

**Policies & Procedures 2025-26**

This document brings adopted Policies & Procedures together under one cover.

**Policies**

**History**

Policies have been adopted at various times; these have been updated and reviewed on the 15th May 2025. Additionally, new policies have also been adopted on the 15th May 2025

**Index**

(These policies are supplementary to Standing Orders & Financial Regulations)

* Code of Conduct Policy (Adopted & approved June 2020. Reviewed & updated 15th May 2025)
* C0-option Policy (Adopted & approved June 2020. Reviewed & updated 15th May 2025)
* Complaints Policy (Adopted 15th May 2025)
* Grievance & Disciplinary (Adopted & approved June 2020. Reviewed & updated 15th May 2025)
* Sexual and General Harassment Policy (Adopted & approved June 2020. Reviewed & updated 15th May 2025)
* Equality & Diversity Policy (Adopted & approved June 2020. Reviewed & updated 15th May 2025)
* Freedom of Information Policy (Adopted June 2020. Reviewed and approved 15th May 2025)
* H & S Policy (Adopted June 2020. Reviewed and approved May 2025)
* Internal Control Policy (Adopted and approved 15th May 2025)
* Risk Management – Finance (Adopted June 2020. Reviewed and approved15th May 2025)
* Grant Assistance Policy (Adopted and approved 15th May 2025)
* Social Media and Communications Policy (Adopted June 2020, Reviewed & approved May 2025)
* Dignity at Work Policy (Adopted June 2020. Reviewed and approved 15th May 2025)
* Staff Recruitment Policy (Adopted and approved 15th May 2025)
* Staff & Member Training Policy (Adopted and approved 15th May 2025)
* Staff Appraisal Policy (Adopted and approved 15th May 2025)
* Volunteer Policy (Adopted and approved 15th May 2025)
* Filming & Recording Policy (Adopted and approved 15th May 2025)

**This Policy and Procedures Portfolio was Adopted at the Annual Meeting of the Parish Council on the 15th May 2025. Any additional adopted policies and/or procedures, will be included accordingly in the Portfolio.**

**Minute Number: 187/25 d)**

**Next Review due: May 2026**



**Code of Conduct Policy**

As a member or co-opted member of Glapwell Parish Council I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

The Members’ Code of Conduct is intended to promote high standards of behaviour amongst the elected and co-opted members of the council.

The Code is underpinned by the following 7 Nolan Principles of public life which should be borne in mind when interpreting the meaning of the Code:

* **Selflessness** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
* **Integrity** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
* **Objectivity** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
* **Accountability** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
* **Openness** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
* **Honesty** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
* **Leadership** Holders of public office should promote and support these principles by leadership and example.

**PART 1 - GENERAL PROVISIONS**

**1. Introduction and Interpretation**

1.1 You should read this Code in conjunction with the Council Procedure Rules as detailed in the Standing Orders.

1.2 This Code applies to **you** as a member of Glapwell Parish Council.

1.3. It is **your** responsibility to comply with the provisions of this Code and ensure all obligations are met.

1.4 In this Code:

“**Meeting**” means any meeting of:

(a) the Parish Council;

(b) any of the Parish Council’s committees or sub-committees;

1.5 “**Member**" means any person being an elected or co-opted member of the Parish Council and any independent person appointed by the Parish Council to assist with the discharge of the Code of Conduct functions.

1.6 In relation to a parish council, references to a Parish Council's Monitoring Officer and a Parish Council's Standards Committee shall be read, respectively, as references to the Monitoring Officer and the Standards Committee of the District Council which has functions in relation to the parish council for which it is responsible under Section 55(12) of the Local Government Act 2000.

**2. Scope**

2.1 You must comply with this Code whenever you:

2.1.1 are acting in the capacity of Member of the Parish Council;

2.1.2 conduct the business of the Parish Council (which, in this Code, includes the business of the office to which you are elected or appointed).

2.2 Where you act as a representative of Glapwell Parish Council:

2.2.1 on another relevant Parish Council, you must, when acting for that other Parish Council, comply with that other Parish Council’s code of conduct;

2.2.2 on any other body, you must, when acting for that other body, comply with this Code of Conduct except in so far as it conflicts with any other lawful obligations to which that other body may be subject.

2.3 In addition to having effect in relation to conduct in your official capacity, the Code also has effect, at any other time, where that conduct constitutes a criminal offence for which you have been convicted.

2.4 Conduct to which this Code applies (whether that is conduct in your official capacity or conduct mentioned in sub-paragraph (3)) includes a criminal offence for which you are convicted (including an offence you committed before the date you took office, but for which you are convicted after that date).

**3. Respect**

3.1 **You must treat others with respect.**

It is the collective responsibility of all Members to create a fair, safe and enjoyable environment for Members, Officers and Residents which is free from discrimination, intimidation and abuse.

3.2 **You must not:**

3.2.1 do anything which may cause the Parish Council to breach the Equality Act 2010;

3.2.1 bully any person;

3.2.3 intimidate or attempt to intimidate any person who is or is likely to be:

(i) a complainant;

(ii) a witness; or

(iii) involved in the administration of any investigation or proceedings,

in relation to an allegation that a member (including yourself) has failed to comply with his or her Parish Council's code of conduct;

3.2.4 do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Parish Council.

**4. Confidentiality**

4.1 You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:

4.1.1 you have the consent of a person authorised to give it;

4.1.2 you are required by law to do so;

4.1.3 the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

4.1.4 the disclosure is:

(aa) reasonable and in the public interest; and

(bb) made in good faith and in compliance with the reasonable requirements of the Parish Council.

4.2 You must not prevent another person from gaining access to information to which that person is entitled by law.

**5**. **You must not**

5.1 Conduct yourself in a manner which could reasonably be regarded as bringing your Parish Council into disrepute.

5.2 Place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

5.3 Use or attempt to use your position as a member improperly to confer on, or secure for yourself or any other person, an advantage or disadvantage including providing or offering to provide a reference for any candidate for employment or promotion with the Parish Council.

5.4 Use or allow to be used Council resources improperly for political purposes (including party political purposes) and act in accordance with the Council’s reasonable requirements.

**6. You must**

6.1 When reaching decisions on any matter have regard to any relevant advice provided to you by:

6.1.1 Statutory Officers; or

6.1.2 Senior Officers,

where that officer is acting pursuant to his or her statutory duties.

6.1.3 Any advice from a third party.

6.2 Give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed.

6.3 Make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on individual and independent merit

6.4 Be as open as possible about your decisions and actions and the decisions and actions of your Parish Council and should be prepared to give reasons for those decisions and actions, notwithstanding your other obligations under this Code.

**7. Accountability**

7.1 You are accountable to the public for your decisions and you must co-operate fully with whatever scrutiny is appropriate to your office.

**PART 2 - INTERESTS**

**8. Disclosable Pecuniary Interests**

8.1 Subject to Paragraph 11 (sensitive interests), you must within 28 days of

(a) this code being adopted or

(b) your election or appointment (where that is later)

Notify the Monitoring Officer of any Disclosable Pecuniary Interests where such interest is

(i) yours,

(ii) your spouse’s or civil partner’s,

(iii) somebody with whom you are living as husband and wife or civil partners

(iv) that of your family,

(v) close associate.

and you are aware that that person has the interest

8.2 Subject to Paragraph 11, you must within 28 days of becoming aware of any new Disclosable Pecuniary Interest or any change to any such interest, notify the Monitoring Officer in writing of that new interest or change pursuant to Paragraph 8.1.

8.3 You have a Disclosable Pecuniary Interest if it is of a description specified in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012/1464 as specified below:

(i) Any employment, office, trade, profession or carried on for profit or gain;

(ii) Sponsorship – Any payment or provision or any other financial benefit (other than from the relevant Parish Council) made or provided within the relevant period in respect of any expenses incurred by a member in carrying out their duties as a member, or towards the election expenses of the member (this includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).

(iii) Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant Parish Council: -

(a) Under which goods or services are to be provided or works are to be executed; and

(b) Which has not been fully discharged

(iv) Any beneficial interest in land which is within the area of the relevant Parish Council

(v) Any licence (alone or jointly with others) to occupy land in the area of the relevant Parish Council for a month or longer

(vi) Any tenancy (where to the member’s knowledge):-

(a) The landlord is the relevant Parish Council; and

(b) The tenant is a body in which the relevant person has a beneficial interest

(vii) Any beneficial interest in securities of a body where: -

(a) That body (to the member’s knowledge) has a place of business or land in the area of the relevant Parish Council; and

(b) Either

(i) The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) If the share capital of that body is of more than one class the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of the class

8.4 Where such an interest exists and has or has not been entered onto the Parish Council’s register, you must disclose the interest to any meeting of the Parish Council at which you are present, where you have a Disclosable Interest in any matter being considered and where the matter is not a ‘sensitive interest’ or where no dispensation has been given.

8.5 Following any disclosure of an interest not on the Parish Council’s register or the subject of pending notification, you must notify the Monitoring Officer in writing of the interest within 28 days beginning with the date of disclosure.

8.6 Where you have a Disclosable Pecuniary Interest you must not remain in the meeting or participate in the discussions on the matter on which you hold that Interest.

**9. Disclosable Non-Pecuniary Interests**

9.1 Subject to Paragraph 11 (sensitive interests), you must within 28 days of

(a) this code being adopted or

(b) your election or appointment (where that is later) notify the Monitoring Officer of any Disclosable Non-Pecuniary Interests.

9.2 Disclosable Non-Pecuniary Interests are defined as (but not limited to) the following under this Code:

(i) Any gift or hospitality you have received with an estimated value of £25.00 or more which must also be registered in the Gifts and Hospitality Register

(ii) Sensitive Information under Paragraph 11 of the Code of Conduct

(iii) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council

(iv) Any Body: -

(a) Exercising functions of a public nature;

(b) Directed to charitable purposes; or

(c) One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member of in the position of general management

9.3 Where you have a Disclosable Non-Pecuniary Interest you may remain in the meeting, speak and vote on the matter unless to do would compromise your impartiality obligations or any other obligations set out in this Code.

**10. Dispensations**

10.1 Dispensations may be granted by the Parish Council, as “relevant authorities” under the Localism Act 2011, via the Clerk/RFO

10.2 Requests for Dispensations must be made in writing detailing what the interest is, why it is required and for what meeting.

10.3 Requests must be made asap, prior to the meeting at which the Dispensation is required.

10.4 Further Dispensations must be sought from the BDC Audit and Governance Committee or its Sub Committee.

10.5 Dispensations will only be granted where there are reasonable grounds for doing so and where such grounds are in the public interest.

**11. Sensitive Interests**

11.1 A ‘sensitive interest’ is described in the Localism Act 2011 as a member or co-opted member of an Parish Council having an interest, and the nature of the interest being such that the member or co-opted member, and the Parish Council’s monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

**GUIDANCE ON THE CODE OF CONDUCT**

In accepting these obligations, you are committed to behaving in a manner that aims to achieve best value for our residents and maintain public confidence in this Parish Council by the character and behaviour you present while acting in the course of your public duty.

In your role as a Member of Glapwell Parish Council you must address the principles of the Code of Conduct by

* Championing the needs of residents – the whole community and in a special way your constituents, including those who did not vote for you - and putting their interests first. Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
* Not allowing other pressures, including the financial interests of yourself or others connected to you, to deter you from pursuing constituents' casework, the interests of the Parish Council’s area or the good governance of the Parish Council in a proper manner.
* Exercising independent judgement and not compromising your position by placing yourself under obligations to outside individuals or organisations who might seek to influence the way you perform your duties as a member/co-opted member of this Parish Council.
* Being accountable for decisions and co-operating when scrutinised internally and externally, including by local residents.
* Contributing to making this Parish Council’s decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding you and other members to account but restricting access to information when the wider public interest or the law requires it.
* Behaving in accordance with all legal obligations, alongside any requirements contained within this Parish Council’s policies, protocols and procedures, including on the use of the Parish Council’s resources.
* Valuing colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
* Always treating people with respect, including the organisations and public I engage with and those I work alongside.
* Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Parish Council.

**Co-option Policy**

Reference: NALC Legal Briefing L15-08 Co-option

Where a vacancy exists, the Clerk will notify BDC immediately and request a copy of the current procedure for advertising co-option.

Co-option will be advertised in accordance with the procedure received from BDC.

Candidates are to certify in writing that they:

Meet the criteria for eligibility set out in s.79 of the Local Government Act 1972

are not disqualified, pursuant to s.80 of the Local Government Act 1972

Co-option will take the form of a short interview. Candidates will be provided a copy of this procedure when invited to the meeting.

An extraordinary meeting will be convened for the purpose of co-option (this may be immediately prior to an Ordinary meeting). In accordance with guidance in NALC Legal Briefing L15-08, other than in exceptional circumstances, the public will not be excluded.

At the meeting

The Chair will explain to candidates that they will be seen individually, in alphabetic order by surname, and that the interview will take the form of a short question and answer session which should last approximately 5 minutes. Candidates will have the opportunity to ask the council any questions they wish.

Chair to invite first candidate to remain others are asked to leave.

Questions to all candidates

1. Are you willing to sign a declaration to abide by the code of conduct expected of members and to register relevant interests?
2. What experience do you have of meetings and committees?
3. What experience do you have of the working of local government?
4. Are you involved in any groups in the village? If so describe your role and experience.
5. How do you see your role as a Parish Councillor?
6. Are you willing to attend occasional training courses and meetings outside those of the Parish Council? These are generally, but not always, in the evening.
7. How would you like to see the village develop?
8. High profile issues in the village can bring certain pressures. How well do you feel you react under pressure?

The candidate should then be asked if he or she has any questions for the Parish Council

Candidate leaves. next candidate invited to come in.

After final candidate has been seen the public will be asked to leave to allow discussion of candidates to take place.

The public and candidates will then be invited back into the meeting room and a vote, by show of hands, will take place.

The appointment of a co-optee must be by an absolute majority. (i.e. he or she receive a greater number of votes than the aggregate of the votes for other candidates).

Members will be invited to vote for 1 candidate for each vacancy, one seat at a time.

Votes will be counted and if the candidate with the most votes does not have an absolute majority a second vote will be taken after eliminating the candidate with the fewest votes, this will continue until an absolute majority is reached. Chair has casting vote if two candidates are tied on votes.

Successful candidate(s) will be invited to join the Council

Successful candidates will be asked to complete a Declaration of Acceptance of Office and be given a Registration of Disclosable Pecuniary Interests form.



**Complaints Policy**

It is inevitable even with the best run organisations that there will be occasions when individuals are not happy with the service provided. In such circumstances, individuals complain. We therefore need to be clear as to what constitutes a complaint;

• Any situation where an individual has expressed dissatisfaction, whether justified or not, either orally or in writing about the Parish Council’s, or Parish Clerk’s or a Councillor’s, provision of, or failure to provide a service.

