



Barnton Parish Council

(BPC)

Staff Handbook

January 2013 – Issue 1



1. Introduction

Welcome to Barnton Parish Council

Our aim in producing this Staff Handbook is to create a one-stop information point where you would be able to access all the information you are likely to need in relation to your employment with us. The Handbook and corresponding policy documents form part of your contract of employment with Barnton Parish Council.

The document gives an overview of the terms and conditions of your employment, and outlines what you can expect from us as your employer. In return we ask you for a high degree of commitment, dedication and loyalty to help us achieve the aims and objectives of the Council.

I hope you find this a useful guide during your employment with us. However, if you are unable to find the answer to your question here, please feel free to contact the Clerk who will certainly be able to find an answer for you.

Chair of Barnton Parish Council

Keith Reading

Signed: *Keith Reading*

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3.Starting with Barnton Parish Council (BPC)

a. About Barnton Village

The village is the largest in England and covers an area of 750 acres The River Weaver defines its ancient boundaries flowing west towards the Mersey estuary while forming the eastern, southern, and part of the western boundaries. The steep valley at Gunnersclough and the marsh lands adjoining neighbouring Cogshall and Anderton - with the world renowned Anderton Boat Lift in Marbury Park - define the northern part of the western limits.

*Barnton
Big village,
Big future,
Be part of it!*

The A533 Runcorn Road into Northwich runs central within the village and is a main artery for accessing local towns and the M56 and M6 motorways 5miles away. The motorways not only provide easy access to the cities but the wonderful Lake District (two hours) Blackpool (under two hours) and the much acclaimed Trafford Centre and Liverpool ONE shopping centres (one hour).

b. About Barnton Parish Council (BPC)

The Parish Council made up of a maximum of **15** councillors who are a voice for the village while ensuring funds are spent wisely. Working in partnership with Cheshire West & Chester Council and other organisations such as the police, they ensure the needs of the village and residents are met.

BPC receives a precept (annual funding) based on the number of Band D properties within the village, from Cheshire West and Chester Council, which funds the running of the Parish Council and maintenance of parks and burial ground and allotments etc.;

We have a workforce of around **6** staff both full time and part time with some based in our office at Meadow View, Blackcroft Av, Barnton, Cheshire CW8 4HP. More information can be obtained from our website at www.barntonvillage.org.uk

c. Your induction

BPC believes its employees are its greatest asset and recognises its responsibility to ensure they are afforded appropriate development throughout their employment. This development begins at the Induction stage when a new employee joins.

Our aim is to support and develop employees in their role so that they feel confident undertaking the responsibilities placed upon them and ultimately are able to contribute to the success of the council.

Induction will be spread over your first few months in post, and is generally planned on a first day/ week/ month basis. The content and duration of the induction will be dependent on the scope and complexity of your job, and the Clerk will outline this in detail to you on your first day with us. Copies of your induction checklist and evaluation sheets will be made available to you by the Clerk on your first day with us.

d. Statement of Employment Terms/ Conditions (or Contract of Employment)

As an employee of BPC you will have received a document setting out specific terms and conditions of service as they relate to your post (if you have not received this, you will do so within 8 weeks of your commencement date). This includes details of:

- Names of employer and the employee;
- Date when employment (and the period of continuous employment) began;
- Remuneration and the intervals at which it is to be paid;
- Hours of work;
- Holiday entitlement;
- Entitlement to sick leave, including any entitlement to sick pay;
- Pensions and pension schemes;
- Entitlement of employer and employee to notice of termination;
- Job title (or a brief job description);
- If not permanent, the period for which the employment is expected to continue or, if it is for a fixed term, the date when it is to end.
- Either the place of work or, if required to work in more than one location, an indication of this and of the employer's address; and
- Details of the existence of any relevant collective agreements which directly affect the terms and conditions of your employment

Further detailed policies and procedures which may not be mentioned as part of this document, but which still form part of your conditions of employment with us can be accessed through your manager. This handbook also summarises the main terms of your employment.

BPC reserves the right to change its terms & conditions and employment policies from time to time. You will be notified at the earliest opportunity of these changes by way of general notice to all employees affected by the change. Where a contractual change in your terms and conditions of employment results in a change to your written statement of particulars of employment, we will give you a written statement of the change at the earliest opportunity.

e. Probation Periods

All new staff are subject to a probationary period of **6 months**. An initial informal **review** will take place after 3 months with the Clerk, with a **formal review after 6 months**. Your appointment will be confirmed on satisfactory completion of the 6 month period. During this probationary period you will be given appropriate support and development opportunity to help you reach the required standards. Extension of the probationary period may be granted to enable the required standards to be achieved, but failure to do so could result in termination of your employment.

f. Your Attendance at Work

BPC values good attendance at work and is committed to improving the general wellbeing of its employees to achieve this. Although we aim to secure regular attendance, we do not expect employees to attend when they are unwell.

i) Notification of Absence

The Clerk should be notified as early as possible if absence from work is anticipated for hospitalisation and other medical treatment.

If you are unable to attend work due to sickness or injury, the Clerk must be notified by telephone before your normal start time or as soon thereafter as possible on the first day of absence, if possible indicating a date of return. Notification should be made by you personally unless impossible due to the nature of the illness where you should arrange for someone else to call on your behalf. During prolonged periods of absence, the Clerk should be kept informed of progress and an expected date of return.

Any employee who has been absent due to sickness and is found not to have been genuinely ill will be subject to disciplinary action, which could include dismissal.

ii) Sickness Payments

Payment of Occupational Sick Pay will be made on a sliding scale depending on length of service and sickness period. For more details please see the Handbook section on Pay and Benefits. From your first day of absence you will be required to complete a self-certification form available through the Clerk on your return; if greater than 7 days you will require a statement of Fitness for Work from your G.P.

g. Hours of Work

Your normal hours and working pattern will be specified in your Statement of Terms and Conditions of Employment (or Contract of Employment).

The full-time contracted hours for all posts within the Council are 35 hours per week excluding daily meal breaks. A daily unpaid lunch break of a minimum of 30 minutes must be taken if you work more than six hours daily.

BPC reserves the right to vary your hours and pattern of working, following consultation and agreement with you.

Persistent poor timekeeping means that colleagues are put under pressure to cover your duties. This is not acceptable and will therefore be treated as a potential disciplinary offence under our disciplinary procedures.

h. Flexible Working

BPC has a policy of trying to assist staff to balance their work and home life, and is therefore willing to consider requests from staff to vary their working hours or work pattern. Such requests will be considered taking into account the impact on the organisation, work colleagues and any other relevant factors. Should you wish to discuss this you should speak to the Clerk.

