

Notice of Meeting Staffing Committee



Notice Date: 13 December 2023

Staffing Committee Members

Cllrs Steve Collett, Dave Ellis, Mark Feazey, Katherine Giles, Ian Leake

Dear Councillor

You are hereby summoned to attend a meeting of BINFIELD PARISH COUNCIL to be held on **Tuesday 19 December 2023** commencing at **7:00pm**. This meeting will be held in the meeting room at the Parish Office, Benetfeld Road, Binfield, RG42 4EW.

Due to the confidential content discussed at this meeting the press and public are not able to attend.

Yours sincerely

Ceri Rance

Clerk to Binfield Parish Council

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Agenda

Staffing Committee Meeting



The meeting will be held at Binfield Parish Council Office at 7pm on Tuesday 13 December 2023

No. Item

1 Apologies for Absence

2 Declarations of Interest

To declare any interests in relation to matters to be considered at this meeting.

3 Review of Previous Meeting's Minutes

3.1 Staffing Committee held on 31 October 2023

4 Reports

4.1 Clerk's Report – to receive a report regarding all existing staffing matters (*report to follow*).

4.2 Policies – to review the following:

4.2.1 Health and Safety Policy

4.2.2 Absence Policy

4.2.3 Disciplinary Policy

4.2.4 Grievance Policy

4.2.5 Equality Policy

4.2.6 Lone Working Policy

4.2.7 Smoke Free Policy

4.3 Skills Review – to consider the skills review report conducted on all BPC staff to assist Councillors in assessing staffing needs moving forward (*report to follow*).

6 Future Agenda Items



Minutes of a Meeting of the STAFFING COMMITTEE

held in the Parish Office, Benetfeld Road on
Tuesday 31st October 2023 at 7pm

PRESENT: Cllrs: Paul Beal, Steve Collett, Dave Ellis, Mark Feazey, Katherine Giles & Ian Leake
Also Present: Ceri Rance, Clerk; Amanda Sculley, Deputy Clerk;

5 **APOLOGIES FOR ABSENCE**

None.

6 **DECLARATIONS OF INTERESTS**

None.

7 **PART II - STANDING ORDER 3C**

It was proposed by Cllr Leake, seconded by Cllr Ellis and **RESOLVED** that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.

8 **CLERKS REPORT**

Councillors considered the report and were updated regarding the staff costs, roles and current training. It was noted that the Council Administrator and Amenity Administrator would both be finishing their ILCA qualifications soon and at least by Christmas 2023. The Clerk will be finishing her CILCA qualification as soon as possible and at least by the end of the Council year in May 2024.

9 **STAFFING STRUCTURE**

Looking ahead to the possibility of Binfield Parish Council taking on the management of the Binfield Health and Community Hub, Councillors considered the staff roles and responsibilities. It was agreed that the Clerk investigate the skillsets of current staff and the skills needed for the current building and possible Community Hub. Also considered was the possibility of an extra member of staff to be available as required at the Community Hub. Nevertheless, for any start-up of running the new building, it was proposed by Cllr Ellis, seconded by Cllr Feazey and **RESOLVED** to recommend to Council that the current staff cover the staffing requirements for the first three months in order to gather information of what the staffing requirements are likely to be with costs being taken from CIL funds.

Meeting closed 8.00pm



Binfield Parish Council – Staffing Committee

Date: Tuesday 19 December 2023

Agenda Item/Title: 4.1 – Clerks Report

Purpose of Report: Information & Decision

1. **Purpose**

To receive a report regarding current staffing and possible training courses.

2. **Staffing Update**

Staff have continued to work diligently over the past few months and have successfully organised and facilitated a number of community events. As we reach the end of the calendar year, the team are looking ahead to 2024 and are enthusiastic about supporting the Council with a new strategy.

3. **Procurement Training**

Following a previous Council meeting, the Clerk was asked to investigate the possibility of staff attending a procurement training course.

The following consultancy seems to supply the provision BPC is looking for.

LCC offer specialist services for the local council sector, drawing upon the skills and knowledge of our team of highly qualified, knowledgeable associates.

As an enterprise of Society of Local Council Clerks (SLCC), we have strong connections in the local council sector – we understand the issues faced by clerks and councils and can tackle your problems with the empathy they deserve.

They offer a range of services and bespoke solutions as follows.

- Feasibility Studies and Business Cases
- Health, Safety & Asset Audit
- Internal Audits
- Mediation and Appeals
- Job Evaluations
- Project Management
- Strategic Plan Development
- Tender Process & Procurement
- Staffing Reviews

The Clerk is in the process of obtaining further information will be circulated to Council as soon as possible.



