unauthorised absence occurs when an employee fails to attend work and has not made arrangements with their line manager.
- 1.2** Where an employee returns to work following an unauthorised absence, they will be required to attend a meeting with their line manager to explain their absence. The employee will be expected to take any unauthorised absence from their annual leave entitlement, or if no entitlement remains, pay will be deducted for the period of unauthorised absence. Unauthorised absence may result in disciplinary action being taken.
- 1.3** There may be occasions when it is unavoidable to be late for work. The employee should contact their line manager to explain the reasons for any delay. The employee will be expected to make up any time lost at work to lateness. Persistent lateness may result in disciplinary action being taken.

2. ABSENCE BY REASON OF SICKNESS

2.1 Reporting sickness absence

- 2.1.1.** If an employee is unable to attend work due to sickness, they must inform their line manager, giving the reason for sickness, the likely duration and the expected date of return. The employee must inform the Deputy Clerk (caretaking/cleaning staff) or the Parish Clerk (administration staff) within one hour of the member of staff's normal start time or by 10am whichever is the later to maintain service levels. If at all possible, a report should be made earlier than this. Only in exceptional circumstances will the council accept notification of absence from a third party.
- 2.1.2.** If the Deputy Clerk or the Parish Clerk is not available, the member of staff must leave a message with the Parish Office and ensure that this includes a contact telephone number (if one is available), an appropriate explanation of the illness and some indication of the date when the member of staff is likely to return to work.
- 2.1.3.** Regular contact must be maintained with the line manager during a period of absence. For guidance, the Deputy Clerk or the Parish Clerk should be telephoned again on the third day of any absence, informed of progress and likely return date.

2.2. After seven days continuous sickness absence

2.2.1. The member of staff must obtain a Doctor's Certificate dated from the 8th day of sickness. The **original** Certificate must be sent to the Parish Clerk or brought into the Parish Office.

2.2.2. Failure to submit a Certificate **could** result in loss of pay.

2.2.3. Certificates must be sent to the Parish Clerk or brought into the Parish Office, within two days of the date of issue.

2.3. Continued sickness absence

2.3.1. If the sickness absence continues beyond the period stated in the member of staff's Medical Certificate, further Certificates must be obtained promptly by the member of staff, to cover their absence until they are fit to return to work.

2.3.2. In the event of a member of staff being absent through sickness for either -

- a period of four weeks
- or as soon as the Parish Council considers that the sickness absence may be prolonged
- or that the sickness may have been caused by or exacerbated by the employee's work

North Horsham Parish Council reserves the right to require the member of staff to undergo an independent medical examination.

2.3.3. The cost of such an examination will be met by North Horsham Parish Council.

2.3.4. The medical report arising from such an examination will be fully disclosed to North Horsham Parish Council. Any medical information received by the council will be treated as strictly confidential.

2.3.5. Members of staff's statutory rights under the Access to Medical Records Act 1988 and any other relevant legislation are unaffected by this section of the Policy.

2.4. Sickness absence during Annual Leave

2.4.1. If a member of staff falls sick during the course of their Annual Leave, a Doctor's Certificate must be provided; and the member of staff will be regarded as being on sick leave from the date specified on the Certificate.

2.4.2. The balance of the Annual Leave may be taken at a later date, subject to the provisions regarding Annual Leave, elsewhere in this Policy.

2.5. Returning to work

2.5.1. If the Medical Certificate does not state the exact date on which the member of staff should return to work, a "Fit to Return to Work" Certificate must be obtained from the doctor before the member of staff resumes their duties. This is a requirement of the Statutory Sick Pay provisions.

2.5.2 Absences not covered by a Doctor's Certificate must use the Council's 'Self Certification' form, as outlined in the Employment Rights Act 1996, obtainable from the Parish Clerk.

2.5.3 The Council takes a sympathetic view towards genuine ill health problems and will provide a supportive approach to employees who have been subject to long term sickness. An employee returning to work following a period of long-term sickness will be supported on their return to work, and the following options may be considered:-

- Phased return to work.
- Change of role or working pattern.
- Provision of specialist equipment.

2.5.4 Where an employee has returned from any period of sickness, a return-to-work interview will be conducted by their line manager.