Staff with children under the age of six, or under the age of eighteen if the child receives Disability Living Allowance have a statutory right to request flexible working and the organisation has a duty to seriously consider this request.

i. Criminal Records Checks

Employees of BPC may be required to undergo a criminal records office check. Should this be the case, we will discuss the situation with you prior to confirming your appointment (or relevant change to your job).

j. Conflict of Interest

You should not, directly or indirectly, engage in, or have any interest, financial or otherwise, in any other business enterprise which interferes or is likely to interfere with your independent exercise of judgement in BPC's best interest.

Generally a conflict of interests exists when an employee is involved in an activity or organisation:

- Providing products or services directly to, or purchases products or services from BPC.
- Subjecting employees to unreasonable time demands that prevent the employee from devoting proper attention to his or her responsibilities to BPC.
- Operating in a way that the employee's involvement with the outside business activity will reflect adversely on BPC.
- That has applied for funding or delivers contracts or services to BPC.

Should you be in doubt as to whether an activity involves a conflict, you should discuss the situation with your manager.

k. Standards of Performance and Behaviour at Work

i) Appearance

BPC does not seek to inhibit individual choice in relation to your appearance. However, you are expected to dress appropriately at all times in relation to your role, and to ensure that your personal hygiene and grooming are properly attended to prior to presenting yourself at work.

If we have supplied you with a uniform of other apparel, then you **must wear this at all times when required to do so**; it is your responsibility to ensure that this is clean and presentable.

“...bringing alcohol or any unlawful drugs to the workplace, and / or imbibing them there is strictly prohibited...”

If your work brings you into contact with the general public and you must ensure your dress and grooming standards reflect the values of your employer.

If you have any queries about what is appropriate, these should be directed to your manager.

ii) Council Premises

You will be issued with an identity badge for wearing during working hours. This remains the property of BPC any loss of your badge must be reported immediately to the Clerk.

You must not remove BPC property from the Council premises unless prior authority from the Clerk has been given.

iii) Personal Property

Any personal property such as jewellery, cash, credit cards, clothes, cars, motorbikes or bicycles etc. left on BPC premises is done so entirely at your own risk. You are strongly advised not to leave any valuables unattended, either on our premises, or in your own vehicle. BPC does not accept liability for loss or damage to any personal property whatsoever.

iv) Telephones & Correspondence

Council telephone / mobile phone or postal facilities must not be used for private purposes without prior permission from your manager. If, for any reason, personal use is made of these items then arrangements must be made to pay the cost price of all services used. Abuse of these facilities will be considered a potential disciplinary matter.

v) Smoking and Other Substances at Work

Legislation now exists which makes it illegal to smoke in enclosed public spaces. Smoking is therefore strictly prohibited on all BPC premises (including entrances and exits) and vehicles.

Outside areas have been identified for those who wish to smoke during their break-time. Should you wish to avail yourself of these facilities, please speak to your manager

Bringing alcohol or any unlawful drugs to the workplace, and / or imbibing them there is strictly prohibited both during work time or during a period prior to work where the effects carry over to the workplace. Any such instances will be dealt with under the disciplinary procedure and may lead to your summary dismissal.

vi) Confidentiality

It is a condition of your employment that you have a duty of confidentiality with regards to BPC.

During the course of your employment you may find yourself in possession of sensitive information, the disclosure of which could be construed as a breach of confidentiality. It is a condition of your employment that you have a duty of confidentiality to the Council, and you must not discuss any Council sensitive or confidential matter whatsoever with any outside organisation including the media.

“...In every circumstance where a gift is offered, the advice of the Clerk must be sought ...”

Any such breach of confidentiality would be deemed as gross misconduct except as otherwise provided or as permitted by any current legislation (e.g. the UK Public Interest Disclosure Act 1998) and could lead to your dismissal.

vii) Computer, email and Internet use

If you have access to the Council's computers including email and access to the internet as part of your job, you must not abuse this by using these facilities for purposes unrelated to Council business.

Limited personal use of the internet is permitted during your formal breaks. All internet use is monitored and accessing pornographic or other unsuitable material, including auction or certain social networking sites is strictly prohibited and would be considered a serious disciplinary offence which may result in dismissal.

Only software packages properly authorised and installed by BPC may be used on Council equipment, you must therefore not load any unauthorised software onto Council computers.

If you have a Council email address, this is provided for responsible use on Council business and should not be used in any other way whatsoever.

All staff must make themselves familiar with the Councils Internet & Email Policy available from your manager.

viii) Receipt of Gifts

Your working relationships may bring you into contact with outside organisations where it is normal business practice or social convention to offer hospitality, and sometimes gifts. Offers of this kind to you or your family can place you in a difficult position. Therefore no employee or any member of his or her immediate family should accept from a supplier, customer or other person doing business with BPC, payments of money under any circumstances, or special considerations, such as discounts or gifts of materials, equipment, services, facilities or anything else of value unless:

- They are in each instance of a very minor nature usually associated with accepted business practice.

- They do not improperly interfere with your independence of judgement or action in the performance of your employment.

In every circumstance where a gift is offered, the advice of the Clerk must be sought.

ix) Bribery and other Corrupt Behaviour

The Council has a strict anti-bribery and corruption policy in line with the Bribery Act (2010). A bribe is defined as: giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so.

If you bribe (or attempt to bribe) another person, intending either to obtain or retain business for the Council, or to obtain or retain an advantage in the conduct of the Council's business this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances you will be subject to formal investigation under the Council's disciplinary procedures, and disciplinary action up to and including dismissal may be applied.

I. Data Protection and Access to Information

BPC will comply with all statutory requirements of the Data Protection Act by registering all personal data held on its computer and/or related electronic equipment and by taking all reasonable steps to ensure the accuracy and confidentiality of such information.

The Data Protection Act protects individuals' rights concerning information about them held on computer. Anyone processing personal data must comply with the eight principles of good practice. Data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept longer than necessary
- Processed in accordance with the data subject's rights
- Secure
- Not transferred to countries without adequate protection

Employees can request access to the information held on them by the Council. All requests by employees to gain access to their personnel records should be made in writing. There is no charge for this service.

m. Changes in Personal Information for Employment Purposes

It is important that our records are correct, as inaccurate or out of date information may affect your salary or cause difficulties in situations where contact is required for emergencies. You **must** notify the Clerk immediately of all changes in the following personal information:

- Name
- Home address
- Telephone number
- Bank account details
- Examinations passed/qualifications gained
- Emergency contact
- Driving licence penalties (if you are required to drive on Council business)
- Criminal charge, caution or conviction
- Conflict, or potential conflict of interest

Personal data on employees is held in accordance with the provisions of the Council's Data Protection Policy which will be made available for inspection by you, if required.

n. ***Trade Union Membership***

It is your choice as to whether you wish to belong to a recognised trade union. This is one way in which you will be able to make your views known on all issues affecting staff within the Council and have a recognised route to resolve issues affecting groups of staff where other methods have not been effective. In addition, the unions can provide personal representation for you if you experience difficulties at work via their accredited representative system.