Binfield Parish Council

Health & Safety Policy

1. General Statement of Intent

- 1.1 It is the policy of Binfield Parish Council to take all reasonable steps to ensure the health and safety at work of its employees and others who may come into contact with its operations. To implement this policy the Council is committed to identifying any hazards to health and safety and devising and implementing the measures to reduce the risks from them so far as is reasonably practicable.
- 1.2 All employees have a duty of care to themselves and others by avoiding hazards, preventing accidents and cooperating with the council by complying with all instructions and recommendations on health and safety.

So far as is practicable, the Council will:

- 1.2.1 Provide adequate control of the health and safety risks arising from its work activities.
- 1.2.2 Consult with employees on matters affecting their health and safety.
- 1.2.3 Provide and maintain safe plant and equipment.
- 1.2.4 Ensure safe handling and use of substances.
- 1.2.5 Provide information, instruction and supervision for employees.
- 1.2.6 Ensure all employees are competent to undertake their work tasks and to give them adequate training.
- 1.2.7 Prevent accidents and cases of work-related ill health as far as is reasonably practicable.
- 1.2.8 Maintain safe and healthy working conditions.
- 1.3 This policy will be reviewed every three years or when legislative or best practice changes occur to ensure it remains effective, and any necessary amendments communicated to all employees.

2. Responsibilities

- 2.1 The overall responsibility for health and safety within the council and compliance with the requirements of the Health and Safety at Work Act 1974 and any other relevant health and safety legislation is with the Council. This includes having suitable insurances in place as set down in the Employers Liability (Compulsory insurance) Act [1969].
- 2.2 The Parish Clerk has delegated authority as set out in the Local Government Act [1972] S.101 and is responsible for this policy being carried out at all parish council premises and will ensure that:
- 2.2.1 An up to date statement of the Council's policy for health and safety is prepared and brought to the attention of all staff, whenever the document is updated or new employees join the organisation.

Reviewed: December 2023

Adopted

Next Review Date: January 2025



- 2.2.2 An effective management system is in place to implement the health and safety policy, by which risks will be assessed, priorities decided and objectives set for eliminating hazards and reducing risks. This meets the Health and Safety at Work Regulations [1999] (as amended) regulation 3.
- 2.2.3 Arrangements are put in place to measure, monitor and review health and safety.
- 2.2.4 All incidents, hazards and near misses, whether injury is sustained or not, are reported and investigated in accordance with council procedures. Any action to prevent recurrence is implemented as soon as is reasonably practicable.
- 2.2.5 The Parish Clerk will report any notable incidents to the Health and Safety Executive and to the parish council.
- 2.2.6 That there is an effective system for communicating health and safety information throughout the organisation.
- 2.2.7 That arrangements exist for the development and review of appropriate policies, procedures and guidelines on health and safety and welfare issues.
- 2.2.8 That all appropriate staff training needs are identified and that effective arrangements exist for the training delivery.
- 2.2.9 That staff are competent to carry out the responsibilities and duties assigned to them.
- 2.2.10 That regular audits and inspections are undertaken to ensure that procedures/safe systems of work are being followed and that any shortcomings are identified and dealt with. All written records for audits/inspections are maintained accordingly.
- 2.3 Employees will report all incidents to the Parish Clerk.
- 2.4 All employees have a duty to themselves, colleagues and any person who might be affected by their actions, to work in a safe manner. Any employee who behaves in a way which endangers the health and safety of others may be subject to disciplinary proceedings and could be prosecuted. In particular, this includes:
 - 2.4.1 Taking reasonable care for the health and safety of themselves and any other person who may be affected by their acts or omissions.
 - 2.4.2 Cooperating with the Parish Clerk to ensure that all relevant statutory regulations, policies and procedures are followed.
 - 2.4.3 Reporting all faults, hazards, unsafe practices, accidents, adverse incidents, dangerous occurrences and near misses whether injury is sustained or not.
- 2.5 Members of the public or groups and organisations who 'hire'* the Council's facilities have a duty of care to themselves, colleagues and any members of the public who attend the event and are present at the premises for the duration of the hiring. The 'hirer' of the premises will become the Temporary

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Health & Safety Policy

Responsible Person whilst the hire takes place and will be accountable for all aspects of health and safety as prescribed within the Council's health and safety policy. The hirer must abide by the following requirements:

- 2.5.1 Familiarise him/herself with the requirements regarding the Emergency Procedure during the occupation of the building.
- 2.5.2 Report all incidents/accidents in the accident book found on site. It may be necessary to appoint a First Aider who will be present for the duration of the hiring.
- 2.5.6 Assess the risks of their own event and where necessary advise the council of any action or risk management process, as is deemed necessary
- 2.5.7 Where appropriate, supply the Parish Office with a copy of their own H&S policy, risk assessment or insurance documentation.