**Category of Complaints**

A. Complaints about the Councils administration, or its procedures will be handled by the Council.

1. B. Complaints about a policy decision made by the Council will be handled by the Council.
2. C. Complaints about the conduct of a Member of the Parish Council will be referred to the BDC Monitoring Officer.
3. D. Complaints regarding an employee’s conduct will be considered by the internal disciplinary procedures.
4. E. Complaints about criminal activity will be referred to the police.
5. F. Complaints about financial irregularities will be referred to the Clerk, and if the complainant is not satisfied with the response, they may object to the Council’s auditor of accounts pursuant to s16 Audit Commission Act 1998.

**Making a Complaint**

Complaints may be made by any reasonable means by notifying the Clerk (or the Council Chairman if the complaint is in respect of the Clerk), for example by; letter, telephone, e-mail, or in person, and all complaints will be investigated competently, diligently and impartially.

Letters may be delivered to the Council Office, Glapwell Centre, The   
Green, Glapwell, Chesterfield, S44 5LW, or by telephone to the Clerk on 07488 246313, or by email to: clerk@glapwell-pc.gov.

Contact details for the Chairman are displayed on the parish council noticeboards and on the website.

Should any Councillor receive a complaint or suspect that a situation may give rise to a complaint, they must notify the Clerk (or the Council Chairman if the complaint is in respect of the Clerk) as quickly as possible and certainly within 48 hours. Councillors may acknowledge receipt of complaints and advise that the complaint has been forwarded to the Clerk or Chairman for action but should not undertake any further contact with the complainant.

**Receiving Complaints**

A Complaints Register is held in the Council Office. Upon receipt of a complaint, details should be immediately recorded and categorised in the Complaints Register by the Clerk (or Chairman). The register will include the following headings:

• Date Received

• Complainant’s Name and contact details

• Category of Complaint

• Details (nature) of the complaint

• Date Resolved

• Outcome

An individual complainant file should also be created to hold copies of all correspondence relating to the complaint which should include file notes of any telephone conversations.

This procedure needs to be followed in all cases, and all complaints categorised and recorded.

**Handling of Complaints**

All complaints will be assessed and categorised. For category A & B complaints, how the complaint should be handled and a decision to appoint an investigating officer(s) for the Council will be made by Full Council. The investigating officer may be the Clerk or the Chairman or another Councillor.

A formal letter of acknowledgement of receipt of the complaint must be sent to the complainant within five days advising by whom and how the complaint will be investigated and that the Council will send a response to the complainant within 21 days of the receipt of the complaint. If during the investigation it is clear that the Council is unable to send a response by that date, a second letter should be sent explaining the reason for the delay and providing a further date by which the complainant should expect the response. This however should be within eight weeks of receipt of the complaint.

Before investigating complaints, the Council/Investigator must naturally understand precisely what the complaint is. If the complaint was made orally the investigator should encourage the complainant to put their complaint in writing. Some written complaints can also be unclear as to the precise details. In either event the investigating officer will need to write to the complainant stating his or her understanding of what the complaint is and request confirmation that their understanding is correct or request further clarification.

At Council meetings the Clerk will advise Council of any complaints received and report on the progress of any ongoing investigations.

While the list is not exhaustive detailed below is information regarding how the Council will deal with some issues:-

• If a complaint is received which relates to the Clerk, an Employee or a Councillor that individual will be formally advised of the matter and given an opportunity to comment.

• If the complaint is about a policy decision made by the Council it may be referred back to the Council, for consideration.

• The Council may consider in the circumstances of any particular complaint whether to make any without liability payment or provide other reasonable benefit to any person who has suffered loss as a result of the Council’s maladministration. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council’s auditor on the propriety of such a payment.

• On rare occasions a recommendation may be made by the investigating officer that the complainant is invited to make their complaint directly to the Council. At such time the Council will check the procedural arrangements with BDC and/or DALC and follow those guidelines.

It should be noted that for the majority of complaints that arise under categories A and B, following investigation, can be classed as indirect requests for better communication of Council policy and are very often resolved by providing further explanation and clarification. Sometimes a simple apology, is all that is required to resolve the complaint.

**Habitual and Vexatious Complaints**

Occasionally, a complainant will not accept the response to their complaint provided by the Council, despite the Councils best endeavours, and will continue to complain about the same issue. This pattern of complaining very often leads to the complaint becoming targeted against individuals. Habitual and Vexatious Complaints are defined as unreasonable complaints, enquiries or outcomes that are repeatedly or obsessively pursued.

National procedures are available, which would allow any Council to restrict or refuse any further contact between the Council and the complainant. It is not the purpose of this document to provide full information regarding the current procedures in detail, because the Council will need to check the requirements with BDC and DALC at the time, should the need arise. However, one of the main requirements of those procedures will be that the Council, will need to be able to provide evidence, that it has followed its own Complaint Handling procedures as described above.

**Grievance and Disciplinary Policy**

**Introduction**

1. This policy is based on, and complies with, the ACAS Code of Practice (<https://www.acas.org.uk/codes-of-practice>). It also takes account of the ACAS guide on discipline and grievances at work. (<https://www.acas.org.uk/acas-code-of-practice-on-disciplinary-and-grievance-procedures>). It aims to encourage and maintain good relationships between the Parish 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 Parish 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.

**DISCIPLINARY RULES AND PROCEDURES**

**1. DISCIPLINARY RULES:**

The Council has a formal locally agreed disciplinary procedure, and to promote good industrial relations, it is necessary to demonstrate that individual employees will be treated fairly, reasonably and consistently. Therefore, rules are necessary to ensure equity of treatment and the Council’s disciplinary rules are detailed below.

Disciplinary action normally relates to behaviour at work and, exceptionally, where misconduct outside work has a direct relationship with the employee’s duties or amounts to a frustration/breach of contract on the part of the employee.

* (a) **GROSS MISCONDUCT**is behaviour of such a nature that continued employment would not be reasonable in all the circumstances. Dismissal is instant and no notice need be given. The following acts and offences of a like nature are regarded as gross misconduct and have, in the past, led to local authority employees being dismissed. In no way are these examples exhaustive:

(i) Theft, or attempted theft, from the authority, or its employees;

(ii) Malicious damage to, the property of the council, or any other unlawful act which involves the said property;

(iii) Deliberate falsification of time sheets, or other records of working hours, expense claims, bonus documents etc;

(iv) Wilful disregard of instructions concerning the collection, transfer, security and paying in of monies;

(v) Wilful action or serious negligence which endanger life or limb including deliberate damage to equipment or significant breach of Health & Safety regulations involving serious risk to employees, other people or to property;

(vi) Sexual misconduct or harassment;

(vii) Racial harassment;

(viii) Inciting racial hated;

(ix) Discrimination against an employee or member of the public on the grounds of race, ethnic origin, religion, sex, disablement, sexual orientation or marital status;

(x) Being under the influence of alcohol or drugs at work to the extent that the employee’s ability to properly perform his/her duties is impaired;

(xi) Fighting, acts of violence and physical intimidation;

(xii) Breaches of confidence that may have serious consequences eg disclosure of information confidential to the council, conflicts of interests etc (except in accordance with the council’s confidential reporting (“whistleblowing”) policy;

(xiii) Criminal offences and/or conduct of such nature (whether on or off duty) that the employee would be unsuitable to carry out his/her duties.

(b) **SERIOUS MISCONDUCT**is conduct of such a kind to warrant disciplinary action rather than dismissal for a first offence. A proven case of serious misconduct can result in dismissal with notice, or the issue of a final written warning. This could be as a result of the culmination of a series of disciplinary offences.

**(c) OTHER MISCONDUCT**is conduct that necessitates the issue of a written warning or verbal warning for breaches of the council’s rules and procedures which do not constitute gross or serious misconduct.

**2. DISCIPLINARY PROCEDURE:**

(a) The procedure in general contains the following elements but are not necessarily sequential. Depending on the nature of the disciplinary offence the following sanctions are possible:

(i) verbal warning

(ii) written warning

(iii) final written warning

(iv) dismissal

Alleged gross misconduct will lead to suspension and possible dismissal.

(b) In all cases of alleged misconduct which requires a disciplinary hearing the employee will be advised of the allegation in writing, the date and time of the hearing and that they have a right to be represented at the hearing.

(c) No disciplinary action shall be taken against any employee acting as a Trade Union Official until the circumstances of the case have been discussed with a full time district or area official of the union concerned.

(d) An employee may be suspended from duty by the Chair of the Council, or, in his absence, by the Clerk, either to enable investigations to be made where the possibility of dismissal may arise, or where there are grounds for criminal proceedings to take place.

(e) Confirmation of an alleged offence will result in the employee and their representative, if represented, being advised at the hearing of the sanction to be imposed. This will be confirmed in writing. The employee will be advised of their right of appeal.

(f) An employee wishing to exercise their right of appeal should notify the council within one month of receipt of the confirmatory letter of disciplinary action.

NB: The procedure does not apply to notice given under the following circumstances:

(i) On expiry of contract for which an employee has been specifically engaged;

(ii) In the event of redundancy;

(iii) Where the employee is still covered by a probationary period of service and dismissal arises from unsuitability for confirmation of appointment.

**3. REMOVAL OF DISCIPLINARY RECORDS:**

The timescale for the removal of disciplinary records from personal files is as follows:

**Type of misconduct Action Timescale on file**

Gross Misconduct Instant dismissal without notice In perpetuity

Serious Misconduct Final written warning. Expunged after 3 years

Dismissal with notice

Other Misconduct Verbal warning Expunged after 6 months

Written warning Expunged after 12 months

Not proven Expunged immediately

Employee to be advised

Appeal Expunged if appeal successful

Otherwise as 1, 2 or 3

**PROCEDURE FOR SETTLING A GRIEVANCE**

**OVERVIEW**

A grievance is a concern, problem or complaint which is raised by an employee if they feel unhappy about an aspect of their work or treatment they have received.

**PROCEDURE**

1. Where an employee is aggrieved on any matter he/she should discuss the matter initially with the Parish Clerk.

2. The Parish Clerk should reply orally to the grievance as soon as possible, and in any case within seven days.

3. If the employee is dissatisfied with the reply, he/she should report his/her grievance to his/her trade union representative who may then raise the matter with the Chair of the Council. Where an employee is not a member of a trade union or staff organisation, he/she should be allowed personally to make representations to the Chair of the Council.

4. The Chair of the Council should reply to the complaint as soon as possible and in any case within seven days.

5. If the complaint is not satisfactorily resolved at this stage, the Parish Council is recommended to try and settle the matter, where practicable, through the machinery of the appropriate Joint Consultative Committee.

6. The matter to end at employing authority level except where it is agreed between the parties that an important issue of principle arises which could be considered through the conciliation machinery.

**WHISTLEBLOWING PROCEDURE**

The Council believes that all employees are entitled to work in an environment free from fear and oppression.

The council wishes to encourage any employee, regardless of their role or position in the organisation, to speak out where they believe there may be fraud, malpractice or illegal activities occurring. Examples may be theft of council property or cash, harassment of other staff, accepting substantial gifts for favouring external contractors etc.

**PROCEDURE**

(a) **Reporting Procedure:** If an employee identifies that fraud, malpractice or illegal activities are taking place then they must raise their concerns with the Clerk. If it is not appropriate to refer the matter to this officer, then it should be raised with either the Chair of the Council, or a trade union representative. Where the trade union is approached, then it will be the responsibility of the representative to report the matter to the relevant officer. If an employee has any firm evidence of their concerns, this should also be brought to the attention of the person to whom the matter is reported.

(b) **Confidentiality:** Every effort will be made to protect confidentiality and to deal with complaints in a sympathetic and sensitive manner with understanding and support.

(c) **Supporting Advice:** Where appropriate, internal and external advice and assistance will be obtained to follow up a complaint. This may involve audit, legal and/or the police. Where practicable steps will be taken to preserve confidentiality and the safety of complainants from possible reprisals.

**REPRISALS/VICTIMISATION**

In circumstances where intimidation, victimisation or reprisals takes place towards an employee who has raised concerns, then this will be treated as gross misconduct under the disciplinary rules.

**UNFOUNDED AND MALICIOUS COMPLAINTS**

In circumstances following an investigation into a complaint which, in the reasonable opinion of the investigating offer, shows the complainant made frivolous, deliberately or recklessly unfounded or malicious allegations, then they will be subject to disciplinary hearing that the complaint was motivated by malice, and this will normally be treated as gross misconduct, and the complainant will be dismissed.

GLAPWELL PARISH COUNCIL RISK ASSESSMENT & MANAGEMENT



**Activity: Parish Council Finances and Statutory Issues.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk** | **Risk Effect** | **Severity** | **Probability** | **Risk Level** | **Control Measures** | **Residual** **Risk** | Further Action & Comments |
| Poor Banking arrangements. | Loss of Funds | Serious | Very Unlikely | L | Parish Council to fully comply with detailed Financial Regulations which are available for public scrutiny.  All payments to require 2 No authorised signatories.  Financial reports to be presented to Parish Council. | L | An approved list of authorised signatories to be prepared and agreed by Parish Council Members.  Monthly financial report to the Parish Council to include a detailed Bank Reconciliation. |
| Non compliance with statutory requirements for financial record keeping. | Incorrect or incomplete financial information provide to Parish Council.  Incorrect or inappropriate decisions made on expenditure. | Serious | Very Unlikely | L | List of expenditure/receipts produced to every Parish Council meeting.  Expenditure against budget to be examined at every month Parish Council meeting.  Regular audit checks to be undertaken. | L | Ensure monthly financial checks are undertaken by RFO.  Ensure annual financial checks are undertaken by External Auditors. |
| Non compliance with legal powers applicable to the Parish Council. | Actions taken by Parish Council are unlawful | Moderate | Possible | M | All actions to be recorded in meeting minutes outlining the powers under which the expenditure is being approved | L | Liaise with Local Authority/DALC to determine the introduction of new, or changes to existing legal and statutory powers. |
| Compliance with Employment Law, Inland Revenue and VAT Regulations. | Unlawful employment of staff.  Staff not covered by accident insurance.  Parish Council at risk of fines due to breaches of tax regulations. | Major | Possible | H | Standard Contracts of Employment to be reviewed against current legislation.  Staffs current Contract of Employment to be reviewed against current legislation. Monthly returns provided to Inland Revenue.  Quarterly returns provided to VAT office. | M | Liaise with Local Authority/DALC to determine the introduction of new, or changes to, existing employment legislation.  All job descriptions and Contracts of Employment to be reviewed and revised as appropriate.  Yearly appraisals of staff to be undertaken by the Clerk.  All tax returns to be programmed to comply with required return dates. |
| Adequacy of the annual precept within sound budgetary controls | Potential for either under spending or significant overspending of Parish income. | Major | Possible | H | Monthly budget monitoring and statements presented at the Parish Council meetings. | M | Budgets for all new Financial Years to be prepared at the November Parish Council Meeting to allow full consideration of all anticipated annual expenditure and significant exceptional expenditure. The detail should be sufficient to clearly identified anticipated under or overspending. |
| Correct use of funds granted to the local community under Section 137. | Unlawful use of Parish Council Funds. | Major | Possible | H | Regular budget monitoring.  Financial statements presented to all Parish Council meetings. | M | All grants awarded to be formally recorded in meeting minutes. |
| Proper and accurate reporting of Council business in the meetings. | Inaccurate administration and record keeping. | Moderate | Possible | M | Minutes are correctly numbered on the basis of item and page with a master copy held for safekeeping.  All subsequent meetings review previous meeting minutes and amend or accept as a true record. | L | All documents to be held in both hard copy and an electronic copy in secure storage.  The Parish Councils server & all contents are backed up by our provider Easy Web. |
| Recording Members interests, gifts and hospitality, | Non compliance with Standard Board requirements. | Unlikely | Moderate | L | A suitable Code of Conduct implemented and the members advised of its contents and any interests registered. | L | Register to be kept up to date.  Members interests to be included as a specific item on the agenda of each Parish Council meeting. |
| Safekeeping of Title Deeds and other Legal Documents. | Incorrect or missing deeds or documents may result in significant problems with the ownership, lease or management of Parish Council land or properties. | Serious | Possible | M | Approved place of secure deposit agreed for all original Title Deeds and Legal Documents. | L | Copy of all Title Deeds and Legal Documents currently kept by the Clerk to the Parish Council to be transferred to the care of the council’s solicitor, if deemed necessary, |
| Liability | Risk to third party, property, individuals | Moderate | Possible | M | Insurance in place. | L | Regular checks to be undertaken. |
|  | Legal liability as consequence of asset ownership | Moderate | Possible | M | Insurance in place. | L | Legal advice to be sought where necessary. |
| Final Assessment By Ensuring all **Control Measures** are implemented the **Overall Risk** impacting on **Parish Council Finances and Statutory Issues** can safely be considered as:- | | | | | | Low | |