4. Valuing Diversity and Dignity at Work

a. ***Valuing Diversity***

i) *Statement*

BPC is committed to valuing diversity and seeks to provide all staff with the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work as well as their potential to be developed into the job.

We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

BPC will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment,

"BPC is committed to valuing diversity ..."

terms and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of all staff in their daily actions, decisions and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any other person associated with the Council.

ii) Key Actions

In adopting these principles BPC:

1. Will not tolerate acts that breach this policy and all such breaches or alleged breaches will be taken seriously, be fully investigated and may be subject to disciplinary action where appropriate.
2. Fully recognises its legal obligations under all relevant legislation and codes of practice.
3. Will allow staff to pursue any matter through the internal procedures which they believe has exposed them to inequitable treatment within the scope of this policy. If you need to access these procedures they can be obtained from the Clerk. Grievance Procedure, Dignity at Work Procedure etc.
4. Will ensure that all managers understand and maintain their responsibilities and those of their team under this policy.
5. Will offer opportunities for flexible working patterns, wherever operationally feasible, to help employees to combine a career with their domestic responsibilities.
6. Will provide equal opportunity to all who apply for vacancies through open competition.
7. Will select candidates only on the basis of their ability to carry out the job, using a clear and open process.
8. Will provide all employees with the training and development that they need to carry out their job effectively.
9. Will provide all reasonable assistance to employees who are or who become disabled, making reasonable adjustments wherever possible to provide continued employment. We will ensure an appropriate risk assessment is carried out and that appropriate specialist advice is obtained when necessary.
10. Will distribute and publicise this policy statement throughout the Council

b. Dignity at Work

i) Statement

BPC believes that the working environment should at all times be supportive of the dignity and respect of individuals. If a complaint of harassment is brought to the attention of management, it will be investigated promptly and appropriate action will be taken.

ii) What and How of Harassment

Harassment can be defined as conduct, which is unwanted and offensive and affects the dignity of an individual or group of individuals.

Sexual harassment is defined as “unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of women and men at work”. This can include unwelcome physical, verbal or non-verbal conduct.

People can be subject to harassment on a wide variety of grounds including:

- Race, ethnic origin, nationality or skin colour
- Sex or sexual orientation
- Religious or political convictions
- Willingness to challenge harassment, leading to victimisation
- Disabilities, sensory impairments or learning difficulties
- Status as ex-offenders
- Age
- Real or suspected infection with a blood borne virus (e.g. AIDS/HIV)
- Membership of a trade union or activities associated with membership

Forms may include:

- Physical contact ranging from touching to serious assault
- Verbal and written harassment through jokes, offensive language, gossip and slander, sectarian songs, letters and so on
- Visual display of posters, graffiti, obscene gestures, flags and emblems
- Isolation or non-cooperation at work, exclusion from social activities
- Coercion ranging from pressure for sexual favours to pressure to participate in political/religious groups
- Intrusion by pestering, spying, following someone
- Bullying

iii) What should I do if subject to Harassment?

If you feel you are being harassed you are strongly encouraged to seek early advice/support from your manager. If you feel the Clerk is harassing you, then you should contact his / her immediate manager.

You should also keep a written record detailing the incidents of harassment and any requests made to the harasser to stop. This written record should be made as soon as possible after the events giving rise to concern and should include dates, times, places and the circumstances of what happened.

The Council has a formal procedure for dealing with these issues which you can obtain from your manager

5. Pay, Benefits & Pensions

a. Salary Arrangements

Your salary will be paid monthly in arrears on the last working day of each month or on a Friday if that day falls over the weekend, by direct credit transfer to your designated bank account.

Your basic pay was outlined in your letter of appointment / statement of terms and conditions. Any subsequent amendments to your basic pay will be notified to you in writing by the Council.

Part-time employees will be paid on a pro rata basis based on the hours they work. In all other aspects, their salaries will be paid in accordance with the pay arrangements for full-time employees of the Council.

If any queries arise with regard to pay, or if it looks as if a mistake has been made, speak to the Clerk immediately so that they can take appropriate action. Unless agreed otherwise, any pay errors, whether of over or underpayment, will be rectified in the next salary payment.

Appropriate deductions will be made from pay including income tax and National Insurance contributions (NICs), where/ if appropriate and which are subject to each employee's earning level, family status and the number of hours worked.

b. Overtime

Overtime is defined as all hours worked in excess of your contracted hours, which has the prior approval of your manager. Any additional hours worked by staff other than the Parish Clerk must be approved in advance by the Parish Clerk, who will offer **Time off in Lieu (TOIL)** when mutually convenient.

c. Income Tax

If there are any changes in your personal circumstances which will affect your tax status, you should notify the Inland Revenue, who will automatically inform the Council of any changes to your tax code. Addresses of local offices and enquiry centres can be found here:

<http://www.inlandrevenue.gov.uk/menus/officesmenu.htm>

d. Business Travel

You will be reimbursed for any expenditure necessarily incurred in order to do your job when working away from your normal place of work. Public Transport and accommodation costs will be reimbursed at actual cost – appropriate receipts must be attached to all Council claims. Mileage rates when travelling by your own private transport are paid at X pence per mile based on HMRC annual mileage rates and reviewed annually the Clerk will provide the rate annually.

All mileage must be calculated as leaving from the office, For example, if you have a return journey to work of 10 miles and you go to an event from home to home and the journey is 20 miles you can only claim 10 miles.

e. Sickness Pay Provision

i) Statutory Sick Pay (SSP)

Most employees have a right to statutory sick pay (SSP) as long as they earn more than the lower earnings level, and are not over state retirement age which is currently 65. SSP is not however payable for the first three qualifying days of absence. (A qualifying day is a day on which you are normally expected to work under your contract of employment).

There is a limit of 28 weeks' SSP in any one period of sickness or linked periods. (Periods of sickness are said to be linked if the second period starts within eight weeks of the end of the first period.)

SSP is paid in the same way as ordinary pay and is liable to tax and National Insurance contributions.

ii) Occupational Sick Pay

Occupational sick pay is entirely at the discretion of the Council but will not be unreasonably withheld as long as you have complied with the notification requirements and produced necessary medical certificates, including self-certificates.