2.6. Frequent or intermittent sickness absence

2.6.1. The Parish Clerk may discuss any sickness absence with the member of staff, but always in the particular instances of -

- Three or more absences in a three-month period.
- Frequent or intermittent absences amounting to 8 days in a rolling year.
- Patterns which give rise for concern e.g. absences at weekends, days prior to and after weekends or days adjacent to Bank Holidays.

2.7. Monitoring sickness absence

2.7.1. Records will be kept, in accordance with the terms of General Data Protection Regulation (2018) and other relevant legislation, to enable the monitoring of employees' absences by reason of sickness.

2.8. Occupational Sick Pay

2.8.1. North Horsham Parish Council's Occupational Sick Pay scheme is payable as shown in the table below -

Length of service	Full Pay for	Half Pay for
During first year	1 Month	
After completion of 4 months service		2 Months
During 2nd year	2 Months	2 Months
During 3 rd year	4 Months	4 Months
During 4 th and 5 th years	5 months	5 months
After 5 years service	6 months	6 months

2.8.2. The Council **may** withdraw the scheme for any absence (or repeated absence) if it is related to -

- Misconduct.
- An injury incurred whilst working for someone else or self-employment.
- An injury incurred whilst taking part in professional or dangerous sport.

2.8.3. Each individual case will be determined on its merits.

2.8.4. If the member of staff's sickness absence is due to an accident and there will be a claim for damages from a third party, e.g. following a car accident, the member of staff must inform the Parish Clerk.

2.8.5. The claim should include loss of pay which, if successful, must be reimbursed to the Parish Council.

2.8.6. North Horsham Parish Council reserves the right to withhold occupational sick pay if there is evidence which casts doubt on the validity of a sickness claim.

2.9. Conduct during sickness absence

2.9.1. In all cases of sickness or injury, which necessitate taking time off work, it is expected that the member of staff will do everything they can to facilitate a speedy return to fitness and to work.

2.9.2. The Parish Council would not expect any member of staff who is absent from work or on a phased return to work, due to sickness or injury to –

- Participate in any sports, hobbies, social activities or unpaid work inconsistent with their stated illness or injury; and

which could aggravate the illness or injury or which could delay recovery.

- Undertake any paid or unpaid employment or voluntary work whilst absent from the Parish Council's employment on sick leave.

2.9.3. A breach of these expectations may be dealt with under North Horsham Parish Council's Disciplinary Code.

2.10. False Declarations in respect of sickness absence

2.10.1. The submission of a fraudulent sickness claim will be considered to be a very serious disciplinary matter, which may result in dismissal.

2.11. Medical Appointments

2.11.1. Employees are expected to arrange medical appointments out of normal working hours wherever possible. The council recognises this is not always possible. Where it is necessary to make an appointment during normal working hours, employees are encouraged to make the appointments are either the start or the end of the day wherever possible to minimise the disruption to the work of the council. Your line manager should be informed as soon as a medical appointment in working hours is made.

2.11.2. In the case of hospital appointments or procedures taking the whole day, the member of staff should inform their line manager as soon as possible. In patient appointments or procedures taking the whole day will be treated as sick leave in accordance with the procedures in this policy.

2.11.3. In the case of a genuine emergency, the member of staff must contact the Deputy Clerk or Parish Clerk as soon as possible.

2.11.4. Frequent absence for emergency treatment may be dealt with by the Parish Council's Disciplinary Procedures.

2.11.5. Necessary paid time off will be granted for the purposes of health screening.

3. ANNUAL LEAVE

3.1 Annual Leave Entitlement

3.1.1. Details of the leave entitlement for each individual member of staff are contained in the individual's Contract of Employment.

- 3.1.2. The current Annual Leave entitlement for full-time members of staff is twenty-three days, rising to twenty-six days, after five years of continuous service.
- 3.1.3. For those members of staff working an alternative working pattern, there is an equivalent leave calculation, which is made available to each member of staff.
- 3.1.4. Half-day Annual Leave is usually either 9am to 12.45pm or 1.15pm to 5pm.

3.2. Applying for Annual Leave

- 3.2.1. Applications for Annual Leave should be submitted to the Deputy Clerk or Parish Clerk, on the dedicated form, for endorsement, before final approval by the Parish Clerk.
- 3.2.2. Cover for caretaker holidays will be arranged by the Deputy Clerk/ Facilities Officer.

