

Monday 15th November 2021 starting at 7.30pm

Breachwood Green Village Hall, Chapel Rd, Breachwood Green, SG4 8NX

To Cllrs: D Bennett, J Chamberlin, J Graziano, P Harman, B James, A King (Chair), M Mulgrew

Councillors are respectively summoned to attend this meeting for the transaction of business in the agenda below. The meeting is open to members of the public and press.

Lisa Lathane, Clerk to the Council, 9th November 2021



AGENDA

1. To receive and accept apologies for absence.
2. Chairman's remarks.
3. Public participation: To receive presentations from the public (10 minutes allowed, † pre-registration requested)
 - a. To receive a presentation from District Councillors (5 minutes allowed).
 - b. To receive a presentation from the County Councillor (5 minutes allowed).
4. To adopt the minutes of the parish council meeting held on 19th October 2021.
5. Matters arising from minutes of 19th October not covered elsewhere.
6. To receive the clerk's report including an update on ongoing projects.
7. Review and adoption of:
 - a. Health and Safety Policy
 - b. Equal Opportunities Statement
 - c. Equality and Diversity Policy
 - d. Disciplinary and Grievance Policy
8. Youth Club Update
9. Village Hall Update
 - a. Refurbishment of changing rooms
10. Airport Update
11. MUGA Maintenance
12. Finance and Risk:
 - a. To authorise non-contractual payments and note payments to date.
 - b. 2022/23 Draft Budget
13. Planning:
 - a) To receive and consider responses to planning applications.
 - b) To note decisions and appeals.
 - c) To consider any other planning matters pertinent to the Parish Council.
14. Matters for future consideration.

Next scheduled meetings:

- Parish Council meeting: Monday 17th January 2022 19:30
-

Minutes of the meeting of the Kings Walden Parish Council held in the Village Hall, Breachwood Green on Tuesday 19th October 2021 at 7.30pm

Councillors: David Bennett, Jon Chamberlin, Joe Graziano, Brenda James, Amanda King (Chair), Martin Mulgrew

In attendance: the clerk and RFO, Lisa Lathane.

- 7.1 (Agenda 1) To receive apologies for absence.**
Apologies were received and accepted from Cllr Harman.
- 7.2 (Agenda 2) Chairman's remarks.**
Members were reminded of the council's code of conduct and the requirement to make Declarations of Pecuniary Interest.
- 7.3 (Agenda 3) Public participation**
None
- 7.4 (Agenda 4) To adopt the minutes of the parish council meeting held on 20th July 2021 and the 28th September.**
The minutes were adopted, and the chairman was authorised to sign.
- 7.5 (Agenda 5) Matters arising from minutes of 20th July not covered elsewhere.**
Covid-19 Precautions in Meetings: It was agreed that masks would be worn, windows opened and attendees would be distanced from one another.
- 7.6 (Agenda 6) To receive the clerk's report including an update on ongoing projects.**
1. The clerk presented a verbal update on her report.
 - a) Benches. These have been delivered to the clerk costing £1000+ VAT which will be reclaimed. It was agreed that Cllr Graziano and Cllr Chamberlin will look into what is required to replace the bench at the Heath, and in Ley Green. The clerk will liaise with Settle regarding siting a bench at the top of Lower Road.
It was agreed that Cllr James will liaise with Pilkington Farms Partnership about reissuing the licence to site 3 benches, already in our possession, on the Parish Path as it has now expired.
 - b) Village Hall Changing Rooms. The clerk now has a key to the changing rooms and has earmarked grants that can be applied for to help pay for the refurbishment.
 - c) Gritting salt has been ordered for delivery to the Recreation Ground.
 - d) Gateway Sign. The clerk and Cllr Graziano have requested more information on this issue from Cllr Barnard, and Graham Bury at Highways, but have had no response. The clerk will escalate this matter.
 - e) Disabled Access Footpath Gates. Andrew Burton at Hertfordshire County Council has not responded to the clerk's enquiry about the replacement of a pedestrian gate at Ley Green Recreation Ground to a disabled access gate, she will escalate her enquiry. A decision on how to fund this gate will be made at the next meeting.
 - f) CCTV. Some of the cameras are currently offline due to an issue with the junction box. Hound Security are aware and will be fixing the issue in the next few days.
 - g) Policies. The clerk will be working on putting together policies that the Parish Council needs to have in place and will introduce them over the next few meetings for approval.