- The amount of sick pay you receive will be **Statutory Sick Pay only**

f. Pension Scheme

Currently there is no Council Pension scheme. However, BPC will comply with new Government legislation. Please note that no member of the Council can advise you on whether you should join a pension scheme or not. If you are unsure, you should seek independent financial advice

6. Leave Arrangements

a. Annual Leave

BPC employees, part-time or full-time are entitled to a minimum four weeks' paid annual leave. A week's leave allows you to be away from work for a week – that is the same amount of time as your working week. If you do a five-day week, you are entitled to **28.6 days** leave per year, including Bank Holidays. The Clerk will let you know your annual leave entitlement for the current leave year.

Holidays must be agreed with the Clerk as early as possible. The Council will where possible try to accommodate individual preferences for holiday dates but the needs of the Council may have to take precedence, particularly where short or inadequate notice is given.

- The holiday year runs from **1st April to 31st March**.
- Leave for employees joining after the start of the leave year accrues at the rate of one twelfth of the annual entitlement for each complete calendar month of service
- Leave for employees who terminate their employment during the leave year is calculated on the same basis. If, however, the annual leave entitlement has been exceeded, a deduction calculated on the same basis will be deducted from the final salary payment.

- Holiday pay in lieu of accrued leave will be paid only on termination of employment and will normally be subject to a maximum of **10** working days.
- Employees cannot carry forward more than **5 days** annual leave, unless in exceptional circumstances and approved by BPC in advance.
- BPC also recognises the 8 statutory Bank Holidays in addition to basic annual leave entitlement.

b. Maternity Leave and Pay Policy

Pregnant employees will be entitled to take 26 weeks' Ordinary Maternity Leave and 26 weeks Additional Maternity Leave, irrespective of their length of service or the number of hours worked each week.

You may not return to work during the two weeks immediately following the birth of your child (four weeks for women who work in factories).

You are free to choose when you would like your maternity leave to start, however, the earliest you can choose to start your maternity leave is during the 11th week before the expected week of your child's birth.

In certain circumstances, your maternity leave may start automatically earlier than the date you chose as the start date for your maternity leave. This applies where you are absent from work wholly or partly because of pregnancy at any time during the four weeks before the expected week of childbirth or if you give birth early.

If you have at least 26 weeks' service by the end of the 15th week before your child is expected to be born, you may be entitled to Statutory Maternity Pay (SMP), provided your average weekly earnings are at or above the Lower Earnings Limit for National Insurance.

SMP is payable for 39 weeks. For the first six weeks, SMP will be paid at 90% of your average weekly earnings. For the remaining 33 weeks, SMP will be paid at the standard rate which is prescribed by regulations and is adjusted from time to time. The Council will inform you of the applicable rate. If your average weekly earnings fall below the standard rate, SMP will be paid at 90% of your average weekly earnings throughout.

SMP will be paid subject to deductions for tax and National Insurance contributions in the normal way.

In order to be eligible for maternity leave and SMP, you are required to notify the Clerk in writing by or during the 15th week before the expected week of your child's birth. You must inform the Clerk of the following:

- you are pregnant
- the week in which your child is due
- the date you intended to start your maternity leave
- the date from which you will be claiming SMP

You should enclose a MAT B1 certificate with your written notification signed by your registered doctor or registered midwife to confirm the expected week of childbirth.

Within 28 days of receiving your notice, the Council will notify you in writing of the date when your maternity leave will end.

You may change the date you start your maternity leave providing you give at least 28 days' notice in writing of either the new start date or the original start date (whichever is earliest).

Within 28 days of receiving your notice, the Council shall notify you in writing of the date when your maternity leave will end.

Prior to your departure on maternity leave, the Clerk will meet with you to discuss your rights and entitlements during maternity leave, the possibility of flexible working on your return to work and the level of contact you would like with the Council during your maternity leave. You should feel free to raise at this meeting any queries or concerns you have.

The Clerk may also offer you up to 10 days work during your maternity leave. It is up to you if you wish to work these days. The rate of pay for the work will be agreed in advance with you. Your right to maternity leave and SMP will not be affected.

During Ordinary Maternity Leave, you will continue to receive your contractual benefits and your normal terms and conditions will continue to apply, except for those terms relating to wages and salary. You will continue to accrue holiday [but holiday must be taken in the year it is earned].

During Additional Maternity Leave, the rights and obligations under your contract of employment are reduced, but you must still give notice in accordance with your contract of employment if you want to leave. In addition, you will continue to be bound by your obligations of confidentiality and loyalty. Only statutory holiday will accrue.

If any pregnant employees, or employees who have recently become mothers or who are breastfeeding are employed in positions which have been identified as posing a risk to their health and safety or that of their baby they will be notified immediately and arrangements will be made to eliminate the risks.

If you have concerns about your own health and safety at any time you should consult the Clerk immediately.

You do not have to notify the Council separately of your return date. It will be assumed that you will come back to work on the date the Council has notified you is the end of your maternity leave period. However, if you wish to return to work before

“...If any pregnant employees, or employees who have recently become mothers or who are breastfeeding are employed in positions which have been identified as posing a risk to their health and safety or that of their baby they will be notified immediately and arrangements will be made to eliminate the risks...”

the end of your full maternity leave entitlement, you should give the Clerk at least 8 weeks' notice in writing of your intended return date.

If you return to work immediately after a period of Ordinary Maternity Leave you will return to work in the same job you left before you started your maternity leave.

If you return to work from a period of Additional Maternity Leave, you will return to the same job you were employed to do. If this is not reasonably practicable, you will be offered a similar job on equally favourable terms and conditions.

If you decide not to return to work after maternity leave, you should confirm this in writing and give the notice required by your contract of employment.

On your return from maternity leave, the Clerk will arrange a meeting with you to discuss any changes which have taken place during your absence. This will be an opportunity to discuss any issues relating to breastfeeding. You should also feel free to raise at this meeting any queries or concerns you have.

Parallel arrangements are available for the adoption of a child.

c. Paternity Leave and Pay

Statutory Paternity Leave is a maximum of two weeks' leave, following the birth of a child, taken in order to support the mother or care for the new child. It can be taken as a single week or two consecutive weeks. It cannot be taken as odd days or as two separate weeks.

Statutory Paternity Leave must be taken within 56 days of the birth. If the baby is born earlier than expected, it must be taken within 56 days from the date the baby was due.

To qualify you must have worked for the Council for at least 26 weeks by the end of the 15th week before the expected birth week.

Statutory Paternity Pay is paid at a fixed rate per week (determined in legislation) or 90% of average earnings if that is less. It is paid less tax and National Insurance contributions in the normal way.