**1.0 OVERVIEW**

**1.1 Regulation 4 of the Accounts and Audit Regulations, 2003 as amended, imposes a duty on local councils to ensure “that the financial management of the body is adequate and effective and that the body has a sound system of internal control.”**

**1.2 Local councils are required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of its system of internal control. The council is required to sign the annual governance statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken.**

**1.3 In order for the Parish Council to review the effectiveness of the internal control system there needs to be clarity on the internal controls in place.**

**1.4 Some internal controls are listed in the Financial Regulations document, however, the Risk Assessment and Management Policy further outlines Glapwell Parish Council’s internal control.**

**2.0 RECOMMENDATION**

**2.1 That the Parish Council consider the above risk assessment and management policy, reviewing it to consider whether the controls currently in place are effective.**

**Press and Media Policy**

Introduction

This policy defines the roles and responsibilities within the Council in its relationship with the media.

It is not the intention of this policy to curb freedom of speech but to provide guidance and provide an “aide memoire” as to how to deal with issues that may arise when dealing with the media.

Policy

Responses to the press relating to matters discussed by the Parish Council shall be dealt with in the first instance by the Parish Clerk.

The Parish Council Chair, and in their absence the Vice-Chair, are also authorised to give the views of the Council to the press on any non-confidential subject discussed by Council.

Whenever possible any information given to the press shall be given in writing so as not to leave interpretation open to misunderstanding and misreporting.

At no time shall the personal view of either Members or Officers of the Council be given to the press in a way which could be interpreted as a view of the Council as a whole.

Legal framework

The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the government’s Code of Recommended Practice on Local Authority Publicity.

The Parish Council’s adopted Standing Orders should be adhered to.

Key aims

The Council is accountable to the local community for its actions. Accountability and trust are best served through effective two-way communication

The media – press, radio, TV, internet – are crucially important in conveying information to the community. The Council must maintain positive, constructive media relations and work with them, for example, to:

* increase public awareness of the services and facilities provided by the Council
* to explain the reasons for particular policies and priorities
* to invite opinion or public debate on matters of current concern

It is important that the press have access to the Clerk, and Members, as well as to background information to assist them in giving accurate information to the public.

To balance this, the Council will defend itself from any unfounded criticism to ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

Contact with the media

The Clerk and Members must always have due regard for the long-term reputation of the Council in all their dealings with the media.

Confidential documents, exempt minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish those responsible and appropriate action taken.

When the media wish to discuss an issue that is, or is likely to be subject to legal proceedings then advice should be taken from the appointed Council solicitor before any response is made.

Due regard must be taken in respect of personal privacy issues for both Clerk and Members, and these must be handled carefully and with appropriate sensitively to the circumstances. These include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain); disciplinary procedures and long-term sickness absences affecting service provision. In this type of situation advice must be taken from the Clerk before any response is made to the media.

When responding to approaches from the media, the Clerk, Chair or Vice   
Chair are authorised to make contact with the media.

Statements made by the above should reflect the Council’s minuted position.

Other Council Members may talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council.

There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must be issued by the Clerk.

Attendance of media at council meetings

The Local Government Act 1972 requires that agendas, reports and minutes are sent to the media on request. The media are encouraged to attend Council meetings and seating and workspace will be made available.

Any filming or taping of Council proceedings by the media must be with prior notice to the Clerk and Chair of the meeting (see Standing Orders).

News Releases

The purpose of a news release is:

* to make the media aware of a potential story,
* to provide important public information
* to explain the Council’s position on a particular issue
* to raise the awareness of the role, responsibilities and work of the Parish Council
* to invite opinion or public debate on matters of current concern
* to publicise meetings, events and exhibitions

It is the responsibility of the Clerk and Members to look for opportunities where the issuing of a press release may be beneficial.

The Clerk or any Member may draft a press release; however, they must all be issued by the Clerk in order to ensure that the principles outlined in the Legal Framework section are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored. News releases will be copied to all members.

Interviews

It is recognised that on rare occasions an interview with the media is desirable. Prior to the interview the Parish Clerk/interviewee should establish the context of the interview and the scope of questions being asked. The Clerk, as necessary, will prepare a briefing paper for the interviewee.

Training

Glapwell Parish Council recognises the role training has in promoting effective media relations and will support requests for Councillor and Clerk training in communications and media relations where appropriate

Related documents

National Association of Local Council’s – Communication Toolkit

**Social Media and Communications Policy**

The use of digital and social media and electronic communication enables Glapwell Parish Council to interact in a way that improves the communications within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, www.glapwell-pc.gov.uk, a Facebook page, and uses email to communicate.

The Council will always try to use the most effective channel for its communications. Over time, the Council may add to its channels of communication as it seeks to improve and expand the services it delivers. When these changes occur, this policy will be updated to reflect the new arrangements.

The Council Facebook page intends to provide information and updates regarding activities and opportunities within our Parish and promote our community positively.

Communications from the Council will meet the following criteria:

* Be civil, tasteful and relevant.
* Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive.
* Not contain content knowingly copied from elsewhere, for which we do not own the copyright.
* Not contain personal information.
* If it is official Council business, it will be managed by the Clerk.

The Council will not use social media for the dissemination of any political advertising.

To ensure that all discussions on the Council Facebook page are productive, respectful and consistent with the Council's aims and objectives we ask you to follow these guidelines:

* Be considerate and respectful of others. Vulgarity, threats or abusive language will not be tolerated.
* Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Councillors or staff, will not be permitted.
* Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.
* Stay on topic.
* The Council’s Facebook must not be used for commercial purposes or to advertise, market or sell products.

The site is not monitored constantly and we will not always be able to reply individually to all messages or comments received. We will though, endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities.

Please do not include personal/private information in your social media posts to us.

Sending a message/post via Facebook will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. This will clearly be displayed on the Parish Council Facebook profile so readers clearly understand this point.

Instead, please make direct contact with the Council’s Clerk and/or members of the council by emailing clerk@glapwell-pc.gov.uk

We retain the right to remove comments or content that includes:

* Obscene or racist content.
* Personal attacks, insults, or threatening language.
* Potentially libellous statements.
* Plagiarised material.
* Any material in violation of any laws, including copyright.
* Private, personal information published without consent.
* Information or links unrelated to the content of the forum.
* Commercial promotions or spam.
* Alleges a breach of a Council’s policy or the law.

The Council’s response to any communication falling short of the above criteria will be to either ignore it, inform the sender of our policy or send a brief response as appropriate. This will be at the Council’s discretion based on the message received, given our limited resources. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked. The Council may post a statement that ‘A post breaching the Council’s Social Media Policy has been removed’. If the post alleges a breach of a Council’s policy or the law, the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the police as soon as possible to allow due process.

Glapwell Parish Council Website

Where necessary, we may direct those contacting us to our website www.GlapwellParishcouncil.gov.uk to see the required information, or forward their question to one of our councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Parish Council may at its discretion, allow approved local groups to have information about their activities on the Parish Council website. Any information of this kind will only be posted to the site after vetting by the Clerk and removed by a time bound date or review of material on the site.

Glapwell Parish Council email

The Clerk to the Council has the following official email address: parishclerk@glapwell-pc.gov.uk

The email account is monitored mainly during office hours, Tuesday to Thursday, and we aim to reply to all questions sent as soon as we can.

The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk.

Individual councillors are at liberty to communicate directly with parishioners in relation to their own views and, if appropriate, copy in/send a copy to the Clerk.

Please note that any emails/letters copied to the Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information to other people or groups outside of the Council. This includes names, addresses, email, IP addresses and cookie identifiers.

SMS (texting)

Members of the Council and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy applies to such messages.

Video Conferencing

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council’s Code of Conduct and will be dealt with through its prescribed procedures. At the extreme it may also involve a criminal investigation.

Members should also be careful to only copy in (cc) essential recipients on emails i.e. to avoid use of the ‘Reply to All’ option, but of course copying in all who need to know and ensuring that email trails have been removed.

This policy will be reviewed at the Annual Meeting of the Parish Council or sooner if thought necessary.

**Grant Assistance Policy**

Application for Grant Assistance

The funds that are sought must be applied for the general benefit of the residents of Glapwell and are conditional upon a report to the Parish Council on the grant expenditure.

Grant Assistance Policy

Glapwell Parish Council (GPC) welcomes applications for financial assistance from local organisations that will provide an activity or service to the Glapwell Community. Funds are limited and applications will be considered within the strict financial constraints set by the GPC budget. GPC is unable to provide assistance that would solely benefit one individual or private “for profit” enterprises.

The applicant should demonstrate:

* A clear statement of what the funding would be used for.
* Feedback on the use and effectiveness of previous GPC grants through a report.
* An indication of the extent of the impact of the funding and activity on the local Glapwell Community.

The applicant organisation may be expected to attend a meeting of GPC to present the case and to clarify any issues raised by GPC.

GPC will consider the following in making a decision on providing Grant Aid:

That the activity has a significant and beneficial impact on the Glapwell community.

That applications are considered within the financial constraints of the GPC Grants Budget set at the beginning of the Financial Year.

In the event of a large number of applications, the GPC Finance Committee would 'short list' before asking for 'presentations'

That the funding sought should not exceed 50% of the total cost of the activity being funded and that GPC would prefer to see itself as a possible source of 'matched funding' up to a maximum of 50% of the total cost.

GPC members who have a formal or informal association with the applicant organisation should declare an interest.

GPC considers grant applications at its meetings which are generally held on the third Thursday of each month (see https://www.glapwell-pc.gov.uk/council-meetings.html for details). Applications must be received by the agenda closing date which is five working days prior to the meeting. In practice applicants are advised to contact the Parish Clerk well before the deadline so that any issues may be clarified before the request is formally submitted.

* Applicants may be asked to return all, or a proportion of the funds should the purpose for which the grant is applied fails.
* The awarding of a grant is entirely at the discretion of the GPC whose decision is final.

**Grant Application Form**

|  |  |
| --- | --- |
| **Please see advice on Grant Assistance Policy on reverse**  **Organisation**  ***Registered Charity No. (if applicable)*** | |
| **Contact details** | |
| ***Name, address (including Post Code), telephone number and email address of applicant*** | |
| **Position in organisation** | |
| **Payment arrangements**  **If your application is successful payment will be made via digital banking**  **Account Name**  **Sort Code**  **Account Number**  **Name of Bank** | |
| **Grant sum requested: £………….** | |
| **Purpose for which the funding is to be used:** | |
| **Anticipated impact of the funding on the Glapwell Community** | |
| **I enclose our business plan YES/NO\*** | |
| **Please enclose a current bank statement** | |
| **If you previously made a grant application to Glapwell Parish Council please provide a report on the use and effectiveness of the grant** | |
| **Signature of Applicant** | **Date** |

|  |
| --- |
|  |
| **Please read the following important terms and conditions carefully. By signing this form, you are confirming that:**  • You are an official representative of your group and are authorised to apply for funding on their behalf.  • Your details can be held by Glapwell Parish Council in accordance with the Data Protection Act 2018, to administer the grants process.  • You have read and understood the Parish Council’s Grant Awarding Policy.  • The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.  **Signed on behalf of applicant: ……………………………………………………………………**  **Date: ………………………………………………..** |
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**Sexual and General Harassment Policy**

Important note: For the purpose of this policy the terms “employee” and “employees” should be taken to extend to members of the Parish Council, staff, and volunteers.

Glapwell Parish Council recognises that harassment and victimisation is unlawful under the Equality Act 2010. As such, harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable and will not be tolerated.

Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. For the purposes of this policy, it also includes bullying.

Bullying is understood to be targeted and persistent offensive, intimidating, malicious or insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.

Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.

Glapwell Parish Council recognises that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our employees. The aim of this policy is to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.

Glapwell Parish Council recognises that it has a duty to implement this policy and all employees are expected to comply with it. We will also endeavour to review this policy at regular intervals in order to monitor its effectiveness.

**Examples of personal harassment**

Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:

* insensitive jokes and pranks
* lewd or abusive comments
* deliberate exclusion from conversations
* displaying abusive or offensive writing or material
* abusive, threatening or insulting words or behaviour
* name-calling
* picking on someone or setting them up to fail
* exclusion or victimisation
* undermining their contribution/position
* demanding a greater work output than is reasonably feasible
* blocking promotion or other development/advancement.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

**Examples of sexual harassment**

Sexual harassment can take place in many forms within the workplace and can go undetected for a period of time where employees do not understand that particular behaviour is classed as sexual harassment. Sexual harassment is unwanted behaviour related to sex, or of a sexual nature, by one employee towards another and examples of sexual harassment include:

* lewd or abusive comments of a sexual nature such as regarding an individual’s appearance or body
* unwelcome touching of a sexual nature
* displaying sexually suggestive or sexually offensive writing or material
* asking questions of a sexual nature
* sexual propositions or advances, whether made in writing or verbally.

Sexual harassment can also take place where an employee is treated less favourably because they have rejected, or submitted to, the unwanted conduct that is related to sex or is of a sexual nature. Whether less favourable treatment occurs as a result will be examined broadly and includes areas such as blocking promotion, refusal of training, or other development opportunities.