2. The report was **NOTED**.
3. Cllrs King and Mulgrew, with the clerk, were appointed to the Village Hall Committee to assist with the changing rooms project and the running of the hall.

7.7 (Agenda 7) Ratification of decisions taken under Scheme of Delegation

All members formally agreed the recommendations made to the clerk at the discussions held on the 18th May 2021, 15th June and the 20th July.

7.8 (Agenda 8) Parish Council Meetings Venue

Members **RESOLVED** to change future meeting dates to every 3rd Monday of the month, to be held at the Village Hall, Breachwood Green.

The Parish Council's Village Hall Committee will attend the next Village Hall Meeting on the 8th November to discuss how to move the running of hall going forward. Payment by the Parish Council for hiring the Village Hall for meetings will be discussed.

7.9 (Agenda 9) Someries Football Club / Stopsley Sharks

Members **RESOLVED** to allow Stopsley Sharks to use the Recreation Ground for matches and training as Someries no longer require the pitches. The clerk will draw up a licence and liaise with Stopsley Sharks. It was agreed that there will be a 12-week probationary period and the licence will be reviewed every 3 months.

7.10 (Agenda 10) Review of Pitch and MUGA fees

1. Members reviewed the fees and **RESOLVED** the following:
 - i) increase the Cricket Season payment to £100
 - ii) keep the licence fee the same for Junior Football (£500)
 - iii) to remove the Senior Football Option
 - iv) to keep MUGA, and tennis court fees the same as 2019
2. It was agreed that the clerk will contact Breachwood Green School regarding their use of the Recreation Ground and setting up a licence.

7.11 (Agenda 11) Youth Club

1. Youth Club Committee: Cllrs Chamberlin, King and Graziano were appointed to the Youth Club Committee.
2. Safeguarding Policy: It was **RESOLVED** to adopt the proposed Safeguarding Policy with the agreed amendments. Andrew Spyrou will be sent a copy and will be asked to return a signed copy.
3. Adult / Child Ratios: It was **RESOLVED** to readvertise for an additional youth worker to assist Andrew Spyrou. Until another youth worker is employed it was agreed that a parent should always be in attendance to assist Andrew Spyrou, and their attendance confirmed to KWPC before the Youth Club.
4. Youth Club Figures: The members **NOTED** the current figures for the Youth Club this year so far. Andrew Spyrou's hard work in making the club a success was noted.

7.12 (Agenda 12) Airport Update

1. The report was **NOTED**.
2. Cllr Graziano will be attending the LLACC meeting later on in October and will report back at our November meeting.

7.13 (Agenda 13) NHDC Survey on District Councillor Elections

It was **RESOLVED** to respond to the survey voting to elect all of our District Councillors every four years ('whole council'/all out'). The clerk will action the response.



7.14 (Agenda 14) Finance and Risk

1. Payments made were **NOTED**. Payments can be seen in the annex.
2. The External Auditor's report had been received and the audit section of the Annual Governance Statement signed without issue.
3. The members were asked to submit to the clerk by the start of November, any budget considerations they would like taken in to account for the next financial year.
4. Southern Rural Grant Repayment: the clerk is waiting for an invoice from NHDC in order to repay the grant.

7.15 (Agenda 15) Planning

Cllr James declared an interest in this item and left the room.

1. Reference: 21/02583/FP, Colemans Farm: The members **RESOLVED** to object to this planning application on the basis that it is green belt land and there are buildings already on the land that could be converted. The clerk will action.

7.16 (Agenda 16) Matters for Future Consideration

MUGA Maintenance

The meeting closed at 9.41pm

Next scheduled meetings:

- Parish Council meeting: Monday 15th November 2021 19:30



ANNEX

Kings Walden Parish Council - Summary Financial Report as at 16th October 2021

Current Account

Balance at 19th July 2021 £ 2,667.55

Payments authorised at meeting:

Date	Payee	Description	Payment Ref	Net	VAT	Total
4th August 2021	Zen Internet Ltd	Admin	P-2022-035	£ 4.99	£ 1.00	£ 5.99
6th August 2021	Google	Admin	P-2022-036	£ 8.28	£ -	£ 8.28
6th August 2021	Scottish Power	Admin	P-2022-037	£ 89.74	£ 4.49	£ 94.23
18th August 2021	Zen Internet Ltd	Admin	P-2022-038	£ 35.00	£ 7.00	£ 42.00
6th September 2021	JC Agriculture	Car Park Barrier	P-2022-039	£ 900.00	£ 180.00	£ 1,080.00
6th September 2021	HAPTC	Training	P-2022-040	£ 45.00	£ -	£ 45.00
6th September 2021	PKF Littlejohn	Audit	P-2022-041	£ 300.00	£ 60.00	£ 360.00
6th September 2021	HAPTC	Training	P-2022-042	£ 275.00	£ -	£ 275.00
6th September 2021	CLlr Graziano	Expenses - Car Park Barrier	P-2022-043	£ 12.34	£ -	£ 12.34
6th September 2021	Zen Internet Ltd	Admin	P-2022-044	£ 4.99	£ 1.00	£ 5.99
8th September 2021	Google	Admin	P-2022-045	£ 8.28	£ -	£ 8.28
10th September 2021	Transfer to Business Acc	Bank Transfer	P-2022-046	£ 10,000.00	£ -	£ 10,000.00
20th September 2021	Zen Internet Ltd	Admin	P-2022-047	£ 35.00	£ 7.00	£ 42.00
30th September 2021	Payroll	Payroll	P-2022-048	£ 1,826.15	£ -	£ 1,826.15
30th September 2021	SLCC	Training	P-2022-049	£ 410.00	£ -	£ 410.00
30th September 2021	No Butts Bin Co	Benches	P-2022-050	£ 1,000.00	£ 200.00	£ 1,200.00
5th October 2021	Zen Internet Ltd	Admin	P-2022-051	£ 4.99	£ 1.00	£ 5.99
8th October 2021	Google	Admin	P-2022-052	£ 8.28	£ -	£ 8.28
				£ 14,968.04	£ 461.49	£ 15,429.53

Monies received:

Date	From		
26th August 2021	BWG Village Hall	Rent	£ 1.00
10th September 2021	NHDC	Precept	£ 14,653.25
			£ 14,654.25

Balance at 16th October 2021

£ 1,892.27

Business Bank Instant Account

Balance at 19th July 2021 £ 34,044.08

Date	Recipient	
		£ -

Monies Received

10th September 2021	Money received from Treasurers Accounts	£ 10,000.00
9th August 2021	Interest	£ 0.29
9th September 2021	Interest	£ 0.29
		£ 10,000.58

Balance at 16th October 2021

£ 44,044.66

Total bank balances £ 45,936.93



Papers for meeting 15th November 2021

1. To receive apologies for absence.
2. Chairman's remarks.
3. Public participation: To receive presentations from the public (10 minutes allowed, † pre-registration requested)
 - a. To receive a presentation from District Councillors (5 minutes allowed).
 - b. To receive a presentation from the County Councillor (5 minutes allowed).
4. To adopt the minutes of the parish council meeting held on 19th October.
5. Matters arising from minutes of 19th October not covered elsewhere.
6. To receive the clerk's report including an update on ongoing projects.

Benches

The map showing the suggested locations of the 3 Parish Paths benches, plus the one we wish to replace in Ley Green, has been sent to PFP. We're hoping they will reissue the licence including the 4th bench.

Gateway

I have raised this issue now with Derek Jerrard. As of writing this I haven't had a response.

Gates

This has now been escalated within the Countryside and Rights of Way team.

CCTV

Graham has fixed the issue with the junction box. Two cameras are still not working, there is no power going to them. I have asked Dave McNeilly to look into the issue which he has agreed to do.

7. Review and adoption of:
 - a. Health and Safety Policy
 - b. Equal Opportunities Statement
 - c. Equality and Diversity Policy



d. Disciplinary and Grievance Policy

Policies at the end of this document.

8. Youth Club Update

Closed now for the winter.

A total of £378 was made in entrance fees.

A total of £340.50 was made in tuck sales.

Tuck bought for the youth club totalled £284.11.

Youth Worker Wages (Part still to be paid in December) totalled £336.

The club made £98.30 profit.

Averaged 20 children in attendance.

9. Village Hall Update

The clerk and Chair attended the Village Hall Meeting on the 8th November. The Village Hall Committee welcomed the idea of working closer with the Parish Council and the clerk has now joined the committee alongside the chair.