During Statutory Paternity Leave, you are entitled to all of your normal contractual terms and conditions as if you were not absent, apart from basic wages and salary. You have the right to return to exactly the same job, on the same terms and conditions after Statutory Paternity Leave.

Paternity leave and pay are also available for the adoption of a child.

From 3rd April 2011, you may qualify for Additional Paternity Leave and Pay if either:

- you are the father of a child due on or after 3 April 2011

- your wife, partner or civil partner is pregnant and due to give birth to a child on or after 3 April 2011
- you and your partner receive notification that you are matched with a child for adoption on or after 3 April 2011
- your spouse, civil partner or partner (including same-sex relationships) is adopting a child from overseas and the child enters Great Britain on or after 3 April 2011

Additional Paternity Leave is for a maximum of 26 weeks. If your partner has returned to work, the leave can be taken between 20 weeks and one year after your child is born or placed for adoption. You may be entitled to receive Additional Statutory Paternity Pay during your partner's Statutory Maternity Pay, Maternity Allowance or Adoption Pay period.

Additional Statutory Paternity Pay is paid if you either:

- take Additional Paternity Leave
- are not working for the purposes of caring for your child, during your partner's Statutory Maternity Pay, Maternity Allowance or Statutory Adoption Pay period.

d. Parental Leave

An employee who has or expects to have responsibility for a child is entitled to take Parental Leave to care for that child. This includes the child's registered father or anyone else who has or expects to have formal parental responsibility for the child. To be eligible to take Parental Leave, an employee must have been employed by the Council for at least one year. Both parents can take Parental Leave for each child they have who was born after 15th December 1999.

Parental Leave consists of 13 weeks' unpaid leave or 18 weeks' unpaid leave if the child is disabled. It can be taken at any time up to the child's fifth birthday or up to the child's 18th birthday if the child is disabled. Up to four weeks' Parental Leave can be taken in respect of each child, each year, in blocks of one week or more. Employees cannot take the leave in blocks of less than one week, unless the child is disabled. You must give the Clerk at least 21 days' notice of your intention to take Parental Leave.

e. Time Off For Dependants

You are legally entitled to take a reasonable amount of time off to deal with certain prescribed emergencies involving certain dependants. This leave is called Time off for Dependants (**ToFD**) can be taken, for example, if a dependant falls ill or is injured, if care arrangements break down, or to arrange or attend a dependant's funeral.

A dependant is your child (including adopted child), husband, wife or parent. It also includes someone who lives in your household, and someone who reasonably relies on you, such as an elderly relative.

Any time taken off must be necessary and reasonable in the particular circumstances. Time off for Dependants is not paid.

7. Health and Safety

a. Introduction

BPC recognises and accepts its responsibility as an employer to maintain, so far as is reasonably practicable, the safety and health of its employees, and of other persons who may be affected by its' activities.

It is your duty as an employee not to put either yourself or others at risk by your acts or omissions. You should also ensure that you are familiar with the Council health and safety arrangements. Should you feel concern over any health and safety aspects of your work, this should be brought to the attention of the Clerk immediately.

b. Procedure in the event of an accident

An Accident Book is available from the Clerk and it is the responsibility of each individual employee to report and record any accident involving personal injury. Any accident or near miss occurrence (i.e. no one was injured but the incident had the potential to injure or kill) at work should be reported immediately to your manager.

All employees who are absent from work following an accident must complete a self-certification form, which clearly states the nature and cause of the injury.

For any employee who suffers an injury at work which results in them being away from work, or unable to do their normal work, for three days or more (including weekends, rest days or holidays) it is important that the Clerk is informed as the Health and Safety Executive also need to be informed by the Council. Form 2508 (available from www.riddor.gov.uk/f2508.dot) should be completed in conjunction with your manager. Employees are not expected to complete these forms themselves.

c. First Aid

The Council believes that best practice is to ensure that staff can access a trained First Aider or Appointed Person (someone who can take charge in the event of an accident). Details of trained staff will be displayed on the notice board or can be obtained from the Clerk and you should ensure you know their names and contact details.

d. Fire Safety

Employees should follow these steps to help prevent fires:

- Before you use any electrical appliances carry out a quick check to make sure that the cables, plugs etc; are not damaged.
- Do not use any electrical equipment that shows signs of damage, even if you think it is only minor.
- Report any faults you find to the Clerk and find an alternative appliance.
- Ensure that you place your rubbish in the proper waste bins. Do not overfill the bins, and ensure that your waste bin is accessible to the cleaners at the end of each day.

Action to take when the fire alarm goes off:

- Immediately stop what you are doing and walk (do not run) to the nearest available safe fire exit. If your nearest exit/route is obstructed, choose another route. Make sure that you are aware of the fire exits and routes in your area.
- Follow the instructions of your designated Fire Warden.
- Direction signs should indicate the route to your fire exit. These comprise a white arrow on a green background sometimes accompanied by the words 'FIRE EXIT' and also a pictogram of a running man. The arrows indicate the direction of the nearest fire exit.
- Do not use a lift to leave the building - always use designated stairs.
- Make your way to the appropriate assembly point.
- Once you are at the assembly point you should report to the Fire Warden, so that they can account for the people in their designated area.
- Do not leave the designated assembly point, or attempt to re-enter the building, until you have been instructed to do so by the Fire Warden.

Action to take if you discover a fire:

- RAISE THE ALARM! This can be achieved by breaking the glass on the call points or by shouting the instruction "Fire – call the fire brigade".
- Raise the alarm even if the building is fitted with an automatic fire alarm system, which has not yet activated - you must not wait for it to do so of its own accord. The alarm must be raised for every occurrence of a fire, no matter how small it appears to be. This will ensure that people in the building have adequate notice to evacuate should it begin to spread quickly. In addition, modern furnishings may allow the fire to develop unnoticed, so time is of the essence if everyone is to get out safely.
- Call the fire brigade at the earliest available, and safe, opportunity and do not attempt to tackle the fire unless you have been appropriately trained and can safely do so e.g. a small fire in a waste paper basket. Unless you have been trained you could be putting yourself or somebody else at risk.

e. Personal Safety

Generally, you should try to avoid working alone whenever this is possible. However, if you have to work alone, then you need to develop an awareness of the risks and how to minimise them.

Prior to making an appointment with someone you do not know, obtain as much information as possible about the person you are meeting and arrange to meet the person in Council premises. Always ring back the telephone number you have been given to confirm that it is legitimate. If a mobile number is given you should always ask for an alternative fixed line number.

If visiting, let your colleagues know where you are going, with whom and what time you are expecting to return. If you think that you are going to run over your original timescales, let your colleagues know.

