

Compton Parish Council

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Meeting of the Personnel Committee

I hereby give you Notice that the next meeting of the Personnel Committee is to be held on

Monday 15th June 2020 at 7.30pm

and all Members of the Committee are hereby summoned to attend.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting will be conducted online.

<https://us02web.zoom.us/j/82116327059?pwd=akdRUUNkczF2aUIWYStCVE1OTC9Mdz09>

Meeting ID: 821 1632 7059 Password: 603269

Dr. Sarah Marshman
Clerk to the Council
Dated: 9th June 2020

AGENDA

1. To consider the election of Chairman of the Committee for 2020/21
2. To receive apologies for absence from members of the Personnel Committee
3. To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation
4. To receive: Questions or comments from members of the public regarding items on the agenda¹
Representations from any member who has declared a personal interest
5. To approve the [minutes](#) of the Personnel Committee Meeting held on 11th November 2019

¹ Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in this agenda. The designated time will be 12 minutes and no longer than 3 minutes per person. This time may be extended at the discretion of the Chairman. A question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given. Comments or questions not related to an item on this agenda should be notified to the Clerk for consideration by Council for possible inclusion on a future agenda.

6. To discuss any matters arising from the minutes of the Council Meeting on 11th November 2019
7. To review the following policies:
 - a) [Health and Safety Policy](#)
 - b) [Equality Policy](#)
 - c) [Home Working Policy](#)
 - d) [Lone Working Policy](#)
 - e) [Pension Employer Policy Statement](#)
8. To consider adopting the following policies:
 - a) [Dignity at Work/Bullying and Harassment Policy](#)
 - b) [Grievance Procedure](#)
 - c) [Member/Officer Protocol](#)
 - d) [Volunteer Policy](#)
9. To review working practices during Covid-19

Compton Parish Council

Minutes of the Personnel Committee Meeting

Held on Monday 11th November 2019 at 7:30pm in the Wilkins Centre, Compton

Committee members present: Councillors Ian Tong (Chair), David Aldis and Mark Birtwistle.
 Committee members not present: None.

In attendance: Sarah Marshman (Clerk).

- PER19/20-001** **To consider the election of Chairman of the Personnel Committee for 2019/20**
 It was resolved to elect Ian Tong as Chairman of the Personnel Committee for 2019/20.
- PER19/20-002** **To receive apologies for absence from members of the Personnel Committee**
 There were none.
- PER19/20-003** **To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation**
 The Clerk declared an interest in minutes PER19/20-010 and PER19/20-011.
- PER19/20-004** **To receive:**
Questions or comments from members of the public regarding items on the agenda
Representations from any member who has declared a personal interest
 There were none.
- PER19/20-005** **To approve the minutes of the Personnel Committee Meeting held on 29th January 2019**
 It was resolved that the minutes be accepted as a true record. They were then signed by the Chairman.
- PER19/20-006** **To discuss any matters arising from the minutes of the Personnel Committee Meeting on 29th January 2019**
 There were none.
- PER19/20-007** **To review the following policies:**
a) Health and Safety Policy
 Some minor amendments were made to the Health and Safety policy. It was resolved to amend the policy.
b) Equality Policy
c) Home Working Policy
d) Lone Working Policy
e) Pension Employer Policy Statement
 The policies were reviewed, and it was resolved to continue with the current policies.
- PER19/20-008** **Under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are**

Compton Parish Council

Health and Safety Policy

Version number	1.0	Minute reference	PERS18/19-006
Adopted by	Personnel Committee	Review due	Annually
Date adopted	29 th January 2019	Review date	January 2020

General Statement

1. Compton Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for its clerk, councillors, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. The Council will meet its responsibilities under the Health and Safety at Work etc. Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
3. The Council will seek, as and when appropriate, expert technical advice on Health and

Aims of the Health and Safety at Work Policy

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment. (The Clerk's home office working environment is addressed in the council's Home Working Policy)
2. Arrangements for considering, reporting and reviewing matters of Health and Safety, including regular risk assessments of parish council activities.
3. Systems of operating that are safe and without risks to health.
4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Sufficient information, instruction and training for the clerk, councillors, contractors and voluntary helpers to carry out their work safely.
6. Care and attention to the health, safety and welfare of the clerk, contractors, voluntary helpers and members of the public who may be affected by the council's activities

Arrangements and Responsibilities for Carrying out the Health and Safety Policy

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

1. Keep informed of relevant Health and Safety policy legislation.
2. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
3. Make effective arrangements to implement the Health and Safety Policy.
4. Ensure that matters of Health and Safety are regularly discussed at Parish Council meetings.
5. Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments, summarised in the Minutes.
6. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements. Ensure that the activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
7. Maintain a central record of notified accidents.
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.
9. Act as the contact and liaison point for the Health and Safety Inspectorate.