Painting of the inside of the village hall is due to happen between Christmas and the New Year.

a. Refurbishment of changing rooms

The Village Hall Committee have agreed to sign any grant application for the refurbishment of the changing rooms that can't be applied for by the Parish Council.

The clerk raised the issue of the leaking roof that caused the ceiling collapse in the changing rooms. The committee have agreed to look into fixing the roof leak.

10. Airport Update

11. MUGA Maintenance

12. Finance and Risk:

a. To authorise non-contractual payments and note payments to date.



Kings Walden Parish Council - Summary Financial Report as at 12th November 2021

Current Account

Balance at 16th October 2021 £ 1,892.27

Payments authorised at meeting:

Date	Payee	Description	Payment Ref	Net	VAT	Total
18th October 2021	Zen Internet Ltd	Admin	P-2022-053	£ 35.00	£ 7.00	£ 42.00
21st October 2021	Andrew Spyrou	Youth Club Tuck	P-2022-054	£ 251.27	£ -	£ 251.27
21st October 2021	DCK Payroll Services	Payroll	P-2022-055	£ 35.00	£ 7.00	£ 42.00
21st October 2021	Clerk expenses	Admin	P-2022-059a	£ 53.42	£ 1.03	£ 54.45
21st October 2021	Clerk expenses	Admin	P-2022-059b	£ 5.38	£ -	£ 5.38
21st October 2021	Clerk expenses	Admin	P-2022-059c	£ 80.69	£ 9.24	£ 89.93
2nd November 2021	Gala Tent Ltd	Ley Green Marquee	P-2022-056	£ 3,124.99	£ 625.00	£ 3,749.99
4th November 2021	Zen Internet Ltd	Admin	P-2022-057	£ 5.99	£ 1.20	£ 7.19
5th November 2021	Scottish Power	Youth Hut	P-2022-058	£ 75.34	£ 3.77	£ 79.11
8th November 2021	Google	Admin	P-2022-059	£ 8.28	£ -	£ 8.28
				£ 3,675.36	£ 654.24	£ 4,329.60

Monies received:

Date	From	Description	Total
26th October 2021	Business Bank Deposit Account	Bank Transfer	£ 5,000.00
			£ 5,000.00
Balance at 12th November 2021			£ 2,562.67

Business Bank Deposit Account

Balance at 16th October 2021 £ 44,044.66

Date	Recipient	Description	Total
26th October 2021	KWPC Business Current Account	Bank Transfer	£ 5,000.00
			£ 5,000.00

Monies Received

11th October 2021	Interest	£ 0.39
9th November 2021	Interest	£ 0.33
		£ 0.72
Balance at 12th November 2021		£ 39,045.38

Total bank balances £ 41,608.05

b. 2022/23 Draft Budget.

Info to follow.

13. Planning:

- a) To receive and consider responses to planning applications.

None

- b) To note decisions and appeals.

None

- c) To consider any other planning matters pertinent to the Parish Council.



None

14. Matters for future consideration.

Next scheduled meetings:

- Parish Council meeting: Monday 17th January 2021 19:30
-

Kings Walden
Parish Council



HEALTH AND SAFETY POLICY

Adopted: XXXX
Review Date: XXXX



HEALTH AND SAFETY POLICY 2021

1. General Statement

1.1 Kings Walden Parish Council recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees, contractors, voluntary helpers, general public and others who may be affected by the activities of the Council and to minimise risks to the environment. All reasonable measures will be taken to ensure that a safe working and community environment is created.

1.2 Kings Walden Parish Council believes that Health and Safety performance is an integral part of efficient and profitable business management and is fully aware of its responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory provisions. The Council therefore intends to meet those responsibilities as far as is reasonably practicable by incorporating good health and safety management within all its operations.

1.3 If appropriate, the Council will seek expert technical advice on Health and Safety matters.

2. Aims Of The Health And Safety At Work Policy

To provide as far as is reasonably practicable:

2.1 A safe place of work and a safe working environment.

2.2 Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.