If you are at all concerned that you are being placed in a dangerous situation through your employment, you must discuss this with your manager.

8. Training and Development

a. Training and Development Policy

The Council aims to provide training opportunities which will provide:

- An induction programme which all appropriate staff will be required to undertake, thereby assisting staff in settling into their new role/job.
- A training and development scheme to enable staff to develop relevant skills and acquire knowledge to underpin their current role.

b. Personal Development Planning - PDP

i) Introduction

The Council has a Personal Development Planning Scheme. The aims and purposes of the Scheme are:

- To help all staff make effective arrangements to identify and meet learning needs
- To develop the skills, knowledge, values and behaviour that staff need to do their current jobs well

ii) PDP - The 3 Stage Process

- **Preparation** – you and the Clerk prepare separately for the interview using the appropriate documentation.
- **Personal Development Plan** - you and the Clerk have a discussion to identify your development needs

- **Monitor & Review** - the method and timescale for monitoring should be agreed at the discussion stage and implemented throughout the year.
- **PDP documentation** - is available from the Clerk.

9. Leaving Barnton Parish Council (BPC)

a. Notice Periods

Unless your employment is terminated by agreement, or specified otherwise in your principal statement of terms and conditions, you or the Council are required to give a period of notice in writing as follows:

- one week's notice within the first 6 months of employment
- four weeks after the end of the six months' probationary period until you have been continuously employed for four years
- after four years' service, notice entitlement increases by one week for each year of continuous service until you completed twelve years' continuous service.

If your employment is not terminated before you reach retirement age, your contract of employment will come to an end without the need for notice to be given by either party, and your employment will terminate automatically when you reach that age.

These periods of notice will **not** apply if you are dismissed on grounds of inefficiency or if your dismissal is the result of disciplinary proceedings in circumstances where summary dismissal is not justified. Your employment may be terminated without notice where dismissal follows disciplinary proceedings.

b. Working Notice

In all cases the Council reserves the right to enforce your full notice period. Your full remaining annual leave entitlement should be taken during your notice period in agreement with the Clerk. Exceptionally, if this is not possible, the Clerk may agree to make a payment in lieu of this. If you leave any day other than the last working day of that month, that month will not count for annual leave purposes.

If you resign and are in possession of Council property (including computer files), you should make the Clerk aware of these, and arrange how they will be handed back to the Council. You remain bound by the confidentiality arrangements outlined in your contract of employment during this period.

In exceptional circumstances, if deemed appropriate and as an alternative to working your notice, the Council reserves the right either to transfer you to other suitable duties during your notice period or to require you to accept payment in lieu of any entitlement to notice.

c. Other Conditions on Leaving

On leaving, the Council will deduct from any money due to you such sums as you may owe to the Council. These may include, but are not restricted to, any loans, relocation assistance, court orders and payment made for holidays taken in excess of entitlement.

If you leave without giving notice and without the Council's agreement, you are in breach of your contract and you may forfeit some or all of any salary due to you.

Before leaving, you must hand over to the Clerk all articles belonging to Council, including your ID badge and any documents, equipment and computer software used at home. Documents and software include (but are not limited to) correspondence, diaries, address books, databases, files, reports, plans, records or any other medium for storing information. You should not retain any copies, drafts, reproductions, extracts or summaries of documents and software.

After you have left the Council, you must not:

- Solicit or seek to entice away any Council staff
- Use or divulge to any person or organisation any confidential information relating to the business of the Council.

Should your employment be terminated following disciplinary action it is likely you will receive payment in lieu of notice. However, as there are numerous reasons as to why someone is dismissed, payment in lieu of notice will be reviewed on an individual basis taking into consideration the reasons behind the dismissal.

Should you be dismissed for reasons of gross misconduct, your employment will be terminated immediately without the benefit of notice or payment in lieu of notice.

d. Retirement

In line with current legislation BPC does not have an age where it expects employees to retire. It is however our policy to have regular workplace /appraisal discussions with all our staff where they can discuss performance and any development needs they may have, as well as their future aims and aspirations. Staff and their managers can also use this opportunity to discuss retirement planning should the employee wish to do so.

You should ensure that you inform the Clerk at least 6 months before you plan to retire to ensure all appropriate arrangements are made (e.g. sourcing a replacement, handovers etc).

10. Appendix 1 Disciplinary and Grievance Procedures

DISCIPLINARY PROCEDURE - Barnton Parish Council (BPC)

SCOPE

The Council Disciplinary Procedure will only be used when necessary and as a last resort. Where possible, informal or formal counselling. Plus other forms of good management practice will be used to resolve matters, prior to disciplinary action being taken. The procedure is intended to be positive rather than punitive but takes cognisance of the fact that sanctions may have to be applied in some circumstances. An employee can discuss any part of this policy with their Union Representative or their manager. They can help clarify employees' rights as well as give guidance and support where it may be needed. Every individual has the right to representation at any point during the disciplinary process.

SUSPENSION

Suspension is not disciplinary action. The purpose of suspension is manifold and can be used when it is necessary to remove a member of staff from the workplace pending an investigation for example, to allow time for a 'cooling down period' for both parties, for their own or others protection, to prevent them influencing or being influenced by others or to prevent possible interference with evidence. Only the Clerk in charge of that individual, at that time of their suspension, has the authority to suspend an individual.

An employee suspended from duty will receive written confirmation **within 3 days** of:

- reason for the suspension
- date and time from which the suspension will operate.
- timescale of the on-going investigation.
- right of appeal to the Clerk or appropriate person should the suspension last more than 7 days

COUNSELLING

Counselling is an attempt to correct a situation and prevent it from getting worse without having to use the disciplinary procedure. Where improvement is required, the employee must be given clear guidelines as to:

- what is expected in terms of improving shortcomings in conduct or performance
- the time scales for improvement
- when this will be reviewed
- the employee must also be told, where appropriate, that failure to improve may result in formal disciplinary action.

A record of the counselling should be given to the employee and a copy retained in their personnel file. It is imperative that any counselling should be followed up and improvements recognised and recorded. Once the counselling objectives have been met, any record of the counselling will be removed from the employees file.

If during counselling it becomes clear that the matter is more serious, then the discussion should be adjourned, and pursued under the formal disciplinary procedure.

PROCEDURE FOR FORMAL INVESTIGATION

Formal investigations should be carried out by the Clerk or most appropriate person who is not directly involved with the incident being investigated. The Clerk may involve others to assist with the investigation process. All the relevant facts should be gathered promptly as soon as is practicable after the incident. Statements should be taken from witnesses at the earliest opportunity. Any physical evidence should be preserved and/or photographed if reasonable to do so.