* Hire means arrange to use whether free of charge or for a fee.

3 Linkages to other policies

This policy is impacted by the following policies:-

- 3.1 Lone Worker Policy
- 3.2 Use of Parish Open Spaces Policy & Procedure
- 3.3 Parish Office and community access key holder policy and procedure
- 3.4 Meeting Room Usage Policy
- 3.5 Fire Safety Policy
- 3.6 Risk Assessment and Fire Risk Assessment

Appendix 1 - Arrangements

1. The Council sees communication between staff at all levels as an essential part of effective health and safety management and will consult via team meetings. Every member of staff will be given a copy of the Council's Health and Safety Policy at induction.
2. In accordance with relevant legislation, the Parish Clerk will ensure that assessments are undertaken of the associated risks for all work activities. In accessing these risks, account will be taken of the effectiveness of existing control measures. When completing the assessment, the outcomes and action plans will be made known to staff and anyone else that may be affected. A copy of all risk assessments will be kept in the Parish Office.
3. All contractors engaged by the Council have a responsibility as specified in all contract documents, to carry out their work in a safe manner in respect of their own staff, subcontractors, council staff and premises, members of the public and any others who may be affected by their actions. The Council will ensure so far as is reasonably practicable, the employment of competent contractors who are able to demonstrate that they have in place management systems for safely undertaking work for which they have been employed.
4. Contractors will be advised of any required standards, site specific rules, codes of practice, procedures, rules or other guidance applicable to the work undertaken. Special care is required to ensure that these matters are covered, although nothing in contract documents can free those engaging contractors, the contractors or council staff from their own liability under health and safety legislation.
5. All accidents will be reported in an Accident Record Book. All accidents/incidents will be fully investigated and an Accident/Incident Report Form will be completed and given to the Clerk. The Clerk will report any notable accidents/incidents to the Health and Safety Executive, RIDDOR, etc.
6. Fire Risk Assessments for all of the Council's premises will be updated annually to meet the requirements as laid down under the Regulatory Reform (Fire Safety) Order 2005.
7. Fire extinguishers in all of the Council's buildings will be visually inspected every month by the Parish Clerk and be maintained annually by an authorised company.
8. The fire alarm systems will be maintained bi-annually by an authorised company. A fire drill shall be held annually.
9. Fire Exits will be kept free from obstructions.
10. Notices will be displayed giving directions for the evacuation of buildings in the event of fire.
11. The Clerk has overall responsibility for training and will ensure appropriate training is provided for staff to enable them to discharge their responsibilities under the Health and Safety Policy.
12. Smoking is not allowed in any council building.

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13. Regular audits of health and safety procedures will be carried out to ensure effective monitoring and evaluation to identify any shortcomings.
14. The Council has the responsibility to maintain all electrical equipment and the premises mains supply. This will be done by regular Portable Appliance Testing (PAT) and the testing of the mains wiring.
15. The COSHH Regulations 2002 require a risk assessment for any substances/chemicals used which are toxic or dangerous to health be undertaken and then reviewed every 5 years.

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Binfield Parish Council

Absence Policy

1. Policy statement

- 1.1. This policy is intended to help employees including clerks, RFOs, administrators, part-time, fixed-term and casual employees (collectively referred to as employees in this policy) make appropriate decisions about absence from work.
- 1.2. All statutory entitlements are to be in line with current Government legislation.
- 1.3. This policy outlines the standards that employees are required to observe when absent from work and the action that will be taken in respect of breaches of this policy.
- 1.4. This policy supplements the General Data Protection Regulation Policy.

2. The scope of the policy

- 2.1. All employees are expected to comply with this policy at all times.
- 2.2. This policy refers to leave relating to maternity, paternity, adoption, foster, bereavement, compassionate, carers/dependants and sickness.
- 2.3. Breach of this policy by employees may be dealt with under our Disciplinary Policy and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

3. Responsibility for implementation of the policy

- 3.1. The council has overall responsibility for the effective operation of this policy.
- 3.2. The clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our work.
- 3.3. All employees should ensure that they take the time to read and understand it. Any breach of this policy should be reported to the clerk.
- 3.4. Questions regarding the content or application of this policy should be directed to the clerk.