2.3 Care and attention to health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

3. Duties And Responsibilities Of Councillors

All Councillors are jointly responsible for the implementation of the Council's Health and Safety Policy, for monitoring the day-to-day administration of the Council's affairs, and ensuring that all insurance policies are in date. In doing so, they will ensure that:

3.1 a copy of this policy is circulated to all employees on appointment. Opportunity will be given to discuss this policy on an individual basis to ensure that it is fully understood and implemented;

3.2 the Council's activities are monitored to ensure that the objectives of the Health and Safety Policy are being complied with;

3.3 contracts of employment include compliance with statutory and health, safety and



HEALTH AND SAFETY POLICY 2021

environmental requirements;

3.4 all staff and volunteers have adequate competence and training for carrying out their specific jobs and for ensuring the health, safety and welfare of themselves and those around them;

3.5 any accidents arising out of the Council's activities are recorded, reported and investigated;

3.6 regular inspections of equipment are carried out and necessary records kept.

4. Duties And Responsibilities Of All Employees

4.1 Employees have a responsibility to conform to this policy and with the Health and Safety at Work etc. Act 1974 and associated legislation.

4.2 Employees have a statutory duty to take reasonable care of the safety and health of themselves and others who may be affected by their acts or omissions and to cooperate with the Council to enable it to fulfil statutory obligations. They should ensure that they are physically fit and technically responsible for the work requested of them.

4.3 Employees have responsibility for properly using any safety devices involved in their work. They will not recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

4.4 All accidents and near miss accidents shall be reported to management and recorded in the Council accident book as soon after the event as possible. Employees will also cooperate with the management in investigating all accidents and near misses.

4.5 Employees must request assistance or advice about any area of work that they are not familiar with.

5. Contractors

Contractors must comply with the following:

5.1 any contractor employed by the Council shall be responsible for conducting themselves safely at all times and in complying with the Council's Health and Safety Policy;

5.2 any work carried out must be fully in compliance with statutory legislation and Codes of Practice to ensure the health and safety of their own employees and others on and off site;

5.3 all tools and equipment that they bring must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates must be available for checking;

5.4 all electrical equipment must have a valid Portable Appliance Test;

5.5 contractors must provide written risk assessments and method statements where



HEALTH AND SAFETY POLICY 2021

necessary before commencing work for or on behalf of Kings Walden Parish Council.

6. Arrangements And Responsibilities For Carrying Out Health And Safety Policy At Work

As the Council's Health and Safety Officer, the Clerk will:

6.1 keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly; 6.2 make effective arrangements to implement the Health and Safety at Work Policy;

6.3 ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council; 6.4 ensure that regular risk assessments are carried out of working practices and assets and maintain record of risk assessments;

6.5 make effective arrangements to ensure that contractors or voluntary helpers working for the council comply with all reasonable Health and Safety at Work requirements and all contractors will be given a copy of the Council's Health and Safety at Work Policy;

6.6 ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public;

6.7 maintain a central record of notified accidents;

6.8 when an accident or hazardous incident occurs take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure. All employees, contractors and voluntary helpers will:

6.9 cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety;

6.10 take reasonable care of their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available;

6.11 take reasonable care for the Health and Safety of other people who may be affected by their activities;

6.12 not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety;

6.13 not misuse any plant, equipment, tools or materials so as to cause risks to Health and Safety;

6.14 report any accidents or hazardous incidents to the Clerk.

Health and Safety Legislation:

THE HEALTH & SAFETY AT WORK ETC. ACT 1974

THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

HEALTH AND SAFETY POLICY 2021

HEALTH & SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992
WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992
PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992 (As amended)
RIDDOR – REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES
REGULATIONS 2013
ELECTRICITY AT WORK REGULATIONS 1989
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH)
HEALTH & SAFETY (FIRST AID) REGULATIONS 1981
FIRE PRECAUTIONS ACT 1971
FIRE PRECAUTIONS (WORKPLACE) REGULATIONS 1997 (AS AMENDED)
HEALTH & SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996
OFFICES, SHOPS AND RAILWAY PREMISES ACT 1963

This is not a definitive list; other legislation may be relevant.

The information given above was amended and agreed at the meeting held on XXXXX as being a correct record.

Signed: _____ **(Chairman)** **Date:** _____

Kings Walden
Parish Council



EQUAL OPPORTUNITY STATEMENT

Adopted: XXXX
Review Date: XXXX



EQUAL OPPORTUNITY STATEMENT 2021

Kings Walden Parish Council accepts that in society certain groups or individuals may be denied equality on the grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation and religion, belief or any other factor to the purpose in view.