A report should be prepared by the Clerk which outlines the facts of the case to enable decisions on whether further action is required. Where appropriate, this report may be made available to the individual and their representative.

In most circumstances where misconduct or serious misconduct is suspected, it will be appropriate to set up an investigatory hearing. This would be chaired by the appropriate Clerk who would be accompanied by another councillor. The investigating Clerk would be asked to present his/her findings in the presence of the employee who has been investigated. Witnesses should be called at this stage, and the employee must be allowed to question these witnesses. The employee has a right of representation at this hearing.

Following the full presentation of the facts, and the opportunity afforded to the employee to state their side of the case, the hearing should be adjourned, and everyone would leave the room except the Clerk hearing the case, and the other m councillor. They would discuss the case and decide which of the following option was appropriate:

1. Take no further action against the employee
2. Recommend counselling for the employee
3. Proceed to a disciplinary hearing

All parties should be brought back, and informed as to which option has been chosen.

Should the decision be taken to proceed to a disciplinary hearing, then this may follow on immediately from the investigatory hearing if the following criteria have been met:

- The employee has been informed by letter that the investigation may turn into a disciplinary hearing, and that he has the right of representation
- They has been told in advance what the nature of the complaint is, and had time to consult with a representative

- All the facts have been produced at the investigatory hearing, and the Clerk/ Councillor is in a position to decide on disciplinary action.
- The Clerk should inform the employee and their representative that the hearing would now become a formal disciplinary hearing, and invite them to say anything further in relation to the case.

It may be appropriate at this point to adjourn proceedings, whilst necessary arrangements are made for a representative to attend the hearing at the request of the employee.

Should anyone who is subject to disciplinary action resign during the course of it, the action will cease unless there are extenuating circumstances which require it's continuance. The subject of the discipline may also request that the disciplinary action continue.

WARNINGS

Examples of Minor Misconduct

Below are listed examples of misconduct which may warrant either a **Verbal Warning** or a **First Written Warning**. It is stressed however that this list is not exhaustive and that on all occasions a full and proper investigation must take place prior to the issue of a warning.

- Persistent lateness and poor time-keeping.
- Absence from work, including going absent during work, without valid reason, notification or authorisation.
- Smoking within unauthorised areas.
- Failure to work in accordance with prescribed procedures.
- Incompetence.
- Unreasonable standards of dress or personal hygiene.
- Failure to observe Council regulations and procedures.

Verbal Warning

A Verbal Warning is appropriate when it is necessary for the Clerk in charge to take action against an employee for any minor failing or minor misconduct.

First Written Warning

A First Written Warning is appropriate when:

- A verbal warning has not been heeded and the misconduct is either repeated or performance has not improved as previously agreed.
- An offence is of a more serious nature for which a written warning is more appropriate.
- The recurrence or accumulation of an offence/offences, if left, will lead to more severe disciplinary action.

Examples of Gross – Misconduct

Listed below are examples of misconduct which may be considered to be Gross Misconduct and may warrant a Final Warning, Demotion or Dismissal. It is stressed however that this list is not exhaustive and that on all occasions a full and proper investigation must take place prior to the issuing of a Final Warning, Demotion or Dismissal.

- Theft, including unauthorised possession of Council property.
- Breaches of confidentiality, prejudicial to the interest of the Council,
- Being unfit for duty because of the misuse/consumption of drugs or alcohol.
- Refusal to carry out a management instruction within the individuals' capabilities and which would be seen to be in the interests of BPC.
- Breach of confidentiality / security procedures.
- Bribing or attempting to bribe another individual, or personally taking or knowingly allowing another person to take a bribe;
- Physical assault, breach of the peace or verbal abuse.
- False declaration of qualifications or professional registration.
- Failure to observe Council rules, regulations or procedures.
- Wilful damage of property at work.
- Incompetence or failure to apply sound professional judgement.

Final Written Warning

A Final Written Warning is appropriate when an:

- Employees' offence is of a serious nature falling just short of one justifying dismissal.
- Employee persists in the misconduct which previously warranted a lesser warning.

Dismissal

Dismissal is appropriate when:

- An employee's behaviour is considered to be Gross Misconduct.
- An employee's misconduct has persisted, exhausting all other lines of disciplinary procedure.

Time Scales for the expiry of Warnings

Warnings issued to employees shall be deemed to have expired after the following periods of time.

- Verbal Warnings: 6 months
- First Written Warnings: 12 months
- Final Written Warnings: 18 months (or as agreed and recorded at the hearing)

These time scales remain provided that during that period, no further warnings have been issued in respect of the employee's conduct.

LETTER OF WARNING

All Warnings must contain the following information :

- The letter must be issued within 7 days of the date of the disciplinary hearing.
- The nature of the offence and where appropriate, that if further misconduct occurs, more severe disciplinary action will be taken.
- The period of time given to the employee for improvement.
- The employee's right to appeal to the Clerk directly above that of the one issuing the warning.
- A copy of the warning and any supporting documentation must be attached to the individuals personnel file.
- The employee must also receive a copy of the warning which in the case of any written warning will be sent to their home address by recorded delivery if not handed to them in person.
- In the case of a final written warning, reference must be made to the fact that any further misconduct will lead to dismissal, and that the employee has the right of appeal, and to who they can make that appeal.

The letter confirming dismissal will contain the following information:

- The reason for dismissal and any administrative matter arising from the termination of their employment.
- The employees right of appeal and to whom they should make that appeal

APPEALS

Every employee has the right to appeal against the outcome of a disciplinary hearing. The basis of an appeal should normally relate to one of the following areas:

- The Councils Procedure had not been followed correctly.
- The resulting disciplinary action was inappropriate.
- The need for disciplinary action was not warranted.
- New information regarding disciplinary action, has arisen

An appeal should be put in writing to the Chair of the BPC. The letter of appeal may be constructed by the employee or their representative. The letter should contain the grounds for appeal and should be lodged within 10 days of receipt of the warning / dismissal letter.

An appeal will be arranged within 20 working days of receipt of the appeal letter.

Appeals against Verbal and First Warnings

In the case of verbal and first warnings, the appeal will be heard by the Chair of BPC plus a nominated Councillor next in line to the one who issued the warning.

Appeals against, Final Warnings and Dismissal

The hearing and determining of appeals against final warnings and dismissal will be heard by the appropriate Clerk or the Chair of BPC. They may also involve another Councillor not previously involved with the case.

When dealing with an appeal against a Final Warning or Dismissal written statements of case may be submitted no later than 2 days prior to the date of Appeal Hearing. No additional written evidence will be admitted by the Appeal Committee on the date of the Hearing.