**Examples of victimisation**

Victimisation takes place when an employee is treated unfavourably as a direct result of raising a genuine complaint of discrimination or harassment. Furthermore, any employee who supports or assists another employee to raise a complaint is also subjected to victimisation if they are treated unfavourably.

**Third party harassment**

The Parish Council operates a zero-tolerance policy in relation to harassment perpetrated against one of its employees by a third party, such as a client/customer or visitor. All employees are encouraged to report any and all instances of harassment that involve a third party in line with our reporting procedure, as outlined below.

If the allegation is well founded the Parish Council will take the steps it considers necessary to remedy the complaint. This can include, but is not limited to:

* warning the individual about the inappropriate nature of their behaviour
* banning the individual from Parish Council offices and premises
* reporting the individual’s actions to the police.

In addition to this, the Parish Council will endeavour to take all reasonable steps to deter and prevent any form of harassment from third parties taking place.

**Responsibilities**

**Employee responsibilities**

The Parish Council requires its employees to behave appropriately and professional at all times during the working day, and this may extend to events outside of working hours which are classed as work-related such as social events. Employees should not engage in discriminatory, harassing or aggressive behaviour towards any other person at any time.

Any form of harassment or victimisation may lead to disciplinary action up to and including dismissal if it is committed:

* in a work situation
* during any situation related to work, such as a social event
* against a colleague or other person connected to the employer outside of a work situation, including on social media
* against anyone outside of a work situation where the incident is relevant to their suitability to carry out the role.

A breach of this policy by will be treated as a disciplinary matter.

**Parish Council responsibilities**

The Parish Council will be responsible for ensuring all members of staff, including seniors and those within management positions, understand the rules and policies relating to the prevention of harassing and bullying behaviour at work and during work-related social events.

We will promote a professional and positive workplace whereby managers are alert and proactively identify areas of risk and incidents of harassment, sexual harassment and bullying.

We will also take into account aggravating factors such as abuse of power when deciding what disciplinary action to take.

Where an incident is witness, or a complaint is made under this policy, the Parish Council will take prompt action to deal with this matter. All incidents will be deemed serious and dealt within in a sensitive and confidential manner.

**Complaining about harassment and/or bullying**

**Informal method**

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

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

**Formal method**

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

* the name of the alleged harasser
* the nature of the alleged harassment
* the dates and times when the alleged harassment occurred
* the names of any witnesses
* any action already taken by you to stop the alleged harassment.

Where it is not possible to make the formal complaint to the above-named person, for example where they are the alleged harasser, we would encourage you to raise your complaint to the Vice Chair.

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

On conclusion of the investigation, which will normally be within *[14]* days of the meeting with you, a report of the findings will be submitted to the manager who will hold the grievance meeting.

You will be invited to attend a meeting, at a reasonable time and location, to discuss the matter once the person hearing the grievance has had opportunity to read the report. You have the right to be accompanied at such a meeting by a colleague or a union representative and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

You will be able to put your case forward at the meeting and the Chair of the meeting will explain the outcome of the investigation. You have a right to appeal the outcome,

which is to be made to the Chair or Vice Chair (see above) within *28* days of receiving the outcome.

If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with Parish Council disciplinary procedure up to and including dismissal.

Glapwell Parish Council is committed to ensuring employees are not discouraged from using this procedure and no employee will be victimised for having brought a complaint.

**Freedom of Information Policy**

Glapwell Parish Council has a commitment to openness and transparency. The Transparency Code for Smaller Authorities came into force in December 2014 requiring Parish Councils to make information available via its website to increase democratic accountability.

The Freedom of Information Act, which came into force on 1 January 2005, gives everyone a statutory right of access to information held by bodies such as the Parish Council.

**Model Publication Scheme**

In 2014 the Parish Council adopted the model publication scheme issued by the Information Commissioners Office (ICO). You can access a copy of the model scheme at the bottom of this page or via the Parish Council Website www.Glapwellparishcouncil.org. In 2025 the Parish Council agree to include a link to version 1.2 of the ICO’s model publication scheme to be read in conjunction with this policy: https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf

**Making a request for information**

Individuals or organisations may make a written request for other information which they believe the Parish Council holds. To request information under the provisions of the Act and to help us to help you in identifying the precise information you require, please email clerk@Glapwell-pc.gov.uk or write to the Clerk c/o The Glapwell Centre, Glapwell, Chesterfield, S44 5LW

Please be sure to include your name, address and a clear description of the information you are seeking when you make your request. The Parish Council advise that you look at guidance available on the Information Commissioner’s Office (ICO) website about making requests and ‘dos and don’ts’ when applying for information.

**Responding to your request**

The Parish Council will inform you in writing whether we hold the information you have requested and if so, provide it to you no later than 20 working days after we receive the requests. In some circumstances we may ask you to clarify your request.

The Parish Council will refer to the ICO document ‘The Guide to Freedom of Information’ when processing your request and will seek further advice directly from the ICO if necessary.

The Freedom of Information Act does identify a number of categories of information which the Parish Council is not required to disclose under the Act. In this case, we will write to you stating the exemption which provides the basis for refusal within the Act and why it applies to the information you requested. The Parish Council are obligated to safeguard the privacy of individuals (under the Data Protection Act) and this may also have a bearing on being able to supply you with the information you request. Reasons for refusal will be communicated to you within the 20-working day time period

**Charges for providing information under the Freedom of Information Act**

There is no ‘flat rate’ fee to receive information and in many cases the Parish Council will provide the information free of charge. However, you should note that if the information you are seeking is not readily available in the form in which you are seeking it, the Parish Council may charge you a fee based on the cost associated with providing the information, for example photocopying and postage (known as ‘disbursements’).

The Freedom of Information Act does permit the Parish Council to refuse your request if it is estimated this will cost in excess of the appropriate cost limit (currently £450) to fulfil your request.

**Freedom of Information Fees Notice**

If you need to pay a fee for disbursements or because the costs exceed the appropriate limit, we will write to you advising you of the fee required within 20 days of receipt of your request. This is known as a ‘Fees Notice’. When you are issued the Fees Notice, the 20-working day limit for responding stops, and then will start again when we receive payment. If we do not receive the fee from you within three months we are not obliged to comply with the request.

**Complaints**

If you are dissatisfied with the way the Parish Council has responded to a request for information, please write to the clerk.

The Information Commissioner’s Office (ICO) is responsible for enforcing the operation of the Act and you may raise issues with this office at any time. More information can be found on the ICO website www.ico.org.uk, by telephone on 0303 123 1113 or by writing to the address below:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF



**Information Commissioner’s Office**

Information available from Glapwell Parish Council under the model publication scheme.

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to make the information in this definition document available unless:

• it does not hold the information;

• the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;

• the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;

• the information is archived, out of date or otherwise inaccessible; or,

• it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

**Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.

The term ‘dataset’ is defined in section 11(5) of FOIA. The terms ‘relevant copyright work’ and ‘specified licence’ are defined in section 19(8) of FOIA. The ICO has published guidance on the dataset provisions in FOIA. This explains what is meant by “not appropriate” and “capable of re-use”.

|  |  |  |  |
| --- | --- | --- | --- |
| **Information available from Glapwell Parish Council under the model publication scheme. Information to be published** | **How the information can be obtained** | | **Cost** |
| **Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only.** | | **(hard copy or website)** | |
| Who’s who on the Council and its Committees | Website Hard copy from Clerk | | Free 10p/sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website Hard copy from Clerk | | Free 10p/sheet |
| Location of main Council office and accessibility details | | | |
| Staffing structure | | | |
| **Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum**  **AGAR forms and report by auditor** | | **(hard copy or website) Free** | |
| Finalised Budget  Precept  Borrowing Approval Letter  Financial standing Orders and Regulations  List of current contracts awarded and value of contract  Grants given and received  **Class 3 – What our priorities are and how we are doing (strategies and plans, performance I indicators, audits, inspections and reviews)**  Parish Plan (current year)  Annual Report to Parish or Community Meeting (current year)  Quality status  **Class 4 – How we make decisions (Decision making processes and records of decisions)**  **Current and previous council year as a minimum**  Timetable of meetings (Council, any committee/sub -committee meetings and parish meetings)  Agendas of meetings (as above)  Minutes of meetings (as above) - nb. this will exclude information that is properly regarded as private to the meeting.  Reports presented to council meetings – nb. this will exclude information that is properly regarded as private to the meeting.  Responses to consultation papers.  Responses to planning applications.  Bye-laws  **Class 5 – Our policies and procedures**  **(Current written protocols, policies and procedures for delivering our services and responsibilities)**  **Current information only**  Policies and procedures for the conduct of council business  Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy Statements  Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Recruitment policies (including current vacancies)  Policies and procedure for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)  Information security policy  Record management policies (records retention, destruction and archive)  Data protection policies  Schedule of charges for the publication of information  **Class 6 – Lists and Registers**  **Currently maintained lists and registers only**  **Any publicly available register of list (if any are held this should be published; in most circumstances existing access provision will suffice)**  Asset register  Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be hold by parish councils)  Register of members’ interests  Register of gifts and hospitality  Class 7 – The services we offer  information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only  Allotments  Burial Grounds and closed churchyards  Community Centres and village Halls  Parks, playing fields and recreational facilities  Seating, litter bins, clock, memorials and lighting  Bus shelters  Markets  Public conveniences  Agency agreements  A summary of services for which the council is entitle to recover a fee, together with those fees (eg burial fees) | Website Hard copy from Clerk  Website/paper copy  Website/paper copy  Website/paper copy  Website/paper copy  Not applicable  Website  Paper copy  Not applied for  Website  Paper copy  Website  Paper copy  Website  Paper copy  Website  Paper copy  Website  Paper copy  Website  Paper copy  Not applicable  Website  Paper copy  Paper copy  Paper copy  Paper copy  Paper copy  Website  Paper copy  Inspection by prior arrangement with Parish Clerk  Inspection by prior arrangement with Parish Clerk  Not applicable  Website  Inspection by prior arrangement with Parish Clerk  Paper copy  Not applicable  Not applicable  Paper copies  Not applicable  Not applicable  Not applicable  Not applicable  Paper copy | | Free 10p/sheet  Free/See schedule of charges  Free/See schedule of charges  Free/See schedule of charges  Free/See schedule of charges  Free  See schedule of charges  Free  See schedule of charges  Free  See Schedule of charges  Free  See schedule of charges  Free  See schedule of charges  Free  See schedule of charges  Free  See schedule of charges  Free  See schedule of charges  See schedule of charges  See schedule of charges  See schedule of charges  See schedule of charges  Free  See schedule of charges  See schedule of charges  See schedule of charges  Free  Not applicable  Free  See schedule of charges    Free  See schedule of charges  See schedule of charges |

Contact details:

Parish Clerk: Dawn Greatorex, c/o The Glapwell Centre, The Village Green, Glapwell

Chesterfield, S44 5LW

Email: [clerk@glapwell-pc.gov.uk](mailto:clerk@glapwell-pc.gov.uk)

**Schedule of Charges**

This describes how the charges have been arrived at and should be published as part of the guide. In most cases the Parish Council will make information available free of charge. Where information is printed or coped to meet an enquiry, the Parish Council reserves the right to make a reasonable copying charge. This is most likely to occur where the document size exceeds 10 pages, or where multiple copies are requested.

|  |  |  |
| --- | --- | --- |
| **Type of charge** | **Description** | **Basis of charge** |
| Disbursement cost | Photocopying @ 10p per sheet (mono) | Actual cost |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
| Statutory Fee |  | In accordance with the relevant legislation |



**Internal Control Policy**

**Responsibility**

Accounts and Audit regulations state that a Council shall be responsible for ensuring that it’s financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of the Council’s functions and which includes arrangements for the management of risk.

Glapwell Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards. Its systems must ensure that public money is safeguarded and properly accounted for. The Council is responsible for ensuring a sound system of internal control is in place in order to facilitate the effective discharge of the Council’s functions and which includes the effective management of risk.

**Purpose of Internal Controls**

The system of internal control is designed to ensure the Council’s activities are carried out as intended. Internal controls are set up by the RFO.

The controls include:

• routine checking of financial procedures,

• examination of financial comparisons, recording of assets,

• identification of risk and the potential impact of that risk

• the reduction of risk where possible and

• the management of risk if realised

For the system to work members must ensure they understand the controls and participate in the process of internal control.

**Internal Control Environment**

Involved in the effective use of the Internal Control System are:

• the Council,

• Parish Clerk & RFO,

• Internal Auditor,

• External Auditor

**The Council**

Glapwell Parish Council appoints a Chair annually. The Chair is responsible for the smooth running of meetings and for ensuring that all council decisions are lawful.

• The Chair signs the first page of the minutes and initials all other pages, checking page and minute numbers follow consecutively in their respective series

• Decisions should be made within adopted Standing Orders and Financial Regulations

• The Council reviews its obligations and plans for the future and approves budgets for the following year at its November (or) December meeting, meeting the final deadline laid down by Bolsover District Council.

• The Council receives a monthly financial statement for approval.

• Payments are made in accordance with Standing Orders and Financial Regulations

• Two Councillors (out of three Councillors) authorise payments on the digital online banking system. The Clerk will email scanned invoices to the two Councillors accordingly for transparency.

. The authorisation details are stapled to the back of all invoices.

**.** Where necessary for signing cheques, two signatories (out of three signatories) are required on the cheque. Signatories must initial cheque stubs and the invoices supporting those cheques. Signatories will ensure the numbers on the cheques run consecutively and sums on the cheques agree with those on the supporting documents and that payee information is correct.

• Cheque numbers are recorded in the minutes and cashbook to provide a complete audit trail.

• The Clerk/RFO is not a signatory for cheques, nor can the Clerk/RFO authorise digital bank payments.

• The Clerk/RFO does not hold any petty cash.

• The Clerk RFO will provide a monthly reconciliation between the Bank Statement and Accounts Report.

• Risk assessment policy is reviewed annually; members are given the opportunity to consider risk assessment issues on every agenda.

• Parish leases/tenancies are examined annually.

• Appointment of internal auditor is reviewed annually.

• Members’ attendance at meetings is examined annually.

• A calendar of ordinary meetings is agreed annually.

• Designated Authoriser’s of payments/Signatories to the Parish Council’s accounts are reviewed annually.

**Clerk to the Council/RFO**

* The Clerk/RFO acts as an administrator and advisor to the Council.
* The Clerk is the Council’s Responsible Financial Officer and is responsible for the administration of the Council’s finances.
* The Clerk is responsible for the day-to-day management of the Council’s business and for ensuring compliance with the laws and regulations that the Council is subject to.
* Risk assessment and management is integral to the role. The Clerk maintains the Council’s procedures, control systems and makes recommendations to Council on policy changes. The Council approves policy; the Clerk/RFO implements that policy.
* Clerk/RFO duties are recorded in a Job Description which is reviewed periodically.
* Clerk/RFO is the line manager to four employees of the Parish Council.