Kings Walden Parish Council welcomes all statutory requirements laid down to provide equal opportunities for all of its employees, councillors and for people in the wider community.

Kings Walden Parish Council recognises that it has a moral and social responsibility that goes beyond the provisions of Statutory and Regulatory requirements, and that it should support and contribute to the wider process or change through all aspects of its work and practices in order to eliminate discrimination and promote equality and diversity.

Kings Walden Parish Council is committed to taking positive steps to ensure that:

- All people are treated with dignity and respect, valuing the diversity of all,
- Equality of opportunity and diversity is promoted,
- Services are accessible, appropriate and delivered fairly to all,
- The mix of its employees, volunteers and councillors reflects, as far as is possible, the broad mix of the population,
- Traditionally disadvantaged sections of the community are encouraged to participate in policy decisions about, and the management of its services provided.



EQUAL OPPORTUNITY STATEMENT 2021

EQUAL OPPORTUNITY POLICY & PROCEDURES

This policy applies to all staff, volunteers and councillors

1. Commitment

Equality and diversity are central to the work of Kings Walden Parish Council.

Kings Walden Parish Council will treat all people with dignity and respect, valuing the diversity of all. It will promote equality of opportunity and diversity. It will eliminate all forms of discrimination on grounds of race, gender, marital status, caring responsibilities, disability, gender reassignment, age, social class, sexual orientation, religion, belief, irrelevant offending background or any other factor irrelevant to the purpose in view.

It will tackle social exclusion, inequality, discrimination and disadvantage. For this policy to be successful, it is essential that everyone is committed to and involved in its delivery. Kings Walden Parish Council's goal aims to embed this in all its policies, procedures, day-to-day practices and external relationships.

2. Aims

Kings Walden Parish Council aims to:

- Provide services that are accessible according to need,
- Promote equality of opportunity and diversity in employment, volunteering and development,
- Create effective partnerships with all parts of our community.

3. Objectives

- Sustaining, regularly evaluating and continually improving its services to ensure equality and diversity principles and best practice are embedded in our performance to meet the needs of individuals and groups,
- Working together with the community to provide accessible and relevant service provision that responds to service users' needs,
- Ensuring staff, volunteers and councillors are representative of the community served and the employment policies are fair and robust,
- Responding to employees, volunteers and councillors needs and encouraging their development to increase their contribution to effective service delivery,



EQUAL OPPORTUNITY STATEMENT 2021

- Recognising and valuing the differences and individual contribution that all people make to Kings Walden Parish Council,
- Challenging discrimination,
- Providing fair resource allocation,
- Being accountable.

4. Why have this Policy

Kings Walden Parish Council has this policy because it is a people-led organisation that must always ensure it meets the needs of the community through fair and appropriate employment and development of people who work and volunteer for the organisation.

5. Procedure

Responsibilities for Implementation

This policy covers the behaviour of all the people employed or volunteering in Kings Walden Parish Council or using the services and sets out the way they can expect to be treated in turn by the organisation. The overall responsibility for ensuring adherence to and the implementation of this policy lies with the staff and Kings Walden Parish Council.

Method of Implementation

Kings Walden Parish Council intends to implement this policy by:

- Ensuring that it is a condition of paid employment in the organisation.
- Ensuring that councillors and users are made aware, understand agree with, and are willing to implement this policy. All staff and councillors will be given a copy of this policy.
- Actively encouraging staff and councillors to participate in anti-discriminatory training and making time and resources available for such training.
- Monitoring the services, publicity and events provided by the organisation, to ensure that they are accessible to all sections of the population and do not discriminate and taking active steps to ensure that participation is representative.

Monitoring and Reviewing

Kings Walden Parish Council has declared its commitment to establishing, developing, implementing and reviewing a policy of equality of opportunity.

EQUAL OPPORTUNITY STATEMENT 2021

Effective record keeping and monitoring, and acting on information gathered, are essential in order to measure effectiveness and plan progress. Kings Walden Parish Council will review the policy within annually.

The information given above was amended and agreed at the meeting held on **XXXXX** as being a correct record.