4. Monitoring and review of this policy

- 4.1. The clerk shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice.
- 4.2. The Council shall consider adoption of the reviewed policy annually.

5. Maternity, Paternity and Adoption/Fostering Leave

- 5.1. Under the provisions of the Employment Rights Act 1996 (as amended by the Employment Act 2002 and regulations there under) you will be entitled to apply for Maternity/Paternity/Adoption/Fostering leave.

6. Sick Leave

- 6.1. Sick leave shall be given as stated in the employee's Contract of Employment

7. Bereavement Leave

- 7.1. Bereavement leave is paid leave relating to dependants, as defined in 7.2 and is at the discretion of and should be agreed by the council.

Reviewed: December 2023

Adopted:

Next Review Date: January 2023



7.2 A “dependant” is the employee’s spouse or civil partner, child, parent or a person who lives in the same household as the employee but who is not his or her employee, tenant, lodger or boarder. Government guidance states that an elderly aunt or grandparent who lives in the employee’s household would be a qualifying dependant.

7.3 The need for Bereavement leave should be discussed with the Clerk for all employees and for the Clerk with the Chairman of the Council and/or Chairman of the Staffing Committee.

8. Compassionate Leave

8.1 Compassionate leave includes leave relating to carers and dependants, and is at the discretion of and should be agreed by the council.

8.2 All employees have the right to reasonable amounts of unpaid time off to deal with certain issues affecting dependants. This includes the following circumstances:-

- i. To provide assistance on an occasion where a dependant falls ill, gives birth or is injured or assaulted;
- ii. To make arrangements for the provision of care for a dependant who is ill or injured;
- iii. Because of the unexpected disruption or termination of arrangements for the care of a dependant, or
- iv. To deal with an incident involving a child of the employee which occurs unexpectedly in a period during which an educational establishment is responsible for the child.

8.3 Note that, in relation to the first two of these circumstances, “dependant” also includes those who reasonably rely on the employee for such assistance or arrangements.

8.4 In general, the time off is to make arrangements for care, etc. It is not a right to time off to provide continuing care. Case Law suggests that no more than a few hours or, at most one or possibly two days should be sufficient to deal with the immediate crisis.

8.5 An employee should tell their employer of the reason for his or her absence as soon as reasonably practicable and how long he or she expects to be absent. This notice does not need to be in writing. Staff should report leave requests to the Clerk and the Clerk to the Chairman in the first instance.

9. Flexible Working

9.1 All requests for Flexible Working are at the discretion of and should be agreed by the council. This does not include minor changes to the working hours when changing shift patterns can still accommodate full working hours within a week.

9.2 Employees should make requests for long term/permanent flexible working to the Clerk and, in the event of the Clerk making the request, to the Chairman of the Council and/or the Chairman of Staffing in the first instance.

10. Breaches

10.1 All breaches of this policy will be reported to the Council and subject to the adopted Disciplinary Procedure.

INTRODUCTION

- 1 This policy is based on and complies with the [2015 ACAS Code of Practice](#)
It also takes account of the ACAS guide on [Discipline and Grievances at Work – The Acas Guide](#)
The documents in this policy are available from the ACAS website www.acas.org.uk
The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.
- 2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 3 This policy confirms:
 - 3.1 informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance
 - 3.2 the Council will fully investigate the facts of each case
 - 3.3 the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see the ACAS "Performance Management" on the ACAS website
 - 3.4 employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - 3.5 employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
 - 3.6 employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official who has been specifically authorized in writing by his/her trade union to act for that purpose - at any disciplinary, investigatory or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - 3.7 the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make a written submission
 - 3.8 If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
 - 3.9 any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council

- 3.10 information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulations [2018]
- 3.11 audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition
- 3.12 employees have the right to appeal against any disciplinary action. The appeal decision is final.
- 3.13 if an employee who is already subject to the Council's disciplinary procedure, raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- 3.14 disciplinary action taken by the Council can include an oral warning, written warning, final written warning or dismissal
- 3.15 this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- 3.16 except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- 3.17 if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it
- 3.18 the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example, where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties

Examples of misconduct

- 4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct:
 - 4.1 unauthorised absence
 - 4.2 poor time-keeping
 - 4.3 misuse of the Council's resources and facilities including telephone, email, social media accounts and internet
 - 4.4 inappropriate behaviour
 - 4.5 refusal to follow reasonable instructions
 - 4.6 breach of health and safety rules