**Equality & Diversity Policy**

The purpose of this policy is to provide equal opportunities to all employees and users of Glapwell Parish Council’s services irrespective of age, disability, gender, gender reassignment, marital or civil partnership status, pregnancy or maternity, race including colour, ethnic or national origins and nationality, religion or belief, or sexual orientation (the ‘**protected characteristics**’).

Glapwell Parish Council opposes all forms of unlawful and unfair discrimination.

All employees, whether part time, full time or temporary, and users of the Council’s services, will be treated fairly and equally. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees and users will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of Glapwell Parish Council.

**The Law**

This policy will be implemented within the framework of the relevant legislation, which includes:

▪ Equality Act, 2010 (and associated Codes of Practice), and

▪ The Protection from Harassment Act, 1997.

This list is not exhaustive.

**Statement on Equal Opportunities**

Glapwell Parish Council states its wholehearted support for the principles and practices of equal opportunity and recognises that it is the duty of all Councillors and employees to accept their personal responsibility for fostering a fully integrated community at work by adhering to the principles of equal opportunity.

The Council recognises that everyone has a contribution to make to our society and a right to equal treatment. We aim to ensure that no Councillor, employee, volunteer, organisation, job applicant or individual to whom we provide services, will be discriminated against by the Council on any unfair grounds whatsoever.

The Council will actively promote equal opportunities through the application of policies which will ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential, skills, experiences and abilities. The Parish Clerk will seek to ensure that all employees comply with these principles.

All persons will be treated with dignity and respect in an environment free from discrimination, harassment and victimisation. Any complaints of this nature will be fully investigated and treated with the strictest confidence.

Any individual found to be responsible for such behaviour, following a thorough investigation, will be subject to disciplinary action.

All employees, job applicants and contractors working for Glapwell Parish Council will be made aware of this policy.

**Glapwell Parish Council as employer**

Glapwell Parish Council is fully committed to providing equality in the workplace and all opportunities for and during employment will be afforded to individuals fairly and irrespective of age, disability, gender, gender reassignment, marital or civil partnership status, pregnancy or maternity, race including colour, ethnic or national origins and nationality, religion or belief or sexual orientation. We aim to create a working environment that is free from discrimination and harassment in any form, in which all staff and contractors are treated with dignity and respect.

Glapwell Parish Council will not unlawfully discriminate in the arrangements we make for recruitment and selection or in the opportunities afforded for employment, training or any other benefit. All decisions will be made fairly and objectively. We aim, as far as reasonably practicable, to ensure that all our working practices are applied fairly and consistently and, where necessary, we will take reasonable steps to avoid or overcome any particular disadvantage these may cause and to promote equality.

Glapwell Parish Council respects an individual’s right to choose whether or not to belong to a trade union and membership status will have no bearing on an applicant’s suitability for employment or result in any detrimental treatment when working for the Council.

**Specific Responsibilities**

Glapwell Parish Council has overall responsibility for the effective operation of this policy and for ensuring compliance with the Equality Act, 2010 and associated legislation and for observing relevant Codes of Practice.

The Parish Clerk is responsible for monitoring and reviewing the policy and for ensuring that all employment-related policies, procedures and practices adhere to this policy.

All staff have a responsibility not to discriminate or harass other staff or others involved with the Council and to report any such behaviour of which they become aware to the Clerk.

Managers/supervisors are responsible for implementing the Equal Opportunities Policy and must apply the policy as part of their day-to-day management of the Council.

**Forms of discrimination**

The following are forms of discrimination that this policy aims to avoid:

Direct Discrimination occurs when a person is treated less favourably because of a protected characteristic that they either have or are thought to have. Direct discrimination can also occur by way of association, which is when a person is treated less favourably because, for example, their spouse or partner or other relative has the protected characteristic.

Indirect Discrimination occurs when a provision, criterion or practice is applied equally to everyone, but has a disproportionately adverse effect on people who share a particular protected characteristic. A person with the protected characteristic who is disadvantaged in that way has the right to complain. To be justified the provision, criterion, or practice must be necessary for legitimate business reasons in circumstances where less discriminatory alternatives are not reasonably available.

Victimisation occurs where someone is treated unfavourably because he/she has raised a complaint under this policy or taken legal action, in relation to any alleged act of unlawful discrimination, against the Council or because he/she has supported someone else in doing this.

Harassment is unwanted conduct that violates an individual’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Harassment can take many different forms and may involve inappropriate actions, behaviour, comments, emails or physical contact that causes offence or are objectionable. Harassment may involve a single incident or persistent behaviour that extends over a period of time, and can occur even if someone did not mean to cause offence. It also means that a person can be subjected to harassment by behaviour that is not aimed at them directly but which they nonetheless find unpleasant. Harassment is always unacceptable and where it relates to a protected characteristic it will amount to an unlawful act of discrimination.

**Discrimination arising from Disability**

In addition to the above, it is unlawful to treat a person unfavourably because of something that is the result, effect or outcome of their disability, unless the treatment is necessary and can be objectively justified. Furthermore, employers have a duty to make reasonable adjustments to ensure that disabled applicants, employees or other workers are not substantially disadvantaged.

**Creating equal opportunities in the workplace**

There are a number of ways in which the Glapwell Parish Council aims to ensure equal opportunities in the workplace.

**Recruitment and selection**

Recruitment and selection procedures will be free from bias or discrimination. Recruitment procedures will be conducted objectively and will be based upon specific and reasonable job-related criteria. Decisions regarding an individual’s suitability for a particular role will be based on aptitude and ability.

We will consider making appropriate reasonable adjustments to the recruitment process to ensure that disabled applicants are not substantially disadvantaged.

Wherever possible, vacancies will be advertised as being suitable for flexible working, to encourage applications from individuals seeking work on a part time or job share basis**.**

The Council will consider taking appropriate positive action to enable or encourage applications from persons with a protected characteristic that is under represented in the organisation.

**Career development and training**

All staff will be given an appropriate induction to enable them to fulfil the responsibilities of their role.

All employees will be encouraged to develop their full potential and the Council will not unreasonably deny an employee access to training or other career development opportunities. These will be identified as part of an ongoing performance management process and will be determined objectively, taking into account the needs of the Council and available resources.

Selection for promotion will be based on objective criteria and decisions will be made on the basis of merit.

**Terms and conditions**

Our terms and conditions of service will be applied fairly and benefits and facilities will be made available to all staff who should have access to them, as appropriate.

The Council operates a pay and benefits system that is transparent, based on objective criteria and free from bias to ensure that all employees are rewarded fairly for their contribution and loyalty**.**

Terms and conditions of employment for part-time employees will be provided on a pro-rata basis to full-time employees**.** Similarly, the terms and conditions for fixed term employees will be comparable with those given to permanent employees, except when different treatment can be objectively justified.

**Employment policies and practices**

The Council aims to ensure that employment policies and practices, including any rules or requirements, do not directly or indirectly discriminate and are applied in a non-discriminatory manner. In particular, we will ensure that all disciplinary decisions are fair and consistent and that selection for redundancy is based on objective criteria.

The Council will consider making appropriate reasonable adjustments to the working environment or any work arrangements that would alleviate any substantial disadvantage these cause disabled staff.

We will aim, as far as reasonably practicable, to accommodate the requirements of different religions and cultures and will consider requests from employees to vary or change their working hours to enable them to care for a dependant.

This policy is fully supported by all Members of the Council. Glapwell Parish 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.

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. This is further defined in the Dignity at Work policy adopted by the council. \* 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. Breaches of the Council’s Equal Opportunities Policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimisation through the council’s Grievance Procedure. \*\* The Council adopts the model employment contract \*\*\*as devised by the employee professional body in the local government sector (the Society of Local Council Clerks).

The policy will be monitored and reviewed annually. Other Personnel policies will be reviewed against the values stated in this main Equal Opportunities policy to ensure that the council strives to remain an Equal Opportunities employer. The policy aims to achieve the five core values, which embrace and provide a framework within which employees can work:

• Recognition that everyone is of equal value and should be respected according to individual needs and abilities.

• To be fair, reasonable and just in all council activities.

• Providing equal access for all in employment and service delivery.

• Helping individuals take on responsibility so that they can influence and participate in the decision-making process.

• Obtaining the highest standards in service delivery. In exercising its functions and delivering services, the Parish Council will have due regard to the aims of the Equality Duty and it will take a proportionate approach when complying with it.

Equality issues will be an influence on our policies and decisions and we will consider the needs of all individuals in our day-to-day work.

This policy is cross-referenced to the following Parish Council’s adopted policies:

• Dignity at Work

• Grievance and Disciplinary

**How the procedure works**

If you have a grievance relating to Equal Opportunities your Employment Contract explains how to make a Formal Complaint.

If you are accused of behaviour which is in breach of the Council’s Equal Opportunities Policy and Procedure, a relevant line manager will initially conduct an informal investigation to determine if there is a case worth investigating. Should the initial, informal investigation find that action needs to be taken, the Council will act in accordance with its formal disciplinary procedure, as detailed in your Employment Contract.

Review

This Equal Opportunities Policy will be reviewed by Glapwell Parish Council annually at the Annual Meeting of the Parish Council to ensure it conforms to all relevant legislation.

Acknowledgements

Glapwell Parish Council acknowledges the following sources of information from which this policy has been drawn:

• Society of Local Council Clerks - Model Equal Opportunities Policy (Oct 2010)

• National Association of Local Councils – Legal Topic Note 78: Equality Act 2010 (Jan 2013)

• Government Equalities Office - Equality Act 2010: Public Sector Equality Duty What do I need to know? A Quick Start Guide for Public Sector Organisations (June 2011)

**Dignity at Work; Bullying and Harassment Policy**

**Introduction**

The Equality Act 2010 took effect on 1 October 2010 and replaces the previous antidiscrimination legislation. It simplifies the law removing inconsistencies and making it easier for people to understand and comply with it. It also strengthens the law in order to help tackle discrimination and inequality.

This Policy sets out Glapwell Parish Council’s aim to be an environment where everyone is treated with dignity and respect, equality is promoted, and diversity is valued. The policy also outlines the rights and responsibilities associated with this commitment.

A positive working and learning environment which supports dignity at work is vital to the success of the Council. Dignity and respect should underpin our day-to-day behaviours, and everyone has rights and responsibilities under this policy. All Council employees and Members have a right to:

• Be treated with dignity and respect.

• Work and learn in an environment free from discrimination, bullying and harassment.

• Be valued for their skills, abilities and contribution.

• All employees and Members of the Council have a responsibility to:

• Behave in an appropriate manner, and in ways that are not derogatory to others.

• Play their part in ensuring we create a positive working environment that is tolerant and supportive through treating each other with dignity and respect.

• Tactfully challenge inappropriate behaviour with confidence.

• Adherence to this policy is essential so that these rights and responsibilities are mainstreamed into the core of Council business.

• The following are features of a respectful working environment:

• All employees and Members are respected and treated politely and with courtesy.

• Actively seeking employees and Members views where appropriate in order to contribute to the development and / or improvement of Services.

• A collaborative atmosphere and systems / forums which help to promote ongoing participation of staff in all levels of service business.

• An ethos of ‘distributed’, or shared leadership which enables people to feel safe to:

• Take on roles and responsibilities.

• Develop their skills.

• Support colleagues.

• Take forward initiatives.

• Positive outcomes from the above features would be that employees and Members:

• Can actively contribute and see that their efforts make a difference.

• Feel a sense of engagement; people are motivated and they have a sense of belonging to and a pride in Glapwell Parish Council.

• Feel they are trusted to take responsibility to act independently within their remit.

• There is a sense of having a meaningful role within the organisation.

**Bullying and Harassment**

In Support of our value to respect others, Glapwell Parish Council will not tolerate bullying or harassment by, or of, any of their employees, officials, Members, contractors, visitors to the Council, or members of the public from the community which we serve.

**Parish Council Commitment**

Glapwell Parish Council is committed to the elimination of any form of intimidation in the workplace. This Policy reflects the spirit in which the Council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. (It should be read in conjunction with the Council’s \*Policies on Grievance and Disciplinary handling.) The Council will issue this Policy to all employees as part of their induction and to all Members as part of their Welcome Pack. The Council may also wish to share this Policy with contractors, visitors and members of the public.

**Legal Position**

Bullying

“Bullying may be characterised as a pattern of offensive, intimidating malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress.” As quoted by ACAS.

**Harassment**

ACAS states: "Harassment is unwanted conduct that violates a person’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment."

This Policy covers, but is not limited to, harassment on the grounds of:

• Sex

• Marriage & civil partnership

• Sexual orientation

• Race

• Colour

• Nationality

• Ethnic origin

• Religion

• Belief

• Disability

• Age

These definitions are derived from the ACAS guidance on the topic. Both bullying and harassment are behaviours which are unwanted by the recipient. Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, lack of respect for others, damage to the Council’s reputation and ultimately, an Employment Tribunal, or other court cases, and payment of unlimited compensation.

Examples of Unacceptable Behaviour

(This list is not exhaustive)

• Spreading malicious rumours

• Insulting someone

• Ridiculing or demeaning someone

• Exclusion or victimisation

• Unfair treatment

• Overbearing supervision, or other misuse of position or power,

• Unwelcome sexual advances

• Making threats about job security

• Deliberately undermining a competent worker by overloading work and/or constant criticism

• Preventing an individual’s promotion or training opportunities

**Examples of where Bullying and Harassment may occur:**

Face-to-face, in meetings, through written communication, including: e-mail and telephone, or through automatic supervision methods. It may occur on or off work premises, during work hours, or non-work time.

**Consequences of Bullying and Harassment**

Bullying and harassment are considered examples of Serious Misconduct which will be dealt with through the Disciplinary Procedure at "Gross Misconduct level" and may result in Summary Dismissal from the Council for employees, or through referral to the Standards Board of England as a contravention of the Member’s Code of Conduct which may result in penalties against the member. In extreme cases, harassment can constitute a criminal offence and the Council should take appropriate legal advice, sometimes available from the Council’s insurer, if such a matter arises.

**Duty of Care**

Glapwell Parish Council has a duty of care towards all their workers and liability under Common Law arising out of the Employment Rights Act 1996 (updated 2008 (ch24)) and the Health and Safety at Work Act 1974 (updated 2005 part 4 s27)).

Under the following laws bullying or harassment may be considered Unlawful Discrimination:

• Sex Discrimination Act 1975 (Amended 1986)

• Race Relations Act 1976 (Amended 2000) Now encompassed in Equality Act 2010

• Disability Discrimination Act 1995

• Employment Equality (Sexual Orientation) Regulations 2003

• Employment Equality (Religion or Belief) Regulations 2003

• Employment Equality (Sex Discrimination) 2005

• Employment Equality (Age) Regulations 2006

• Equality Act 2010 – which fundamentally replaces the anti-discrimination legislation.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. Furthermore, a harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal for sexual, racial, disability or age discrimination.