Signed: _____ (Chairman) Date: _____

Kings Walden
Parish Council



EQUALITY AND DIVERSITY POLICY

Adopted: XXXX
Review Date: XXXX



EQUALITY AND DIVERSITY POLICY 2021

1. Policy

Kings Walden Parish Council is committed to promoting equality and diversity, providing an inclusive and supportive environment for all. In the implementation of this policy the Parish Council will:

- ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction
- promote diversity and equality for all staff and value the contributions made by individuals and groups of people from diverse cultural, ethnic, socio-economic and distinctive backgrounds
- promote and sustain an inclusive and supportive work environment which affirms the equal and fair treatment of individuals in fulfilling their potential and does not afford unfair privilege to any individual or group
- treat part time staff fairly and equally
- challenge inequality and less favourable treatment wherever practicable
- promote an environment free of harassment and bullying on any grounds in relation to all staff.

2. Responsibility For Implementation

The Parish Council has ultimate responsibility for the effective implementation of the policy. The policy will be reviewed at least every two years, to ensure it remains commensurate with the law and best practice.

The Parish Clerk will oversee the implementation of this policy. The Staffing Committee is responsible for monitoring the implementation of all equal opportunities policies and procedures and reporting to the Full Council.

The Parish Clerk has overall delegated responsibility for co-ordinating the day-to-day operation of the policies and procedures.

3. Responsibility And Liability

All members of staff remain personally responsible for ensuring that they act within the law.



EQUALITY AND DIVERSITY POLICY 2021

The Parish Clerk is responsible for ensuring that all staff perform their duties in a lawful manner and that proper training and support is provided accordingly. In certain circumstances the Parish Council could be vicariously liable for actions carried out by staff purportedly in the Parish Council's name. Any member of staff may be personally liable if, whilst on Council business and despite guidance and training from the Council, they behave illegally.

4. Related Policies

All Council policies and procedures will be reviewed to ensure that they comply with the Equality and Diversity policy. Annual data monitoring and action plans will be developed and maintained as appropriate in relation to areas such as race, disability, age, gender, religion, sexual orientation and work-life balance. Appropriate objectives will be set. Equality and diversity awareness will be built into all planning and review processes. All related policies, procedures and action plans will be implemented with the cooperation of and in consultation with staff.

5. Monitoring And Evaluation

The Staffing Committee will monitor the implementation of the policy and all associated equality action plans, reporting annually to the Full Council.

6. Action Planning

6.1 Staff Recruitment and selection procedures

Recruitment and selection procedures will be reviewed and updated in the light of emerging equalities legislation and guidance offered to all relevant staff on drafting job descriptions and person specifications. Annual data monitoring will be undertaken in relation to recruitment, selection, appraisal, promotion, pay, grading, disciplinary cases, grievances and harassment in respect of gender, age, disability and race/ethnicity. Areas of identified inequality will be addressed.

6.2 Positive action measures will be put in place to support under-represented groups in specific areas, such as women seeking management posts and the employment of ethnic minorities and disabled staff.

6.3 Training All employees and councillors undertaking recruitment and selection will be trained in equality issues.



EQUALITY AND DIVERSITY POLICY 2021

7. Complaints

Any member of staff may pursue a grievance relating to their employment via the Grievance Procedure.

8. Equality Aims

Gender - The Parish Council will publish a Gender Equality Scheme in accordance with the Gender Equality Duty. The Parish Council will promote a positive work life balance environment and develop family friendly policies.

Age - The Parish Council will eliminate unlawful age discrimination and will review policies (including retirement) to ensure that they comply with age discrimination legislation. Monitoring will be undertaken to identify any areas of inequality.

**Kings Walden
Parish Council**



DISCIPLINARY AND GRIEVANCE POLICY

**Adopted: XXXX
Review Date: XXXX**



DISCIPLINARY AND GRIEVANCE POLICY 2021

KINGS WALDEN PARISH COUNCIL'S DISCIPLINARY POLICY

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/CHttpHandler.ashx?id=1047&p=0>). It also takes account of the ACAS guide on discipline and grievances at work <http://www.acas.org.uk/media/pdf/b/l/Discipline-and-grievances-Acas-guide.pdf>. The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.
2. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
3. This policy confirms:
 - Informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
 - the Council will fully investigate the facts of each case
 - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used to when performance management proves ineffective. For more information see the ACAS 'Performance Management' at <https://archive.acas.org.uk/index.aspx?articleid=6608>
 - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any disciplinary, investigatory or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend



DISCIPLINARY AND GRIEVANCE POLICY 2021

any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submission

- If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary action. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure, raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

Examples of misconduct

4. Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct. This list is not exhaustive.
 - unauthorised absence
 - poor timekeeping
 - misuse of the Council's resources and facilities including telephone, email and internet
 - inappropriate behaviour
 - refusal to follow reasonable instructions
 - breach of health and safety rules.