3.3 Unused Annual Leave

- 3.3.1. North Horsham Parish Council encourages and expects members of staff to take their full annual leave entitlement during the current leave year which runs from April to March.
- 3.3.2. The Parish Clerk may authorise, in exceptional circumstances only, that untaken annual leave may be carried forward to the next leave year. This discretion will be limited to one week (part time hours *pro rata*) only.
- 3.3.3. Unused Annual Leave will not be paid unless –
 - the member of staff leaves the employment of North Horsham Parish Council, when the amount of Annual Leave owing will be calculated *pro rata* to the date of leaving.
 - there are exceptional circumstances preventing the member of staff from taking their Annual Leave entitlement. In such cases, approval can only be given by the Personnel Committee.

3.4. Sickness absence during Annual Leave

- 3.4.1. If a member of staff falls sick during the course of their Annual Leave, a Doctor's Certificate must be provided; and the member of staff will be regarded as being on sick leave from the date specified on the Certificate.

3.4.2. The balance of the Annual Leave may be taken at a later date, subject to the provisions regarding Annual Leave contained in this section of the Policy.

3.5. Annual Leave Records

3.5.1. An Annual Leave record will be kept in respect of each member of staff.

4. TIME OFF IN LIEU

4.1 Entitlement to Time Off In Lieu

4.1.1. North Horsham Parish Council usually pays overtime to caretaking/cleaning members of staff. However, in some circumstances, where mutually agreed, lieu time may be awarded.

4.1.2. Time off in lieu is awarded to administration staff who are not paid overtime, and who act as Clerk to meetings of the Parish Council, its Committees and Working Groups; or attend meetings on behalf of the Parish Council; or any other approved Parish Council function, outside of normal office hours.

4.1.3 Where office staff cover the opening of the halls, lieu time is awarded. If cover is given for a prolonged period, to cover vacant posts or sickness, overtime may be given with the approval of the Personnel Committee.

4.1.4 The council encourages the use of Time Off in Lieu when it offers a way to help manage the council's salary budget, but this must be balanced with providing sufficient cover for the office and buildings to run smoothly.

4.2. Calculating Time off in Lieu

4.2.1. Where the event is between 5pm and 10pm, the entitlement is calculated at half a day time off in lieu.

4.2.2. Where the event ends after 10pm, the entitlement is one day time off in lieu.

4.2.3 Office staff who cover the opening and closing of buildings will be awarded lieu time to recompense them for working beyond their contracted hours.

4.3. Using Time off in Lieu

4.3.1 North Horsham Parish Council encourages and expects those members of staff who accrue Time off in Lieu to utilise it during the current leave year.

4.3.2. A member of staff will only be permitted in exceptional circumstances to carry forward accrued Time off in Lieu to the following leave year; and will be subject to the approval of the Personnel Committee.

4.4 Applying for Time off in Lieu

4.4.1. Applications for the taking of Time off in Lieu should be submitted to the Parish Clerk, on the dedicated form, for approval.

4.5. Time off in Lieu Records

4.5.1. A Time off in Lieu record will be kept in respect of each member of staff.

5. OTHER LEAVE

5.1 Dependant Leave

5.1.1. In the event of an emergency involving a dependant, a member of staff may request time off at short notice to deal with the situation and to make any necessary longer-term arrangements.

5.1.2. A dependant is the husband, wife, child or parent of the member of staff; or partner of family member who lives in the same household as the member of staff.

5.1.3. This will normally be for up to two days but may be extended, in exceptional circumstances, at the discretion of the Parish Clerk.

5.1.4. Such time off will normally be unpaid but the Parish Clerk may allow the time to be taken as Annual Leave or as Time off in Lieu (if accrued).

5.2. Compassionate Leave

5.2.1. The Parental Bereavement (Leave and Pay) Act 2018 provides for two weeks' leave for employees following the loss of a child under the age of 18 or a stillbirth after 24 weeks of pregnancy. Employees with 26 weeks continuous service will be entitled to paid leave at the statutory rate and other employees will be entitled to unpaid leave.

5.2.2 Other compassionate leave is at the overall discretion of the Parish Clerk. The council recognises that each individual's respective relationships are different, however, in order to achieve consistency, in general compassionate leave will be granted in the following circumstances:-

- the death of a close relative i.e. spouse, civil partner, sibling, parent.
- the diagnosis of, or final stages of care for, a serious (life threatening) illness affecting a close family relative.
- The employee falling victim to a serious crime.
- Fire/flood/ burglary at the employee's home.
- Road traffic collisions or other distressing accidents/ incidents involving the employee or a close family member.