**Implementing the Policy – Process for Dealing with Complaints of Bullying and Harassment**

Glapwell Parish Council will adhere to the following Informal Approach.

Anyone, be it an employee, contractor, member or visitor, who feels he or she is being bullied or harassed should try to resolve the problem informally in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, that their conduct is unacceptable, offensive or causing discomfort.

Glapwell Parish Council will adhere to the following Formal Approach;

For Employees:

Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally (initially) with the line manager and/or with the Chair of the Parish Council, or another Councillor if more necessary. It may be appropriate for the complaint to be put in writing after the initial discussion with the line manager and/or with the Chair, as this will enable the formal Grievance Procedure to be invoked.

**For Others**

(i) Any other party to the council, other than an employee, who feels he or she is being bullied or harassed, should raise their complaint with a Councillor where possible, or the Monitoring Officer, if an informal notification to a member has been unsuccessful at eliminating the problem, or where a member is directly involved in the bullying or harassment. The complaint should then be investigated and a hearing held to discuss the facts and recommend the way forward.

(ii) A member of the public who feels s/he has been bullied or harassed by any members or officers of the Council should use the Glapwell Parish Council Complaints Procedure.

**Grievance (Employees only)**

A meeting to discuss the complaint with the complainant will normally be arranged within five working days of a written complaint being received, and will be held under the provisions of Glapwell Parish Council’s Grievance Procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting. A full investigation of the complaint will be held by an Officer as appointed by the Chair/Councillor who is handling the process. It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality. The Hearing Panel will publish its recommendations following deliberation of the facts. An action plan should be made available to the complainant to demonstrate how the problem is to be resolved. It may be decided that mediation is required and If so, Glapwell Parish Council should contact NALC, an employer’s body or ACAS to this effect. The employee will have a right of appeal as established by the Employment Act 2002.

At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process, hence details of the full grievance will not be shared with the full Council without prior approval by the complainant. Glapwell Parish Council will commit not to victimise the complainant for raising the complaint once the appropriate grievance/disciplinary process has been concluded.

**Disciplinary Action**

Following a grievance hearing or investigation into allegations of bullying, or harassment, a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.

For an Employee found to have been bullying/harassing others, Glapwell Parish Council’s Disciplinary Procedure will be followed, under the Employment Act 2002 provisions and will be treated as Gross Misconduct.

For Members, whom Glapwell Parish Council reasonably believe have been bullying or harassing another person(s) whilst undertaking Council activities, the action taken must be reasonable and in some cases counselling or training in appropriate skill areas e.g.: interpersonal communication, assertiveness, Chair ship etc may be more appropriate than a penalty.

The range of Disciplinary Sanctions available to the Council, where a Member has been involved in bullying/harassment include:

• Admonishment and an undertaking not to repeat the process

• Removal of opportunities to further harass/bully

• Banning from committees of the Council and representation on any outside bodies

• A referral to the Standards Board (or equivalent) by the Council and/or the aggrieved victim

• There may also be a:

• Referral to the Police under the Protection from Harassment Act 1997, (in the most extreme cases)

(This list is not exhaustive.)

**False or Malicious Allegations**

Any false or malicious allegations of harassment or bullying, which damage the reputation of a fellow employee/Member, will not be tolerated and will be dealt with as Serious Misconduct under the Disciplinary Procedure and/or a referral to the Standards Board.

**Responsibilities**

All parties to Glapwell Parish Council have a responsibility to ensure that their conduct towards others does not harass or bully, or in any way demean the dignity of others. If unacceptable behaviour is observed, then each individual can challenge the perpetrator and ask them to stop.

**Service Delivery**

In exercising its functions and delivering services, Glapwell Parish Council undertakes to share its Policy with all Members and workers and request that each party signs to demonstrate acceptance of its terms. All new Members and employees will be provided with a copy of this Policy. A review of the Policy shall be undertaken each year (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to the full Council for approval.

The Council will undertake to ensure that its Members and workers are trained in the processes required by this Policy, as deemed appropriate.

This policy is cross-referenced to the following Parish Council’s adopted policies:

• Equality & Diversity

• Grievance & Disciplinary

Glapwell Parish Council acknowledges the following sources of information from which this policy has been drawn:

• ACAS Guidelines

• Society of Local Council Clerks - Model Equal Opportunities Policy (Oct 2010)

• National Association of Local Councils – Legal Topic Note 78: Equality Act 2010 (Jan 2013)

• Government Equalities Office - Equality Act 2010: Public Sector Equality Duty What do I need to know? A Quick Start Guide for Public Sector Organisations (June 2011)

**Staff Recruitment Policy**

The ethos of Glapwell Parish Council

The ethos of Glapwell Parish Councils role, as an employer, is to act effectively to make its employees feel important and valued by having in place clear employment policies and procedures. To exercise its statutory functions Glapwell Parish Council may recruit its Clerk/RFO, Centre Manager, Assistant Centre Manager, Support Assistant and Lengths-man, under section 112 of the Local Government Act 1972.

Under its recruiting process, existing job descriptions/personal specifications would be reviewed (and annually thereon) and a non-discriminatory advert, avoiding any gender, age or culturally specific language would be placed, including a statement of commitment in line with its *equal opportunities policy*, welcoming applications from all sections of the community. The advert would be placed in local newspapers, DALC, NALC and SLCC publications, parish newsletters, parish noticeboards, and website.

The application form would enquire whether the applicant has been convicted of a criminal offence and if so, to give details. The Council would check an applicant’s entitlement to work in the UK as part of the selection process, as under the *Immigration, Asylum and Nationality Act 2006* it is a criminal offence to employ a person who does not have permission to work in the United Kingdom.

During interviews, the council would ensure candidate(s) were comfortable and at ease, with wheelchair access in place. Panel members would introduce themselves, asking a standard set of agreed questions to avoid potentially discriminatory questions. Records relating to the recruitment process would be kept in case a candidate brings an employment tribunal claim. Under our *Recruitment Policy*, Councillors would declare any interests as necessary. The selection process would display transparency. The council would issue 'Employment Contracts' to all employees.

Under the council's *Risk Management Policy,* the Performance Management Process, states the clerk manages the caretakers, undertaking annual appraisals.

The chair and whole council acts as line manager to the Clerk and undertakes annual appraisals. Training needs will be identified under these annual appraisals.

The clerk acts as line manager to:

The Centre Manager

The Assistant Centre Manager

The support Assistant

The lengths-man

and will undertake annual appraisals. Training needs will be identified under these annual appraisals.

The Parish Council is an equal opportunity employer and applies a professional approach to recruitment.

Councillors will be ineligible to take part in the recruitment process if applicants include relatives, near relatives, friends or associates of the Councillor.

The Council will prepare a Job and Person Specification, advertisement, and Application form for approval by the full Council. The Council will recommend an appropriate salary and benefits range for approval by the full Council, after taking due regard of guidance from the NALC.

The vacancy will be advertised in the public domain using one or all of the following:

* DALC
* NALC
* SLCC publications,

• Parish Council Notice Board

• Parish Council Website

• The Parish Newsletter

Any other publication or location considered appropriate by Councillors

All candidates will be provided with the Job and Person Specification and required to

complete the Application form; this must include the provision of references and curriculum vitae. The Council may reject candidates without interview, but the reasons for rejection must be recorded.

The Council will interview the selected or short-listed candidates, and prepare written notes of the interview. The Council will make a decision on the basis of a majority vote.

The council will prepare a Contract of Employment (in accordance with English Law) after taking due regard of advice from NALC.

The Council will determine whether an offer should be made to the successful candidate but such offer shall be subject to the receipt of satisfactory references. The Council will approve the proposed Contract of Employment.

Successful applicants will be provided with a Contract of Employment, such contract to provide for an initial trial period of 6 months, (unless not deemed necessary), after which there will be an annual review and appraisal.

**Training and Development Policy**

**(Staff and Members)**

Glapwell Parish Council is committed to ensuring that all its councillors and staff are properly trained to enable the council to deliver services to the public in order to make Glapwell a better place to live, work and visit. The council recognises that by promoting best practice through means of training and development, councillors and staff will be better equipped to undertake their duties in order to deliver these objectives. As elected officials the council values the time given by its councillors to their community. This policy is aimed at maximising the rewards from that time, ensuring that its councillors understand and enjoy the role they undertake and are properly equipped for it. As a corporate body, with specific powers and duties, under law it is essential that all councillors and staff are provided with adequate and relevant training and kept up to date with all new legislation.

**Glapwell Parish Council will**: -

* Provide contracts of employment and job descriptions to its staff which will include details of the council’s commitment to training.
* Identify training needs for its staff by way of a staff appraisal once a year.
* Identify training needs in relation to the council’s objectives and specific needs of the individual via induction programmes, appraisals, one to ones, formal and informal discussion, questionnaires and any other means deemed appropriate. Any training & development opportunities to be investigated by the clerk and presented to the full council.
* Evaluate the effectiveness of the training by means of appraisals, one to ones and formal and informal discussion.
* Maintain a training record of any training & development activity undertaken.
* Make its staff and councillors aware of any opportunities for continuous training and development.
* Encourage its staff and councillors to consider and identify their own development needs in light of any specified skills for their posts and through supervision and discussion.
* Have access to relevant learning materials and reference books at the parish council.
* Encourage its staff and councillors to take responsibility to maintain and improve their knowledge and skills.
* Set aside a realistic budget for training of its staff and councillors to meet the council’s objectives.
* Pay the annual subscription to the Derbyshire Association of Local Councils (DALC) or successor organisation to enable the council to take advantage of the resources available including their training courses and conferences.
* Ensure volunteer staff are given a risk assessment of the proposed tasks they are offering to undertake and asked to sign if they have been sufficiently trained or confirm that they are competent to carry out the work they are offering to undertake; these forms must be in writing and kept on record.

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| **Clerk/Responsible Finance Officer Training: Training Needs** | **Frequency** | **Essential/Desirable** |
| The Clerk/RFO is a fully qualified Council Clerk with a Certificate in Local Council Administration (CiLCA) | The Clerk was CiLCA qualified, prior to joining Glapwell Parish Council | Essential |
| The Clerk/RFO to receive a handover and proper induction programme, both formal and informal prior to commencing their duties. | Upon joining the Parish Council. | Essential |
| Introduction training on the website to enable the council to comply with the Transparency Code. | Upon joining the Parish Council. | Essential |
| Health and Safety to include individual responsibilities for Lone Working. | Annually. | Essential |
| Audit and Financial Management Training. | CiLCA trained | Essential |
| Health and Safety Competent Person Training to ensure that the employee can write and review risk assessments. | CiLCA trained | Desirable (Essential if not outsourced) |
| Continuing Professional Development to meet the changing needs of the Parish Council sector, as supported by the Society of Local Council Clerks and National Association of Local Councils and DALC. | As agreed, | Desirable/Essential |
| Training on any new, relevant legislation or government guidelines. | Ongoing. | Essential |

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| **Councillor Training: Training Needs** | **Frequency** | **Essential/**  **Desirable** |
| On induction all new councillors will receive an information pack provided by the clerk containing the following documents to allow councillors to undertake their duties upon election;  • The Good Councillors Guide  • Standing Orders  • Code of Conduct  • Financial Regulations.  • Committee Terms of Reference (as applicable)  • List of Parish Council Powers and Duties  • Minutes of the latest Parish Council Meeting  • Council member names and contacts  • Training & Development Policy  • Calendar of meetings | Upon joining the Parish Council. | Essential |
| All new councillors will be offered and encouraged to attend the “Councillor Essentials” course provided by DALC or an appropriate organisation. | Upon joining the Parish Council | Essential |
| Finance committee/working party members should be given the option of local council finance related training, such as budgeting and setting the precept. | As required. | Desirable |
| Councillors given the opportunity for training on topics such as the local planning system, data protection and freedom of information provided by DALC or an appropriate organisation. | As required. | Desirable |
| Health & Safety training including risk assessments and training on the use of equipment such as the parish defibrillator. | As required. | Desirable (Essential if not outsourced) |
| Training on any new, relevant legislation or government guidelines. | As required. | Essential |
| Councillors will be encouraged to attend ongoing development training provided by DALC or an appropriate organisation. | Ongoing. | Desirable |

**Staff Appraisal Policy**

**OVERVIEW**

It is the policy of Glapwell Parish Council (the Council) to maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets and responsibilities and provide an opportunity for each member of staff to have his or her performance reviewed. It must include agreed steps to improve performance. The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction to all employees.

Employees must be regularly advised as to how they are doing and at regular intervals must have the opportunity to discuss their performance with their line manager. In addition to this on an annual basis each employee should have a formal appraisal which is recorded and added to their staff file.

Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible to all.

**ANNUAL APPRAISAL PROCESS**

Any appraisal interview shall discuss and agree objectives for the coming period as well as reviewing performance to date and shall be the point at which training needs are identified and planned.

Performance reviews will cover all aspects identified in their job descriptions. Assessment will in particular focus on:

* quality of work, accuracy and detail
* ability to work under pressure
* flexibility, adaptability, initiative and innovation
* communication and interpersonal skills
* teamwork and / or leadership
* discretion
* dependability & timekeeping
* job knowledge
* understanding of safety issues
* knowledge of the Council
* work planning and the effective use of time
* problem solving and decision-making
* personal and professional development (including training needs)

Before any appraisal interview, the appraiser should gain perceptions of performance by enquiries of colleagues having any involvement with the staff member in question and will bear in mind observations from councillors and members of the public. (If appropriate) the views of any line manager will be sought.

Each employee will be provided with an appraisal preparation form (**Appendix 1**) to assist them in preparing for their Annual Appraisal.

Annual Appraisals (**Appendix 2**) will be carried out by the Clerk to the Parish Council. All appraisals shall be reported to chair and Vice Chair. Prior to final sign-off of the annual review, employees will be given the opportunity to meet with the Chair should they wish.

Where the appraisal is of the Clerk to the Parish Council, it is Council policy that the Chair act as line manager and seek views in the initial preparation stage. This should comprise a minimum of 2 councillors and should include at least one of the following: Chair or Vice Chair.