Examples of gross misconduct

5. Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct:
 - bullying, discrimination and harassment
 - incapacity at work because of alcohol or drugs
 - violent behaviour
 - fraud or theft
 - gross negligence
 - gross insubordination
 - serious breaches of health and safety rules
 - serious breaches of council's policies and procedures e.g., Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
 - serious and deliberate damage to property
 - use of the internet or email to access pornographic, obscene or offensive material
 - disclosure of confidential information.

Suspension

6. If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
7. While on suspension, the employee is required to be available during normal hours of work in



EQUALITY AND DIVERSITY POLICY 2021

the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.

8. The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

9. The following list contains some examples of unsatisfactory work performance. The list is not exhaustive:
 - inadequate application of office procedures
 - inadequate IT skills
 - unsatisfactory management of staff
 - unsatisfactory communication skills.

The Procedure

10. Preliminary enquiries. The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

If the employee's manager believes there may be a case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

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

Disciplinary investigation

12. A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.



EQUALITY AND DIVERSITY POLICY 2021

13. If a formal disciplinary investigation is required, the Council's staffing committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the staffing committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The staffing committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
- The allegations or events that the investigation is required to examine
 - whether a recommendation is required
 - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a report
 - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
14. The Investigator will be asked to submit a report within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage- the disciplinary meeting (see paragraph 22).
15. The staffing committee will first notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet the investigator as part of the disciplinary investigation. The employee will be given sufficient notice of a meeting with the investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.
16. Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
17. If there are other persons (e.g. employees, councillors, members of the public or the Council's



EQUALITY AND DIVERSITY POLICY 2021

contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.

18. The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be considered under the policy.
19. The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
 - the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
 - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
 - the employee has a case to answer and there should be action under the Council's disciplinary procedure.
20. The Investigator will submit the report to the staffing committee which will decide whether further action will be taken.
21. If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

22. If the staffing committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors, to formally hear the allegations. The staffing sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.
23. No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:
 - the names of its Chairman and other two members
 - details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
 - a copy of the information provided to the sub-committee, which may include the



EQUALITY AND DIVERSITY POLICY 2021

investigation report, supporting evidence and a copy of the Council's disciplinary procedure

- the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it
- that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
- that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee
- and explain the arrangements for the hearing
- the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
- the Chairman will invite the employees to present their account
- the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
- the employee (or the companion) will have the opportunity to sum up

24. The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision

25. The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

Disciplinary action

26. If the sub-committee decides that there should be disciplinary action, it may be any of the following:



EQUALITY AND DIVERSITY POLICY 2021

First written warning

If the employee's conduct has fallen below acceptable standards, a first written warning will be issued. A first written warning will set out:

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

Final written warning

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

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

Dismissal

The Council may dismiss:

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

27. The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the sub-committee decides to



EQUALITY AND DIVERSITY POLICY 2021

take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless and until it is modified as a result of an appeal

The appeal

28. An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
29. The grounds for appeal include;
 - a failure by the Council to follow its disciplinary policy
 - the sub-committee's disciplinary decision was not supported by the evidence
 - the disciplinary action was too severe in the circumstances of the case
 - new evidence has come to light since the disciplinary meeting.
30. Where possible, the appeal will be heard by a panel of three members of the staff committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.
31. The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
32. At the appeal meeting, the Chairman will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
 - explain the action that the appeal panel may take.



EQUALITY AND DIVERSITY POLICY 2021

33. The employee (or his companion) will be asked to explain the grounds for appeal.
34. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
35. The appeal panel may decide to uphold the decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
36. If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
37. The appeal panel's decision is final.

The information given above was amended and agreed at the meeting held on XXXXX as being a correct record.

Signed: _____ **(Chairman)** **Date:** _____