5.3. Public Duty

5.3.1. Members of staff who hold certain public positions under Section 50 of the Employment Rights Act 1996 (for example Justices of the Peace, Prison Board members, Statutory Tribunal members, School Governors etc.) are entitled to be allowed reasonable time off to perform the duties associated with the post.

5.3.2. Whether such time off will be paid will be at the discretion of the Parish Clerk.

5.3.3. Members of staff who are considering accepting an appointment under the above legislation are strongly advised to discuss the situation with the Parish Clerk, prior to accepting the appointment, to determine whether a reasonable amount of time off can be allocated.

5.3.4. Similarly, members of staff who may be considering joining the Special Constabulary are strongly urged to discuss the situation with the Parish Clerk before doing so.

5.4. Volunteer Reservists

5.4.1. Those members of staff who are Volunteer Reservists have special employment protection under The Reserve Forces (Safeguard of Employment) Act 1985, in the event that they are mobilised for operational duties with the Regular Forces.

5.4.2. The Parish Council, as an employer, is also afforded protection under the Reserve Forces Act 1996.

5.4.3. Members of staff who are either a Volunteer Reservist or considering becoming one are strongly urged to discuss the situation with the Parish Clerk.

5.5. Jury Service

- 5.5.1.** If a member of staff is called for Jury Service, the Parish Clerk must be informed immediately.
- 5.5.2.** Jury Service normally lasts for 10 days, although some trials may take longer. Jurors are usually warned in advance if this is likely to happen and members of staff should consult with the Parish Clerk if this is likely to be the case and before volunteering to sit on a lengthy trial.
- 5.5.3.** Members of staff who are called for Jury Service should give a copy of the Confirmation of Jury Service letter received from the Court to the Parish Clerk as soon as practicable after receipt.
- 5.5.4.** Whilst members of staff called for Jury Service will be paid as normal, they will be expected to make the appropriate claim for loss of earnings while on Jury Service.
- 5.5.5.** The member of staff must ask the Court for a Certificate of Loss of Earnings which should be passed to the Parish Clerk for completion.
- 5.5.6.** Whilst there are limits to the amounts that can be claimed, the amount claimed and received from The Court Service by the member of staff will be deducted from the next appropriate monthly salary payment.

5.6. Absence due to adverse weather conditions

- 5.6.1.** The decision as to whether the Parish Council's Community Venues are opened at times of adverse weather conditions will be taken by the Parish Clerk, in liaison with the Deputy Clerk.
- 5.6.2.** Where the decision is made to close the Community Venues those members of staff who are rostered to work on any such days will be paid in full.
- 5.6.3.** Those members of staff who are not rostered to work on those days or who are on other leave will not be entitled to a day off in lieu.
- 5.6.4.** Where the Community Venues remain open and members of staff are unable to attend work due to the adverse weather conditions, the member of staff should make contact with the Deputy Clerk or Parish Clerk as soon as possible, ideally before the working shift is due to begin, so that cover for the shift can be arranged.

5.6.5. Where a member of staff is unable to attend for work due to adverse weather conditions, one of the following options may be considered and approved by the Deputy Clerk or the Parish Clerk-

- to work from home (applicable to the Parish Clerk and Deputy Clerk only).
- to work at an alternative Community Venue (which will be subject to the availability of other members of staff and use of the Venues).
- to make up the time within the next two months, for example when working authorised overtime hours.
- to take the time as Annual Leave.
- to take the time as unpaid leave.

5.6.6. All requests to implement the above will be treated sympathetically and will take into account such factors as the distance to be travelled to and from work, the prevailing weather conditions, the member of staff's usual mode of transport to work and the safety, health and mobility of the member of staff.

5.6.7. Where worsening weather conditions affect a member of staff's journey home approval may be given by the Premises Manager or the Parish Clerk to leave work early, without loss of pay.

5.7. Records of other absence

5.7.1. A record of other absence will be kept in respect of each member of staff.

5.8 Maternity/ paternity/ adoption/ parental leave

5.8.1. The Council recognises an employee's right to maternity/ paternity/adoption/parental leave as set out in relevant legislation.