**Appendix 1 – Preparation Form**

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| **Name:** | **Job title:** |
| Please agree with your manager how you will use this preparation form and whether you will be forwarding it to him/her before the date of your appraisal meeting.  Your meeting is appointed for [time] ……………..on [date]……………………and will take place in: | |
| **1. Are you clear about what is required of you in your job and how this contributes to the Parish Council's goals? Please use your job description and any previously agreed objectives to help you consider this question.** | |
|  | |
| **2. Are there any particular areas of your job in which you feel that you have particular strengths?** | |
|  | |
| **3. Are there any areas of your job in which you feel that you would like additional support to be able to do the work more effectively?** | |
| **4. What training and development would you like to access to help you to do your job well or to develop into**  **another role within the Town Council?**  **5. Are there any other points you wish to raise?** | |

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| **Appendix 2 Appraisal form** Use this model form to record the issues discussed at an employee’s performance appraisal meeting.   |  |  | | --- | --- | | Employee’s name: |  | | Job title: |  | | Department: |  | | Date of engagement: |  | | Manager: |  | | Date of meeting: |  | | Current performance |  | | Objective/competence 1:  * This section should be used to record discussion on the key areas of the job, and include a summary of achievement against the objectives that have been previously agreed. | | |  | | | Objective/competence 2: | | |  | | | Objective/competence 3: | | |  | | | Development summary:  * This section should be used to record any areas of the employee’s work where further training and support is required, and any areas where performance is particularly strong and should be developed further. | | |  | | | Development and training  * This section should list specific requirements for any training or development. These activities are not restricted to training courses, and may include attachments, projects, coaching, planned experience or any other suitable activity that will enhance the skills, knowledge and behaviour required in the employee’s work or to develop him/her further. | | |  | | | Career planning  * This section should record any areas of the department or Company in which the employee has expressed a specific interest. | | |  | | | Other areas of discussion  * This section should record any other points raised at the appraisal meeting. | | |  | | | Assessment Level This is based on performance over the year against objectives achieved | | | Outstanding performance  * (Objectives exceeded and competencies more than fully demonstrated) |  | | Standard performance  * (Objectives met and competencies fully demonstrated at required levels) |  | | Less than standard performance with development needs (Most objectives met but development required to fully meet all objectives) |  | | Unsatisfactory performance  * (Performance unacceptable; objectives not met and competencies not demonstrated) |  | | Employee’s signature: |  | | Appraiser’s signature: |  | | Date: |  | | Reviewing manager’s signature: |  | | Date: |  | | One copy of this completed form will be kept by the appraiser, one by the appraisee and one in the employee’s personnel file. | |   **Volunteer Policy**  **1. Introduction**  Glapwell Parish Council (“the Council”) has adopted this policy in order to comply with Section 3 of the Health and Safety at Work Act, 1974.  2. The purpose of this policy  The Council values volunteers and welcomes their contribution to community life in the village. This policy seeks to protect and support volunteers working for the Council and to set down the Council’s responsibilities to comply with its own employment and insurance obligations.  3. What we do  The Council works to create a lively and happy community and constantly strives to work on behalf of its parishioners on the issues that matter to the village. We want to look after our beautiful local environment and encourage bio-diversity. We respect and celebrate diversity and we aim to include everyone and listen to what they have to say. We want to improve the economic, social and mental wellbeing of everyone in the Parish and we want to provide the very best local facilities and services that we can all afford.  4. Valuing and supporting volunteers  Many of our activities involve working in partnership with community groups and volunteers. We will ensure that volunteers feel valued and supported and we will welcome their views. We will provide training, briefings and communications, as may be appropriate, to recognise the central role they play. We acknowledge that volunteers want satisfying and rewarding work that contributes to their own sense of wellbeing and personal development.  5. Working alongside the Council  The Council does not aim to introduce volunteers to replace paid staff. We expect that staff at all levels will work positively with any volunteers and where appropriate, will actively seek to involve them in their work.  6. Who are our volunteers?  Volunteers may come through community groups, direct from the community or be students from a local school or college (over the age of 16). Volunteers may give time regularly or on an occasional basis. Every volunteer has their own personal motivation and preference which we will respect.  7. How we work with our volunteers  The following guidelines deal with practical aspects of volunteering with the Council. More information can be found on the Council’s website and in copies of policies mentioned here.  8. Volunteer leaders  The Council generally works with volunteer leaders who are also volunteers. The volunteer leaders:   * + Provide training, equipment and health and safety briefings   + Maintain communication with volunteers and promote activities   + Carry out risks assessments to ensure everyone stays safe.   9. Volunteer Agreement and Task Descriptions  Each volunteer will have an agreement establishing what the Council undertakes to provide for them – mainly this is to ensure safety and insurance. Volunteers will be asked to agree to these simple guidelines. These documents do not form any sort of contract. The Council has no intention of creating a contract with local volunteers.  10. Training and Instruction  Volunteers must be adequately trained to be able to carry out the role. The exact nature of the training will depend on the role. Requirements may vary according to –   1. The job or activity 2. The existing competency of the volunteer 3. The circumstances of the work, eg the degree of supervision 4. The tools and/or equipment being used.   The training standard, however, must be sufficient to ensure the health and safety of volunteers and any people who might be affected by the work, as far as is reasonably practicable. Training will be provided by the volunteer leaders or persons nominated by them in liaison with the Council.  11. Volunteer Voice  Volunteers are encouraged to express their ideas and views about matters relating to their area of voluntary work through the volunteer leader. If a volunteer has concerns about actions of a volunteer leader or the safety or organisation of volunteer activities, they may report these direct to the Council Clerk. We aim to identify and solve problems at the earliest possible stage and to treat all volunteers fairly, objectively and consistently. The Clerk is responsible for handling problems regarding volunteers’ conduct or complaints which will be handled in accordance with the Council’s complaints and grievance policies. We will seek to ensure that the volunteer’s views are heard, noted and acted upon promptly aiming always for a positive and amicable solution.  12. Insurance  All volunteers are covered by the Council’s insurance policy whilst they are engaged in any work on the Council’s behalf. It should be assumed that insurance is not provided unless that Council has explicitly authorised the activities to be undertaken. The schedule attached to this policy shows the ongoing volunteer activities the Council has authorised; others will be approved on a case-by-case basis relevant to the activity undertaken.  13. Equal Opportunities  The Council operates an Equality and Diversity Policy in respect of both paid staff and volunteers. A copy will be provided upon request. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.  14. Safeguarding  In appropriate circumstances volunteers will be subject to DBS checks and safeguarding training will be undertaken. Primarily this applies where volunteers may be working with children or vulnerable adults.  15. Confidentiality  Volunteers will be bound by the same requirements for confidentiality as paid staff.  16. Data Protection  Personal information recorded about volunteers is stored and maintained in accordance with the Council’s Data Protection Policy, a copy of which is available on our website. All volunteers agree to allow their photographs, motion pictures, and voice media taken during the volunteer activity to be used in Council publications, public relations broadcasts and in digital media unless the Council is otherwise notified in advance.  **APPENDIX 1**  **Schedule of volunteer activities authorised by the Council**  The following activities have been authorised by the Council as described below. Where the use of power tools is required for volunteer activities, or where the volunteers are using their own tools and equipment, the Council will wish to see evidence of risk assessments and any necessary operation certificate to ensure the safe operation of such equipment and the safety of operators and volunteers. All tools provided by the volunteers should be inspected monthly and be in good working order. Risk assessments should be submitted by activity Volunteer Leaders for each of these projects. An example risk assessment can be found at Appendix 2.  • **Speedwatch Volunteers (Lead:)**  Undertaking speed monitoring using approved equipment, high-visibility jackets and in such locations that are approved by Derbyshire Police or Derbyshire County Council. Volunteers must comply with any instructions and guidance provided by those bodies.  • **Football Ground Volunteers (Lead:)**  Maintenance using manual tools only. If volunteers use their own tools, they must be of good quality, maintained to a safe standard and checked and approved for use by the Volunteer Lead on a regular basis. Volunteers must comply with Health and Safety.  • **Litter Volunteers (Lead:)**  Picking up litter from paths and open spaces.  **APPENDIX 2**  **Volunteer Activities – Risk Assessment Form**   |  |  |  |  | | --- | --- | --- | --- | | **Risk** | **What could happen?** | **Who could be hurt?** | **Action needed** | | 1. Slips, trips, falls | An individual could slip, trip or fall during activities causing injury or death | Volunteers, councillors, council employees | Safe working briefings before activity commences. Sensible clothing, boots, shoes. Site assessment - avoidance of dangerous sites. Working in pairs.  First aid kit. Emergency numbers and procedure. | | 2. Strains and muscular injury | An individual could suffer strains and muscular injury while undertaking  tasks. | Volunteers, councillors, council employees | Safe working briefings before activity commences. Volunteer fitness declaration. First aid kit. Emergency numbers and procedure. | | 3. Cuts and bruises | An individual could suffer cuts and bruises while  undertaking tasks. | Volunteers, councillors, council employees | Safe working briefings before activity commences. First aid kit.  Emergency numbers and procedure. | | 4. Serious injury caused by unsafe operation of machinery | An individual could suffer serious injury. | Volunteers, councillors, council employees | Safe working briefings before activity Annual machinery inspection and maintenance. Machinery operated by approved individuals. Licenses, certification and training for operatives. Supervision during operation – exclusions zones, etc. First  aid kit. Emergency numbers and procedure. | | 5. Injury caused by the incorrect use of tools and/or equipment or due to tools and/or equipment not being of sound quality | An individual could suffer minor or serious injury or death | Volunteers, councillors, council employees | Regular inspection of tools and equipment. Licenses, certification and training for operatives where appropriate. Supervision during operation – exclusions zones, etc. First  aid kit. Emergency numbers and procedure |  |  |  |  |  | | --- | --- | --- | --- | | 6. Contact with hazardous materials | An individual might be affected by hazardous materials, chemicals or bio- hazards (viral and bacterial). | Volunteers, councillors, council employees | Safe working briefings before activity commences. Protective clothing – gloves, masks, litter pickers and bags. Site assessment - avoidance of dangerous sites. Volunteer briefing. Working in pairs. First aid kit.  Emergency numbers and procedure. | | 7. Loss of  property | An individual could lose property or  items may be stolen | Volunteers, councillors, council  Employees | Safe working briefings before activity. Safe storage of valuables. | | 8. Road  accidents | An individual may be involved in a collision with a vehicle | Volunteers, councillors, council employees | Safe working briefings before activity. No working alongside A and B Roads without necessary road signage and barriers approved by the Highway  Authority. | | 9. Damage to third party property | Accidental damage to property | Third party property owners | Safe working briefings before activity. Site assessments and third-party property identification. |      |  |  |  |  | | --- | --- | --- | --- | | 10. Violence and intimidation | Volunteers subjected to intimidation and  Violence | Volunteers, councillors, council  Employees | Safe working briefings before activity. Emergency numbers and procedure. | | 11. Victimisation or harassment | Volunteers subjected to racial, sexual or gender related  abuse. | Volunteers, councillors, council employees | Safe working briefings before activity. Activity supervision by leads.  Reporting procedure to Parish Clerk.  Equality statement. | | 12. Safeguarding | Vulnerable volunteers subject to physical or psychological abuse | Volunteers, councillors, council employees | Safe working briefings before activity. DBS process and checks for supervisors. Reporting procedure to Parish Clerk. Safeguarding statement. No under 16s to be involved other than when supervised by a sponsor  organisation. | | 13. Activity  specific risk | Enter text | Volunteers,  councillors, council employees | Enter text | | 14. Activity  specific risk | Enter text | Volunteers, councillors, council  Employees | Enter text | | 15. Activity  specific risk | Enter text | Volunteers, councillors, council  Employees | Enter text |   **Volunteer Consent Form** - **APPENDIX 3**   |  |  | | --- | --- | | **Volunteer Details** | | | Name |  | | Address: |  | | Tel |  | | Email |  |      |  |  | | --- | --- | | **In case of emergency please provide the following information.** | | | **Emergency Contact 1** |  | | Name |  | | Relationship to volunteer |  | | Tel (home) |  | | Tel (work) |  | | Mobile No |  | | Email |  | | Availability |  | | **Emergency Contact 2** |  | | Name |  | | Relationship to volunteer |  | | Tel (home) |  | | Tel (work) |  | | Mobile No |  | | Email |  | | Availability |  | | Your signature/Date |  | | I have read and understood the consent requirements | Please tick this box | | I am happy for GPC to keep a record of data, & share this, with my consent | Please tick this box |   **Consent**  By signing this form, you consent to participate in any of the volunteer activities authorised in the Glapwell Parish Council Volunteer Policy. You further agree to abide by the terms of the policy and follow any instructions and safety briefings provided by the activity leaders. You further agree to seek any medical advice before undertaking any activities you feel will be physically demanding for you.  Please tick the box on the form to confirm you have read and understood these requirements.  **Your information**  Glapwell Parish Council will store the information you have provided in order for you to carry out your role as a volunteer. All data will be stored securely and only shared with other organisations with your permission, or as necessary, such as organisations organising volunteer activities. You have the right to view the data we hold about you, or request that some or all your data is deleted at any time.  If you are happy for Glapwell Parish Council to keep a record of your information and contact details, please tick the box on the form to give consent.  **Keeping you informed**  We would like to keep you informed of news, events, activities and other services we provide. If you are happy for us to do this, please let us know the best way to contact you by ticking the boxes below.   |  |  |  |  | | --- | --- | --- | --- | | Post | Tel | Email | Text | |

**Filming and Recording Policy**

Recording of Meetings In accordance with the Local Government Audit and Accountability Act 2014 and the adopted Local Procedure of the Parish Council meetings may be recorded. This extends to filming, videoing, photography, and audio recording. This procedure relates to the filming, videoing, photography, and audio recording of council meetings The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.

Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner. The use of digital and social media recording tools, for example Twitter, blogging or audio recording is allowed as long as it is carried out in a non-disruptive way and only to the extent that it does not interfere with any person’s ability, even where he or she has a disability, to follow the debate.

Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.

The Chairman of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.

Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.

The Council will display requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

The Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies



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| **This is the statement of general H & S policy and arrangements for:** | | **Glapwell Parish Council** | |
| **The Parish Clerk has overall and final responsibility for health and safety** | | | |
| **The Parish Clerk, supported by the Centre Manager and assistant Centre Manager, has day-to-day responsibility for ensuring this policy is put into practice**  **Cllr Craig Lee to also provide support** | | | |
| **Statement of general policy** | **Responsibility of: Name/Title** | | **Action/Arrangements (What are you going to do?)** |
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace | **Parish Clerk and all staff**  **Cllr Craig Lee** | | Parish Clerk to ensure that all significant risks are properly assessed, that all staff are fully aware of and understand all relevant risk assessments and are committed to complying with all safety control measures and safe working methods |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | **Parish Clerk** | | All staff will receive relevant health and safety information on induction, when changes to working arrangements are implemented and at routine meetings with line managers. All staff to be involved with the production and review of risk assessments. |
| Engage and consult with employees on day-to-day health and safety conditions | **Parish Clerk**  **Cllr Craig Lee** | | Regular, routine task and health & safety briefings take place as necessary. Risk assessments are reviewed as required. Staff have an opportunity to raise health and safety concerns at any time and through formal procedures. |
| Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities | **Parish Clerk and all staff**  **Cllr Craig Lee** | | Emergency evacuation drill is conducted at Council Offices at least once a year. Staff and other room users/tenants have an opportunity to practice emergency evacuation and be aware of procedures. |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | | **Parish Clerk and all staff**  **Cllr Craig Lee** | |
| Signed: D Greatorex (Parish Clerk) D Greatorex Date: 15th May 2025 | | **Policy adopted 15th May 2025. Next review May 2026** | |
| **H & S law poster is displayed in Centre Manager’s Office**  **First aid box is located in Centre Manager’s Office** | |  | |

Procedures

**History**

The following procedures were **adopted** on the 15th May 2025

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Local Procedure 1 Complaints

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Procedure 8 Co-option

Procedure 9 Grant Application

Procedure 10 Recording of Meetings



**Local Procedure 1**

**Complaints Procedure - Code of Practice**

**Before the Meeting**

1. The complainant should be asked to put the complaint about the council's procedure or administration in writing to the Parish Clerk.