Examples of gross misconduct

- 5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct:
 - 5.1 bullying, discrimination and harassment
 - 5.2 incapacity at work because of alcohol or drugs

- 5.3 violent behaviour
- 5.4 fraud or theft
- 5.5 gross negligence
- 5.6 gross insubordination
- 5.7 serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality Policy, Data Protection Policy and any policies regarding the use of information technology
- 5.8 serious and deliberate damage to property
- 5.9 use of the internet or email to access pornographic, obscene or offensive material
- 5.10 disclosure of confidential information.

6 Suspension

- 6.1 If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation
- 6.2 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor
- 6.3 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

- 7 The following list contains some examples of unsatisfactory work performance. The list is not exhaustive:
 - 7.1 inadequate application of management instructions/office procedures
 - 7.2 inadequate IT skills
 - 7.3 unsatisfactory management of staff
 - 7.4 unsatisfactory communication skills.

The Procedure

- 8 Preliminary Enquiries.
 - 8.1 The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.
 - 8.2 If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

9 Informal Procedures

- 9.1 Where minor concerns about conduct become apparent it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary meeting.

DISCIPLINARY INVESTIGATION

- 10 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- 11 If a formal disciplinary investigation is required, the Council's Staffing Committee will appoint an Investigator – a member of the Council who is independent of the Staffing Committee - who will be responsible for undertaking the investigation - a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the staffing committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The staffing committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should deal with the following:
- 11.1 the allegations or events that the investigation is required to examine
 - 11.2 whether a recommendation is required
 - 11.3 how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a report
 - 11.4 who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
- 12 The Investigator will be asked to submit a report within 20 working days of appointment. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary, and the Council may decide to commence disciplinary proceedings at the next stage (see paragraph 20).
- 13 The staffing committee will first notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.
- 14 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official who has been specifically authorized in writing by his/her trade union to act for that purpose at any investigatory meeting.

- 15 If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 16 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be taken.
- 17 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
 - 17.1 the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
 - 17.2 the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
 - 17.3 the employee has a case to answer and there should be action under the Council's disciplinary procedure.
- 18 The Investigator will submit the report to the staffing committee which will decide whether further action will be taken.
- 19 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

THE DISCIPLINARY MEETING

- 20 If the staffing committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors to formally hear the allegations. The staffing sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.
- 21 No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:
 - 21.1 the names of its Chairman and other two members
 - 21.2 details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
 - 21.3 a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
 - 21.4 the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it
 - 21.5 that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting



- 21.6 that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official who has been specifically authorized in writing by his/her trade union to act for that purpose
- 22 The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:
- 22.1 the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
- 22.2 the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
- 22.3 the Chairman will invite the employee to present their account
- 22.4 the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
- 22.5 any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
- 22.6 the employee (or the companion) will have the opportunity to sum up
- 23 The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision
- 24 The disciplinary meeting may be adjourned by the Chairman to allow matters that were raised during the meeting to be investigated by the sub-committee.

DISCIPLINARY ACTION

- 25 If the sub-committee decides that there should be disciplinary action, it may be any of the following:
- 25.1 First written warning
- If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:
- 25.1.1 of the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- 25.1.2 that further misconduct/failure to improve will result in more serious disciplinary action
- 25.1.3 the employee's right of appeal
- 25.1.4 that a note confirming the oral warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

25.2 Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- 25.3.1 the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- 25.3.2 that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- 25.3.3 the employee's right of appeal
- 25.3.4 that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months)

25.3 Dismissal

The Council may dismiss:

- 25.4.1 for gross misconduct
- 25.4.2 if there is no improvement within the specified time period in the conduct which has been the subject of a final written warning
- 25.4.3 if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

26 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless and until it is modified as a result of an appeal

THE APPEAL

27 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

28 The grounds for appeal include:

- 28.1 a failure by the Council to follow its disciplinary policy
- 28.2 the sub-committee's disciplinary decision was not supported by the evidence
- 28.3 the disciplinary action was too severe in the circumstances of the case
- 28.4 new evidence has come to light since the disciplinary meeting.