6. REVIEW OF THE POLICY

Subject to any new legislation, changes in case law which require immediate amendment or the requirements of the Parish Council, the Absence Management Policy will be reviewed on a two-year basis with the next review in May 2028.

July 2026



North Horsham Parish Council

TRAINING AND DEVELOPMENT POLICY

This policy was prepared using the NALC Template policy August 2024.

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Purpose and scope

This purpose of this policy is to set out the Council's position on the provision of training and development opportunities for staff. It applies to all staff whether full or part time, temporary or fixed term.

Identifying, Meeting and Evaluating Training and Development Needs

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Workforce planning
- Team meetings
- Annual plan
- Change processes

In addition, the council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars and short courses
- Online training
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs etc.)
- In house training
- Work shadowing
- Time for self-directed research and learning

Consideration

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record.

In order to ensure that the council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

Categorising training and personal development

The three categories are as follows:

1. Mandatory

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. They should also be stated in the contract for new starters, along with whom is responsible for the costs of the training/qualifications. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for the role, the council will provide reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below).

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement. Examples of mandatory training include:

Generic training

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)
- First Aid
- Data Protection

2. Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time. The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

Job specific

- Certificate in Local Council Administration (CiLCA)
- Planning
- Microsoft Office

3. Optional

An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'. Examples may include

Job specific

- Community Governance
- Town Planning Technical Support - Level 3 Diploma

Guidance for support

Since 2020 new contracts need to reference any training provided by the employer. It should also note if there is a requirement to gain a qualification within a stipulated amount of time, or where it is required that a qualification is maintained. If it is possible that the employment will be ended, if the qualification is not gained in the stipulated time, then the contract should state this.

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the council.

Any financial support in excess of £1000 including the offer of a loan, will always be conditional upon the employee's agreement to either a full or partial repayment of the financial support provided. The council reserves the right to reclaim financial support where the employee;

- Leaves the council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason]

Study leave

Where individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Clerk (or Chairman of the Council), setting out the details of the course of study, how it relates to their work, and the time being requested.

No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Clerk (or Chairman of the Council) will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

This is a non-contractual procedure which will be reviewed from time to time.

Policy adopted : July 2024

Last reviewed : July 2026

Next Review : July 2028



NORTH HORSHAM PARISH COUNCIL GENERAL INFORMATION AND WORKPLACE RULES AND GUIDELINES

INTRODUCTION

The following sections set out general information and the rules of the workplace, which staff members are expected to follow. The workplace rules and guidelines are in place to set out what the Parish Council expects of its employees. If members of staff abuse or do not follow the rules and guidelines, this may lead to Disciplinary proceedings, which could result in dismissal.

1. PERSONNEL RECORDS

- 1.1. Each member of staff has an individual personnel file which is kept under secure conditions in the Parish Clerk's office and an electronic file which is password protected.
- 1.2. Individual personnel files can only be accessed by the Parish Clerk, as having overall responsibility for all members of staff; and the Deputy Clerk as the immediate Line Manager for cleaner/caretaker staff, litter wardens, the Administration Clerk and the Facilities Officer.
- 1.3. Data about members of staff will be collected in compliance with the Parish Council's General Privacy Notice (General Data Protection Regulation 2018).
- 1.4. The Data Controller, under the General Data Protection Regulation 2018, acting on behalf of the Parish Council is the Parish Clerk. The Parish Council has not appointed an independent Data Protection Officer.
- 1.5. The type of **Personal Data** held in individual personnel files will include information relating to –
 - Employment application forms
 - Data in relation to payroll processing
 - Home address and telephone number
 - Next of kin or other emergency contact details
 - Current and previous contracts of employment with the Parish Council

- Current and previous Job Descriptions
- References
- All correspondence relating to the employment
- Absence and Leave
- Time Sheets
- Expenses Claims
- Records relating to any disciplinary or grievance proceedings.

Data will be held and destroyed in accordance with the Parish Council's Document Retention Policy.