Witnesses may be required by either party at an appeal hearing, dependent upon the circumstances and nature of the case. However, there is no specific obligation on either party to produce a witness. Either party must give **5 days** prior notice that they intend to call specific persons involved or associated with the case under consideration.

It is the responsibility of the management representative and for the appellant to each arrange for the availability and attendance of any witness they wish to call.

GRIEVANCE PROCEDURE - Barnton Parish Council (BPC)

The grievance procedure is intended as the tool by which a member of staff may formally have a grievance, regarding any condition of their employment, heard by the Clerk or the Chair of BPC. The aggrieved employee has the right to representation by a Trade Union Representative, a professional organisation, a staff association or a colleague/friend.

In the event of a member of staff wishing to raise a grievance, it is preferable for the grievance to be satisfactorily resolved as close to the individual and their Clerk as possible. It is understood however that this is not always possible and that a formal procedure is required to ensure the swift and fair resolution of matters which aggrieve the hospital's employees.

Time scales have been fixed to ensure that grievances are dealt with quickly, however these may be extended if it is agreed upon by both parties.

This procedure is not intended to deal with:

1. Dismissal or disciplinary matters which are dealt with in a separate procedure.
2. Disputes, collective in nature, are dealt with in a separate procedure.

Stage 1

An employee who has a grievance, should raise the matter with the Clerk immediately either verbally or in writing. If the matter itself concerns the employee's immediate manager/ the Clerk, then the grievance should be taken to the Chair of BPC.

If the Clerk is unable to resolve the matter at that time then a formal written grievance form should be submitted (see appendix 1). The Clerk should then respond within **2 working days** (i.e. the Clerks normal working days) to the grievance unless an extended period of time is agreed upon by both parties. The response will give a full written explanation of the Clerks decision and who to appeal to if still aggrieved.

Stage 2

In most instances the Council would expect the Clerks decision to be final and for the matter to come to a close. However, in some circumstances the employee may remain aggrieved and can appeal against the decision of the Clerk concerned.

The appeal, to the Council, must be made within **10** working days of the original response to the employee's grievance. The appeal must be in writing (see appendix 2) and contain the original formal Grievance form. The Clerk will attempt to resolve the grievance. A formal response and full explanation will be given in writing, as will the name of the person to whom they can appeal if still aggrieved, **within 7 days**.

Where the 'next in line' Clerk at this stage is the Chair of BPC with responsibility for the employees function, the grievance should immediately progress to Stage 3.

Stage 3

Where a grievance is raised against the Clerk then the grievance will be heard by the Chair of BPC.

There is no further right of appeal. However, where **both** parties agree that there would be some merit in referring the matter to a third party for advice, conciliation or arbitration, arrangements will then be made to find a mutually acceptable third party.

11. Grievance Procedure - Letter Appendix 2

To:

From:

Date:

Immediate Superior:

Dear

I wish to take a formal grievance out against:

in line with the Council Grievance Procedure. The details of my grievance are shown below:

Yours sincerely,

(The Clerk should respond to this formal written grievance within 2 working days unless an extended period for response is mutually agreed)

12. Grievance Procedure - Letter Appendix 3

To

From

Date

Immediate Superior

Dear

On (within 10 days of the response to the initial formal grievance) my grievance against was heard by

I am not satisfied with the outcome of this meeting and would like to appeal to yourself for a further hearing of my grievance, in line with the Council Grievance Procedure.

I enclose a copy of the original letter regarding this matter and other correspondence and information related to it.

Yours sincerely

(Clerk should respond to this formal written grievance within 7 days unless an extended period for response is mutually agreed)

13. Grievance Procedure - Letter Appendix 4

To (Chair):

From:

Date:

Immediate Superior:

Dear

On (within 10 days of the response to the second stage of the formal grievance) I appealed to against the decision made at my initial grievance against

I remain dissatisfied with the outcome of this meeting and would like to appeal to you for a further hearing of my grievance, in line with the Council Grievance Procedure.

I enclose a copy of the original letter regarding this matter and other correspondence and information related to it.

Yours sincerely

(Chair should respond to this formal written grievance within 20 working days unless an extended period for response is mutually agreed)

14. Appendix – 7 Barnton Parish Council Policy List

Policy List	Number	Issue Date	Review Date
Conflict of Interest	BPC 01	To be agreed	January 2014
Freedom of Information and Environmental Information Policy	BPC02		January 2014
Capital Investment	BPC03		January 2014
Flexible Working	BPC04		January 2014
Health & Safety	BPC05		January 2014
Equal Opportunities	BPC06		January 2014
Training & Development	BPC07		January 2014
Preferred Suppliers	BPC08		January 2014
Disciplinary	BPC09		January 2014
Redundancy	BPC10		January 2014
Absence	BPC11		January 2014
Recruitment	BPC12		January 2014
Risk Management	BPC13		January 2014
Diversity	BPC14		January 2014

15. Appendix 5 – Barnton Parish Council Contacts

Name	Tel. No.	Email Address
Mrs Carol Ashdown – Vice Chair	781461	porcineaviation@hotmail.com
Mrs Sheena Beech	79483	sheena.beech@homecall.co.uk
Mrs Susan Crank – Cemetery & Allotments Clerk	76360	susan_crank@hotmail.co.uk
Mr Philip Evoy – Clerk	07849344940	barntonpc@aol.com
Mrs Jenny Jeffs – Web Editor	871386	jennyjeffs1@sky.com
Mrs Lynn Gibbon	784599	lynngibbon@talktalk.net
Mr Michael Hinton	783451 07859912597	mikehinton1963@hotmail.com
Mrs Dilys Hooper	79577	dilys.hooper@uwclub.net
Mrs Judith Hughes	781993	j.hughes162@btinternet.com
Ms Helen Kirsopp	784795	helen_kirsopp@hotmail.co.uk
Mr Keith Reading – Chair	77696	kreading23@btinternet.com
Ms Vanessa Vickers	782161	vanessa_vickers@yahoo.co.uk
Mr Chris Watkin – Deputy Clerk	07940877465	chriswatkin72@gmail.com
Mr Jonathan Wills	07734869640	jwills@holidaybreak.com
Mrs Claire Wilson	77041	clairew105@hotmail.com

Appendix 8 - Confirmation of Receipt of Handbook Form

Barnton Parish Council

Name:	
Role:	
Place of Work:	
Clerk/Manager:	

I confirm I have received a copy of the BPC's Staff Handbook and that I have read this and understood the contents.

I also confirm that I have sought clarification from the Clerk on any issues outlined in the Handbook which I am not clear about.

Signed: _____

Date: _____

Please return this form duly completed and signed to the Clerk.