Binfield Parish Council

Disciplinary Policy



- 29 Where possible, the Appeal will be heard by a panel of three members of the staff committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.
- 30 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official who has been specifically authorized in writing by his/her trade union to act for that purpose.
- 31 At the appeal meeting, the Chairman will:
- 31.1 introduce the panel members to the employee
 - 31.2 explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
 - 31.3 explain the action that the appeal panel may take.
- 32 The employee (or his companion) will be asked to explain the grounds for appeal.
- 33 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal hearing.
- 34 The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 35 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 36 The appeal panel's decision is final.



Binfield Parish Council

Grievance Policy

1. INTRODUCTION

This policy is based on and complies with the [2015 ACAS Code of Practice](#)

It also takes account of the ACAS guide on [Discipline and Grievances at Work – The Acas Guide](#)

These documents are available from the ACAS website www.acas.org.uk

It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.

3. This policy confirms:

- 3.1 employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official who has been specifically authorized in writing by his/her trade union to act for that purpose. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
- 3.2 the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date.
- 3.3 any changes to specified time limits must be agreed by the employee and the Council
- 3.4 an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
- 3.5 information about an employee's grievance will be restricted to those involved in the process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulations (GDPR)
- 3.6 audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- 3.7 if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- 3.8 if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith

Reviewed: December 2023

Adopted:

Next Review Date: January 2025



Binfield Parish Council

Grievance Policy

- 3.9 the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of the affected parties
- 3.10 Employees can use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of Bracknell Forest Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)
- 3.11 If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination.
- 3.12 If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime.

4. **INFORMAL GRIEVANCE PROCEDURE**

The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the staffing committee or, if appropriate, another member of the staffing committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent. If the employee's complaint concerns the behaviour of one or more councillors and is deemed to be a breach of the Code of Conduct, needing to be dealt with by the Local Monitoring Officer, the Staffing Committee may wish to consider raising the matter as a body.

5. **FORMAL GRIEVANCE PROCEDURE**

If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the staffing committee or the Chairman of the Council.

Reviewed: December 2023

Adopted:

Next Review Date: January 2025



Binfield Parish Council

Grievance Policy

6. The staffing committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

7. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

Notification

9. Within 10 working days of the Council receiving the employee's grievance, (this may be longer if there is an Investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
 - 9.1 the names of its Chairman and other members
 - 9.2 the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
 - 9.3 the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official who has been specifically authorized in writing by his/her trade union to act for that purpose
 - 9.4 a copy of the Council's grievance policy
 - 9.5 confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting
 - 9.6 confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
 - 9.7 findings of the investigation if there has been an investigation
 - 9.8 an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The grievance meeting

10. At the grievance meeting:
 - 10.1 the Chairman will introduce the members of the sub-committee to the employee
 - 10.2 the employee (or companion) will set out the grievance and present the evidence
 - 10.3 the Chairman will ask the employee questions about the information presented and will want to understand what action he/she wants the Council to take

Reviewed: December 2023

Adopted:

Next Review Date: January 2025



Binfield Parish Council

Grievance Policy

- 10.4 any member of the sub-committee and the employee (or the companion) may question any witness
- 10.5 the employee (or companion) will have the opportunity to sum up the case
- 10.6 a grievance meeting may be adjourned by the Chairman to allow matters that were raised during the meeting to be investigated by the sub-committee.

The appeal

- 11. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the staffing committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
- 12. Appeals may be raised on a number of grounds, e.g.:
 - 12.1 a failure by the Council to follow its grievance policy
 - 12.2 the decision was not supported by the evidence
 - 12.3 the action proposed by the sub-committee was inadequate/inappropriate
 - 12.4 new evidence has come to light since the grievance meeting.
- 13. The Appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.
- 14. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official who has been specifically authorized in writing by his/her trade union to act for that purpose.
- 15. At the appeal meeting, the Chairman will:
 - 15.1 introduce the panel members to the employee
 - 15.2 explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
 - 15.3 explain the action that the appeal panel may take.
- 16. The employee (or companion) will be asked to explain the grounds of appeal.
- 17. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.

Reviewed: December 2023

Adopted:

Next Review Date: January 2025



Binfield Parish Council

Grievance Policy

18. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
19. The decision of the appeal panel is final.

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Reviewed: December 2023

Adopted:

Next Review Date: January 2025



LEGAL POSITION

On 5 April 2011, the public sector equality duty came into force, created by the Equality Act [2010]. The broad purpose of the equality duty is to integrate consideration of equality and good relations into the day to day business of public authorities. The equality duty covers nine protected characteristics:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation
- ethnic origin
- nationality

Under the Equality Act 2010 these are known as “protected characteristics”.