- 1.6.** **Sensitive data** will only be processed in line with the Parish Council's General Privacy Notice. (General Data Protection Regulation).
- 1.7.** The types of sensitive data that may be held may comprise of –
 - Medical information which would be used - to ensure compliance with health and safety and occupational health obligations; or when considering any health issues that may affect the member of staff's ability to work;
 - for the administration and management of insurance, pension, sick pay and other similar benefits.
- 1.8.** A member of staff has the right, under the General Data Protection Regulation (2018), to see information held about them, including personnel files, both written and computerised.
- 1.9.** If a member of staff wishes to see their personnel file, application should be made to the Parish Clerk, who will make the necessary arrangements within five working days.
- 1.10.** At the viewing of the file –
 - The member of staff will be accompanied by the Parish Clerk.
 - The member of staff must not write on or remove any document from the file.
 - The member of staff may request photocopies of documents in the file.
- 1.11.** If the member of staff is unhappy with what is on their file, this should be initially raised with the Parish Clerk. If the issue cannot be resolved, then a grievance should be raised.

- 1.12. If the member of staff considers that the information is wrong and can provide proof to substantiate this, the member of staff has the right, under the General Data Protection Regulation 2018, to have the information amended.
- 1.13 In respect of any medical information or reports covered by the Access to Medical Reports Act 1988, a doctor may not consent to the member of staff seeing all or part of a medical report if they believe that the information might harm the member of staff or other people; or identify another person.

2. TIME SHEETS

- 2.1 All cleaners/caretakers/litter wardens are required to complete time sheets for all hours worked. Time sheets must be handed in, sent or emailed to the Deputy Clerk as soon as possible after completion of a 4-day shift.
- 2.1. All members of staff are required to complete a weekly time sheet for any hours worked as overtime, which should be handed in to the Parish Office, as soon as reasonably practicable after the end of the week or shift worked. Overtime should be approved by your line manager in advance if possible. If additional hours have been worked in an emergency, these must be reported to your line manager as soon as possible.
- 2.2. Time sheets should reflect all the hours worked and should detail the time arriving for work and the time leaving and not an overall figure for the day or shift.
- 2.3. Time sheets are used in the preparation of the monthly payroll process.
- 2.4. Time sheets must be signed by the member of staff concerned and will be authorised by the immediate Line Manager or the Parish Clerk.
- 2.5 In line with Working Time Regulations 1998 all staff should have a break of 11 hours between shifts except in exceptional circumstances and where the employee consents

3. CLAIMS FOR EXPENSES

- 3.1.** All Members of staff are paid the current HMRC rate of .45p per mile for the use of their own car; and .20p per mile for the use of a bicycle.
- 3.2.** Claims for expenses should be made on the Parish Council's in-house form and should give the reason for the journey.
- 3.3.** Claims cannot be made for the first journey of the day or shift to work and the last journey of the day or shift.
- 3.4.** All individual journeys made during each day must be itemised – not the total figure of journeys per day. Expense claims may be refused for payment if this is not followed.
- 3.5.** Claims for expenses under £10 will generally be paid in cash. Other amounts will be paid by bank transfer.
- 3.6.** Expenses claim forms must be signed by the member of staff concerned and will be authorised by the immediate Line Manager or the Parish Clerk

4. CUSTOMER RELATIONS

- 4.1.** The Parish Council, as a local authority, provides a public service not just to users of the Council's community venues but also to the wider public.
- 4.2.** All members of staff should treat customers and visitors to the community venues and other facilities with courtesy and be as helpful as possible
- 4.3.** Members of staff should not offer their own personal views to customers and visitors, in respect of Parish Council business.
- 4.4.** In the event that a query is made of a member of staff which cannot be answered, the person making the enquiry should be referred to the relevant member of staff at the Parish Office.
- 4.5.** The Parish Council will not tolerate abusive or violent behaviour towards members of staff from customers or visitors. Any such incidents should be reported immediately to the Parish Clerk. Notices advising this, will be displayed at each of the community venues

5. APPEARANCE AND DRESS CODE

- 5.1. The Parish Council does not operate a Dress Code Policy. However, caretakers are issued with North Horsham Parish Council polo shirts and fleeces to be worn during their working day.
- 5.2. All members of staff should dress appropriately for a public working environment and should not wear items of clothing bearing inappropriate wording, images or logos or that may offend normally accepted standards; and be neat and tidy at all times when at work.
- 5.3. Account will be taken of religious and cultural standards of clothing.