2. If the complainant does not wish to put the complaint to the Parish Clerk, they may be advised to put it to the Chair of the Council.

3. The Parish Clerk shall acknowledge the receipt of the complaint and advise the complainant when the Council will consider the matter.

4. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.

5. Seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The Council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

**At the Meeting**

6. The Council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the council meeting in public.

7. Chair to introduce everyone.

8. Chair to explain procedure.

9. Complainant (or representative) to outline grounds for complainant.

10. Members to ask any questions of the complainant.

11. If relevant, the Parish Clerk to explain the Council's position.

12. Members to ask any questions of the Parish Clerk

13. Parish Clerk and complainant to be offered opportunity of last word (in this order)

14. The Parish Clerk and the complainant be asked to leave the room while Members decide whether or not the grounds of the complaint have been made. (If a point of clarification is necessary, both parties be invited back)

15. Parish Clerk and complainant return to hear decision, or to be advised when decision will be made.

**After the Meeting**

16. Decision confirmed in writing within seven working days together with details of any action to be taken.

**Local Procedure 2**

**Delegation of Authority to Clerk – Highways Issues and Street Furniture**

1. At the request of Members or members of the public the clerk is authorised to report to the relevant statutory body any of the following matters:

(a) potholes in the highway, damaged roads and pavements and street furniture

(b) failed bulbs and out of phase lamps and lamp posts

(c) damaged or obscure road signs

(d) grit bins that require refilling or grit heaps requiring replenishment

(e) failures of or issues arising from street sweeping/gully emptying

(f) blocked or damaged gullies

(g) failure of or issues arising from verge cutting

(h) issues regarding playground

(i) uncollected refuse/suspected fly-tipping

(j) pigeon nuisance

2. The Clerk will report to the Chair and Vice Chair giving details of action taken within two working days, and give a report to Council at the next available meeting.

**………………………………………………………………**

**…………………**

**.**

**+**

**Local Procedure 3**

**Urgent Business**

1. Wherever possible urgent business will be discharged by holding a Special Meeting of the Parish Council. The Council recognises that on rare occasions very urgent decisions will need to be taken in order to discharge business

2. Where an urgent decision needs to be taken between meetings the clerk is delegated to act upon behalf of the Council in order to discharge the business in a timely manner, following discussion with the Chair and Vice Chair.

3. The Clerk will report at the beginning of the next available meeting of the Parish Council any matters that have been disposed of in this manner.

**Local Procedure 4**

**Notices and Posters**

1. The Clerk is authorised to place upon Parish Notice Boards such posters and notices as are received from statutory bodies, and such others of a routine nature. The Clerk will report all such posters and notices put up at the next appropriate Ordinary Council meeting. Non routine posters will be referred to Council for prior approval or considered under Local Procedure 5 as appropriate.

**Local Procedure 5**

**Members Interests (This procedure has been extracted from Members Code of Conduct)**

**- INTERESTS**

**… “8. Disclosable Pecuniary Interests**

8.1 Subject to Paragraph 11 (sensitive interests), you must within 28 days of

(a) this code being adopted or

(b) your election or appointment (where that is later)

Notify the Monitoring Officer of any Disclosable Pecuniary Interests where such interest is

(i) yours,

(ii) your spouse’s or civil partner’s,

(iii) somebody with whom you are living as husband and wife or civil partners

(iv) that of your family,

(v) close associate.

and you are aware that that person has the interest

8.2 Subject to Paragraph 11, you must within 28 days of becoming aware of any new Disclosable Pecuniary Interest or any change to any such interest, notify the Monitoring Officer in writing of that new interest or change pursuant to Paragraph 8.1.

8.3 You have a Disclosable Pecuniary Interest if it is of a description specified in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012/1464 as specified below:

(i) Any employment, office, trade, profession or carried on for profit or gain;

(ii) Sponsorship – Any payment or provision or any other financial benefit (other than from the relevant Parish Council) made or provided within the relevant period in respect of any expenses incurred by a member in carrying out their duties as a member, or towards the election expenses of the member (this includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).

(iii) Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant Parish Council: -

(a) Under which goods or services are to be provided or works are to be executed; and

(b) Which has not been fully discharged

(iv) Any beneficial interest in land which is within the area of the relevant Parish Council

(v) Any licence (alone or jointly with others) to occupy land in the area of the relevant Parish Council for a month or longer

(vi) Any tenancy (where to the member’s knowledge):-

(a) The landlord is the relevant Parish Council; and

(b) The tenant is a body in which the relevant person has a beneficial interest

(vii) Any beneficial interest in securities of a body where: -

(a) That body (to the member’s knowledge) has a place of business or land in the area of the relevant Parish Council; and

(b) Either

(i) The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) If the share capital of that body is of more than one class the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of the class

8.4 Where such an interest exists and has or has not been entered onto the Parish Council’s register, you must disclose the interest to any meeting of the Parish Council at which you are present, where you have a Disclosable Interest in any matter being considered and where the matter is not a ‘sensitive interest’ or where no dispensation has been given.

8.5 Following any disclosure of an interest not on the Parish Council’s register or the subject of pending notification, you must notify the Monitoring Officer in writing of the interest within 28 days beginning with the date of disclosure.

8.6 Where you have a Disclosable Pecuniary Interest you must not remain in the meeting or participate in the discussions on the matter on which you hold that Interest.

**9. Disclosable Non-Pecuniary Interests**

9.1 Subject to Paragraph 11 (sensitive interests), you must within 28 days of

(a) this code being adopted or

(b) your election or appointment (where that is later) notify the Monitoring Officer of any Disclosable Non-Pecuniary Interests.

9.2 Disclosable Non-Pecuniary Interests are defined as (but not limited to) the following under this Code:

(i) Any gift or hospitality you have received with an estimated value of £25.00 or more which must also be registered in the Gifts and Hospitality Register

(ii) Sensitive Information under Paragraph 11 of the Code of Conduct

(iii) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council

(iv) Any Body: -

(a) Exercising functions of a public nature;

(b) Directed to charitable purposes; or

(c) One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member of in the position of general management

9.3 Where you have a Disclosable Non-Pecuniary Interest you may remain in the meeting, speak and vote on the matter unless to do would compromise your impartiality obligations or any other obligations set out in this Code.

**10. Dispensations**

10.1 Dispensations may be granted by the Parish Council, as “relevant authorities” under the Localism Act 2011, via the Clerk/RFO

10.2 Requests for Dispensations must be made in writing detailing what the interest is, why it is required and for what meeting.

10.3 Requests must be made asap, prior to the meeting at which the Dispensation is required.

10.4 Further Dispensations must be sought from the BDC Audit and Governance Committee or its Sub Committee.

10.5 Dispensations will only be granted where there are reasonable grounds for doing so and where such grounds are in the public interest.

In accordance with Glapwell Parish Council’s Code of Conduct for Elected Members, a Councillor must withdraw from the meeting room or chamber during the whole consideration of any item of business in which s/he has a Disclosable Pecuniary Interest.

The requirement to withdraw does not apply where the individual member has sought and has been granted a dispensation.

**11. Sensitive Interests**

11.1 A ‘sensitive interest’ is described in the Localism Act 2011 as a member or co-opted member of a Parish Council having an interest, and the nature of the interest being such that the member, or co-opted member, and the Parish Council’s monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

**Local Procedure 6 Public Speaking**

**To facilitate public participation at Meetings a period of up to 15 minutes will be set aside to enable members of the public to bring questions or concerns to the attention of the Council.**

**Local Procedure 7 Planning**

**Planning applications/amended plans**

Clerk receives planning application notification from Planning Authority.

Clerk advises Chair and ascertains whether an Extraordinary Meeting is required. The Planning Authority may be asked if it is possible to extend the consultation period as appropriate.

Clerk adds the application to next appropriate agenda.

At the meeting of the Parish Council planning matters are considered and the position of the Parish Council is resolved.

The Clerk forwards the Parish Council’s comment to the planning authority as soon as possible after the meeting, and in any case before the close of the consultation period (or agreed date with the Planning Authority). To prevent any ambiguity the response should use the wording of the minute.

**Notified outcomes**

Clerk receives weekly notification of planning outcomes

Clerk forwards weekly notification of planning outcomes to members

Attending Meetings of the Planning Authority

If members of the Parish Council wish to attend a planning authority meeting as representatives of the Parish Council authority must be sought through the passing of a resolution at the Parish Council meeting prior to the Planning Authority meeting.

The Parish Clerk will notify the planning authority of the Parish Council’s intention and register speakers/attendees as appropriate. The Parish Clerk may attend to represent the views of the Parish Council with prior authority.

Members attending as representatives of the Parish Council may speak but their speech must not extend further than the minuted position of the Parish Council.

Prior to the meeting representatives should acquaint themselves with the position by liaising with the Parish Clerk who will supply copies/background/notes as appropriate.

To avoid ambiguity members should clarify to the meeting of the planning authority the capacity in which they are attending, for example; “I am a Parish Councillor for Glapwell and I am speaking as a representative of the Parish Council…”

Members attending meetings of the planning authority in a personal capacity are advised – for the avoidance of doubt – to ensure their position is unambiguous to their audience.

**Planning Authority Site Meetings**

The Clerk receives a planning authority notification of a site meeting

The Clerk notifies the Chair and all members. Note: there is usually a very short time between notification and site meeting.

Any member who wishes to attend a site meeting may do so but to avoid ambiguity members must, (if speaking) clarify the capacity in which they are attending, for example; “I am a Parish Councillor for Glapwell and I am speaking as a representative of the Parish Council…”

Members attending as representatives of the Parish Council must notify the clerk of their intention prior to the site meeting and may speak on behalf of the Parish Council but their presentation (if such are allowed) must not extend further than the minuted position of the Parish Council.

Prior to the meeting members should acquaint themselves with the position by liaising with the Parish Clerk who will supply copies/background/notes as appropriate

Members attending meetings of the planning authority in a personal capacity are advised – for the avoidance of doubt – to ensure their position is unambiguous to their audience.

**Local Procedure 8**

**Co-option Procedure**

**Reference: NALC Legal Briefing L15-08 Co-option**

1. Where a vacancy exists the Clerk will notify BDC immediately and request a copy of the current procedure for advertising co-option.

2. Co-option will be advertised in accordance with the procedure received from BDC.

3. Candidates are to certify in writing that they:

(a) Meet the criteria for eligibility set out in s.79 of the Local Government Act 1972

(b) are not disqualified, pursuant to s.80 of the Local Government Act 1972

4. Co-option will take the form of a short interview. Candidates will be provided a copy of this procedure when invited to the meeting.

5. An extraordinary meeting will be convened for the purpose of co-option (this may be immediately prior to an ordinary meeting). In accordance with guidance in NALC Legal Briefing L15-08, other than in exceptional circumstances, the public will not be excluded.

**At the meeting**

The Chair will explain to candidates that they will be seen individually, in alphabetic order by surname, and that the interview will take the form of a short question and answer session which will last approximately 5 minutes. Candidates will have the opportunity to ask the council any questions they wish.

Chair to invite first candidate to remain others are asked to leave, or in the case of remote meetings placed in the “waiting room”.

Questions to all candidates

(a) Are you willing to sign a declaration to abide by the code of conduct expected of members and to register relevant interests?

(b) What experience do you have of meetings and committees?

(c) What experience do you have of the working of local government?

(d) Are you involved in any groups or organisations in Glapwell? If so describe your role and experience.

(e) How do you see your role as a Parish Councillor?

(f) Are you willing to attend occasional training courses or meetings outside those of the Parish Council? These are generally, but not always, in the evening. Training may be delivered remotely.

(g) How would you like to see the Parish develop?

(h) High profile issues can bring certain pressures. How well do you feel you react under pressure?

The candidate should then be asked if he or she has any questions for the Parish Council. Candidate leaves. Next candidate invited to come in.

After final candidate has been interviewed the public will be asked to leave the meeting room (or in the case of remote meetings be transferred to the “waiting room”) to allow discussion of candidates to take place.

The public and candidates will then be invited back into the meeting room and a vote, by show of hands, will take place.

The appointment of a co-optee must be by an absolute majority. (i.e. he or she receive a greater number of votes than the aggregate of the votes for other candidates).

Members will be invited to vote for one candidate for each vacancy, one seat at a time.

Votes will be counted and if the candidate with the most votes does not have an absolute majority a second vote will be taken after eliminating the candidate with the fewest votes, this will continue until an absolute majority is reached. The Chair or Chair has casting vote if two candidates are tied on votes.

Successful candidate(s) will be invited to join the Council. Successful candidates will be asked to complete a Declaration of Acceptance of Office and be given a Registration of Disclosable Pecuniary Interests form.

**Local Procedure 9 Grant Application Form**

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| --- | --- |
| **Please see advice on Grant Assistance Policy on reverse**  **Organisation**  ***Registered Charity No. (if applicable)*** | |
| **Contact details** | |
| ***Name, address (including Post Code), telephone number and email address of applicant*** | |
| **Position in organisation** | |
| **Payment arrangements**  **If your application is successful payment will be made via digital banking**  **Account Name**  **Sort Code**  **Account Number**  **Name of Bank** | |
| **Grant sum requested: £………….** | |
| **Purpose for which the funding is to be used:** | |
| **Anticipated impact of the funding on the Glapwell Community** | |
| **I enclose our business plan YES/NO\*** | |
| **Please enclose a current bank statement** | |
| **If you previously made a grant application to Glapwell Parish Council please provide a report on the use and effectiveness of the grant** | |
| **Signature of Applicant** | **SDate** |

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|  |
| **Please read the following important terms and conditions carefully. By signing this form, you are confirming that:**  • You are an official representative of your group and are authorised to apply for funding on their behalf.  • Your details can be held by Glapwell Parish Council in accordance with the Data Protection Act 2018, to administer the grants process.  • You have read and understood the Parish Council’s Grant Awarding Policy.  • The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.  **Signed on behalf of applicant: ……………………………………………………………………**  **Date: ………………………………………………..**    **Local Procedure 10**  **Recording of Meetings**  This procedure relates to the filming, videoing, photography and audio recording at council and committee meetings  The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.  Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.  Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner.  The use of digital and social media recording tools, for example Twitter, blogging or audio recording be allowed as long as it is carried out in a non-disruptive way and only to the extent that it does not interfere with any person’s ability, even where he or she has a disability, to follow the debate.  Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.  The Chair of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.  Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.  The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.  The Council will display requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.  The Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies. |
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