PURPOSE

The purpose of this policy is to promote equal opportunities and equality to all who engage with the parish council, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). The council opposes all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimisation or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010. The council is committed to providing and promoting equality, eliminating discrimination and encouraging diversity in the community. The council aims to create or promote a culture that respects and values each other’s differences and which promotes dignity, equality and diversity.

Being subject to the duty, Binfield Parish Council must have due regard to the need to:-

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

These are sometimes referred to as the three aims of the general equality duty. The Act helpfully explains that having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

SCOPE

- All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff,
- All contractors and volunteers
- All residents of the parish
- All users of parish facilities, equipment and open spaces

Reviewed: December 2023

Adopted:

Next Review Date: January 2025



OUR COMMITMENT

Every person in contact with the council is entitled to be treated with fairness, respect and dignity. Every effort will be made to eliminate discrimination, harassment and victimisation on any grounds.

Every effort will be made to foster good relations between persons who share a relevant protected characteristic and persons who do not share it. This involves having due regard, in particular, to the need to tackle prejudice, and promote understanding.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole. Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

In all areas of council work it will advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and foster good relations between them.

Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to—

- a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
- c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

Breaches of our equality policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization through the council's Grievance procedure. Residents, users and others affected by this policy can raise concerns via the Complaints Policy and Procedure

Any personal or other data gathered will only be retained and used in accordance with the consent given and for the purpose for which it was given in line with the following policies:-

- Information and Data Protection Policy
- Data Retention, Transfer and Disposal Policy
- ICO Model publication scheme

The policy will be monitored and reviewed annually.

Uses of Policy – To encourage right treatment of all in contact with the Council. To promote inclusion and accessibility to all in using and accessing parish council equipment, land, facilities and activities. Induction of staff and Members, decisions relating to Recruitment and Selection, Training and Development, Promotion, Remuneration, Retirement, should be cross-referenced to the Grievance Policy, Disciplinary Policy and Health and Safety Policy.



Binfield Parish Council

Lone Worker Policy

1 Purpose

This policy is designed to protect employees and lessees who may be working alone in the building for periods of time as well as safeguard parish property.

2 Policy – employees

- 2.1 Employees should ensure that the door to the main working office is closed and locked (using the key pad entry lock) while working alone (even during official opening hours) if the
 - a) Main reception shutter is closed
 - b) the office is to be left unattended for any period of time
- 2.2 Employees working alone in the office with the shutter open (i.e. during official opening hours) should ensure the door between the office and the corridor is placed on the latch to prevent unauthorised access into the employee only area. When allowing visitors into the employee only area these should be known to the employee or confirmed hirers of the meeting room spaces
- 2.3 Employees arriving to open up the building for evening meetings should leave the main entry door locked until a second (known) person arrives at the building.
- 2.4 If concerned about unauthorised persons attempting to gain access, the employee should call 999 immediately.
- 2.5 An employee should be particularly vigilant when entering or leaving the premises. He/she should not enter or leave the premises if he/she believes the building's security or the employee's own safety has been compromised or is at risk for any reason. In this case call 999.
- 2.6 An employee working alone should not attempt to carry out any manual handling of equipment, furniture or sundries that are not designed to be portable by one person.
- 2.7 Holding meetings at the office as a lone member of staff, other than a parish council or committee meeting, is to be avoided if at all possible

3 Policy – Leaseholders

- 3.1 Leaseholders should not be in the building unaccompanied without locking the main entry doors – i.e. outside of official opening hours.
- 3.2 Before trading commences and after it ceases, the main entry doors should be locked internally, and keys left in the lock (to enable swift exit)
- 3.3 Toilets should be checked at the end of each day prior to the building being locked up.
- 3.4 If concerned about unauthorised persons attempting to gain access, the leaseholder (or their employee) should call 999 immediately.
- 3.5 A leaseholder or their employee should be particularly vigilant when entering or leaving the premises. He/she should not enter or leave the premises if he/she believes the building's security or the employee's own safety has been compromised or is at risk for any reason. In this case call 999.

Reviewed: December 2023

Adopted:

Next Review Date: January 2025



- 3.6 A leaseholder or their employee working alone should not attempt to carry out any manual handling of equipment, furniture or sundries that are not designed to be portable by one person.