6. CASH HANDLING

- 6.1. The Parish Council does not accept cash payments. Members of staff, are not permitted, **under any circumstances**, to accept cash in respect of invoices that have been raised for hire of the community venues or the Multi Courts. This rule is to protect both the member of staff and the customer from any allegations of mis-appropriation.
- 6.2. Caretakers at Roffey Millennium Hall may be asked to hand in cheques to the Parish Office in respect of raised invoices. This is acceptable providing the cheque is in an envelope, stating who the cheque is from and is countersigned and dated by the member of staff taking the cheque.
- 6.3. If cheques, as described above, are offered at Holbrook Tythe Barn or North Heath Hall, these should be politely declined and the person requested to make the payment to the Parish Office

7. USE OF WORK MOBILE PHONES

- 7.1. **Caretakers / cleaners** Members are provided with a mobile phone between the two members of staff at each of the buildings.
- 7.2. These phones are for Parish Council business use only. Misuse of these phones may result in Disciplinary Proceedings and potential dismissal.
- 7.3. At the end of each four-day shift or other period of working, the phone should be passed to the member of staff taking over.

- 7.4. In the event that a member of staff loses a works mobile phone, or it becomes damaged, the member of staff must report the loss or damage immediately to their Line Manager or the Parish Clerk.
- 7.5. The member of staff may, depending on the circumstances, be charged the cost of a replacement phone

8. USE OF WORK LAPTOPS

- 8.1 If you are required to work from home, you may be given a work laptop. This is to be used for Parish Council business use only. Misuse of the laptop may result in Disciplinary Proceedings and potential dismissal.
- 8.2 In the event that a laptop becomes damaged or lost/stolen, the member of staff must report the loss or damage immediately to their Line Manager or the Parish Clerk.
- 8.3 The member of staff may, depending on the circumstances, be charged the cost of a replacement laptop.

9. KEY HOLDERS

- 9.1. The Parish Council employs a 24/7 Key Holder Service for the three Community venues. The Facilities Officer, Deputy Clerk and some hirers also hold keys.

10. WORK KEYS

- 10.1. Keys are issued to members of staff for the buildings they work in.
- 10.2. The Parish Council views the security of all of its buildings as a priority and the loss of keys is viewed as a serious matter.
- 10.3. Members of staff are requested **not** to label work keys with any means of identification as to the building to which they relate.
- 10.4. In the event that a member of staff loses any keys relating to work or they become damaged, the member of staff must report the loss or damage to their immediate Line Manager or the Parish Clerk immediately.

- 10.5.** The member of staff may, depending on the circumstances, be charged the cost of a replacement key or key.

11. PERSONAL PROPERTY

- 11.1.** Personal property should be stored securely whilst at work. Staff have access to a lockable space, and should inform their line manager if this becomes inadequate.
- 11.2.** At Holbrook Tythe Barn and North Heath Hall, members of staff have access to the cleaning materials store cupboards and they are encouraged to place any personal items that they may have with them in these areas whilst working.
- 11.3.** Members of staff at Roffey Millennium Hall are advised to keep any personal belongings brought to work in the Parish Office, which should be kept locked when the Office is unattended.
- 11.4.** The Parish Council does not accept responsibility for the loss or damage to any personal items.

12. REVIEW

- 12.1** As part of the Staff Handbook, the rules and guidelines may be changed or added to at any time if required by law or the needs of the Parish Council. In any event, the rules and guidelines will normally be reviewed on a two-year basis with the next review due in May **2028**

Xth July 2026



NORTH HORSHAM PARISH COUNCIL

TERMS AND CONDITIONS OF SERVICE

1. GENERAL INFORMATION

- 1.1.** The conditions of employment of all members of staff during their employment with North Horsham Parish Council are set out in individuals' Statement of Employment Particulars.
- 1.2.** These conditions of employment will be as generally set out by the National Joint Council for Local Government Services in the "National Agreement on Pay & Conditions of Service - 'the Green Book' as may be amended from time to time.
- 1.3.** A copy of the National Joint Council's "Green Book" is available to view by request to the Parish Clerk
- 1.4.** The conditions set out in individual Statements of Particulars is supplemented by the Staff Handbook, which contains –
 - The General Information and Workplace Rules and Guidelines.
 - The Policies in relation to staff as approved by the Parish Council.

2. REVIEW

- 2.1** The Terms and Conditions of Service statement will be reviewed every two years, or sooner of there is a change of legislation.

Xth July 2026