4 **Linkages to other policies**

This policy is impacted by the following policies: -

- 4.1 Health and Safety Policy
- 4.2 Fire Safety Policy
- 4.3 Risk Assessment and Fire Risk Assessment

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Binfield Parish Council

Smoke Free Policy

1. PURPOSE

This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with The Smoke-free (Premises and Enforcement) Regulations 2006 and the Smoke-free (Exemptions and Vehicles) Regulations 2007. Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

2. POLICY

It is the policy of Binfield Parish Council that our buildings are smoke-free, and all employees have a right to work in a smoke-free environment and users can enjoy a smoke-free environment. The policy shall come into effect immediately after adoption. Smoking is prohibited in all buildings – both employee only and public areas including exterior seating areas immediately adjacent to the building. This includes company vehicles. This policy applies to all employees, lessees, Councillors, consultants, contractors, customers, volunteers and visitors. It is also the policy of Binfield Parish Council that workers are discouraged from smoking during working hours, regardless of their environment, to protect them from the effects of smoking.

3. ELECTRONIC CIGARETTES

It is the policy of Binfield Parish Council that our workplace is free of electronic cigarettes and vaping fumes and restrictions are the same as for smokers.

4. IMPLEMENTATION

Overall responsibility for policy implementation and review rests with the Clerk. However, all staff are obliged to adhere to, and support the implementation of the policy. The Clerk shall inform all existing employees, lessees, Councillors, consultants and contractors of the policy and their role in the implementation and monitoring of it. They will also give all new personnel a copy of the policy on recruitment/induction. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke-free vehicles.

5. NON-COMPLIANCE

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

6. HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. Visit the Smokefree NHS website for advice and support.



Binfield Parish Council – Staffing Committee

Date: Tuesday 19 December 2023

Agenda Item/Title: 4.3 – Skills Review

Purpose of Report: Information

1. Purpose

To receive a report on a skills review conducted by the Clerk on all BPC administrative employees.

2. Skills Review of BPC Staff

In order to undertake the Skills Review it was important to understand what potential skill requirements will be needed by the Council over the next 3 years.

The Parish Council may be engaging in several large CIL projects over the coming years. Some of these projects will require a Project Manager to oversee the work and liaise with the Council, Contractors and stakeholders. Some of the key skills required by a project manager are outlined below.

- Meeting with the Council to identify project requirements, delivery timelines and costs.
- Assist with any public consultation where required.
- Write tenders documentation for submission to Contract Finder or equivalent.
- Develop detailed project plans to guide clients, staff members and project teams and revising based on changing needs and requirements.
- Monitor project performance to ensure timely delivery.
- Compiling and submitting project status reports to Council and other stakeholders
- Working effectively with relevant stakeholders for efficient project implementation
- Develop excellent leadership, public relations and communication skills to liaise effectively with all project stakeholders.

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Skill	Skill Level (1:0 = Low / 5:0 = High)				
Public Consultation	1:0	2:0	3:0	4:0	5:0
Tender Writing	1:0	2:0	3:0	4:0	5:0
Project Planning	1:0	2:0	3:0	4:0	5:0
Project Implementation	1:0	2:0	3:0	4:0	5:0
Project Status Reports	1:0	2:0	3:0	4:0	5:0
Working with others	1:0	2:0	3:0	4:0	5:0
Communication Skills	1:0	2:0	3:0	4:0	5:0

Other BPC Staff

The below table gives an average score of all BPC staff who work in an administrative capacity.

Skill	Skill Level (1:0 = Low / 5:0 = High)				
Public Consultation	1:0	2:0	3:0	4:0	5:0
Tender Writing	1:0	2:0	3:0	4:0	5:0
Project Planning	1:0	2:0	3:0	4:0	5:0
Project Implementation	1:0	2:0	3:0	4:0	5:0
Project Status Reports	1:0	2:0	3:0	4:0	5:0
Working with others	1:0	2:0	3:0	4:0	5:0
Communication Skills	1:0	2:0	3:0	4:0	5:0



Binfield Parish Council – Staffing Committee

Date: Tuesday 19 December 2023

Agenda Item/Title: 4.3 – Skills Review

Purpose of Report: Information

3. Considerations

Binfield Parish Council are in the process of updating the strategy for the next 3 years. A major part of the strategy will be allocating what CIL projects will be undertaken. Many of the smaller projects can be managed by the Councillors and employees of BPC. If, for example, BPC decide to purchase some land in the north of the parish, this will be a much larger project that will require specific expertise and knowledge, so BPC will need to consider arranging external provision who will be able to facilitate the Council's vision.

4. Next Steps

Once the Parish Council has set the strategy, it will be easier to understand exactly what staffing provision is necessary in order to carry out projects.