The Clerk, Councillors, contractors and voluntary helpers will:

1. Familiarise themselves with and cooperate fully with the aims and requirements of the Health and Safety, Lone Working and Home Working Policies.
2. Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.
3. Take reasonable care for the Health and Safety of other people who may be affected by their activities.
4. Report any accidents or hazardous incidents to the Clerk or Chairman.

Health and Safety at Parish Council Meetings and other events

1. Meetings usually take place at the Wilkins Centre or, occasionally, the Wellstead Room at the Village Hall. Prior to each meeting, when setting up the room, a safety check should be carried out, in particular to check for slip or trip hazards and that fire exits are not blocked
2. Meetings at other venues will be risk assessed in advance.
3. A fully charged mobile phone with a good signal should be available at all meetings to call the emergency services if someone becomes ill, in case of a fire or other emergency.
4. A risk assessment will be carried out in advance of any other event organised by the Parish Council

Parish Council Owned Street Furniture

1. The Parish Council owned street furniture is inspected monthly by a nominated Councillor to ensure that there is no damage and it is in a safe condition. If a councillor identifies any faults between meetings, they should be reported to the Clerk.
2. Details of how members of the public should report faults / damage to this street furniture are displayed on the notice board and website.
3. The Council will take urgent action to address any safety issues relating to the street furniture they own.

Travelling on Parish Council Business

1. If travelling alone take the precautions pertaining to travel in the Lone Working Policy
2. If Driving:
 - The Health and Safety guidance on driving at work can be accessed at:
 - <http://www.hse.gov.uk/pubns/indg382.pdf>
 - <http://www.hse.gov.uk/roadsafety/practical.htm>
 - Ensure that you are sufficiently fit and healthy to drive
 - Ensure that your vehicle is maintained in a safe condition and fit for the road
 - Take sufficient account of adverse weather conditions
 - Avoid parking in poorly lit and isolated areas
 - Ensure your motor insurance policy covers the activity you are undertaking

Engaging Contractors

1. The council will only engage contractors who are able to demonstrate due regard to health and safety matters.
2. The Council will ensure that where contractors or sub-contractors are engaged they must maintain effective control of themselves and those working under them so as to ensure they comply with the responsibilities and duties of the health and safety legislation.

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3. Consider requesting contractors to supply a written method statement prior to starting major works. For smaller projects consider asking for details of what arrangements a contractor has in place to ensure safe working practices.

Volunteers

1. The council will only engage volunteers who are able to demonstrate due regard to health and safety matters.
2. All volunteer activities which involve more than attendance at meetings (e.g. planting bulbs in verges) will be risk assessed.

All volunteers will be given a copy of the Council's Health and Safety Policy and Lone Working Policy if relevant.

Compton Parish Council

Equality Policy

Version number	1	Minute reference	PERS18/19-007
Adopted by	Personnel Committee	Review due	Annually
Date adopted	29 th January 2019	Review date	January 2020

Legal Position

It is unlawful to discriminate against an individual on the following grounds:

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

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

PURPOSE

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). We oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimization or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

SCOPE

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.

OUR COMMITMENT

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Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. This is further defined in the Dignity at Work policy adopted by the council.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole.

Breaches of our equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization through the council's Grievance procedure.

This policy is fully supported by all Members of the council and adopts the model contract as devised by the employee professional body in the local government sector (the Society of Local Council Clerks).

The policy will be monitored and reviewed annually/bi-annually. Other Personnel policies will be reviewed against the values stated in this main Equal Opportunities policy to ensure that the council strives to remain an Equal Opportunities employer.

Uses of Policy – Staff Handbook, Induction of staff and Members, decisions relating to Recruitment and Selection, Training and Development, Promotion, Remuneration, Retirement, cross-referenced to Grievance, disciplinary and Dignity at Work Policies.

Compton Parish Council

Home Working Policy

Version number	1	Minute reference	PERS18/19-008
Adopted by	Personnel Committee	Review due	Annually
Date adopted	29 th January 2019	Review date	January 2020

Compton Parish Council does not have a designated office building; therefore, it will be necessary for the Clerk to work from home. This will be the Clerk's main place of work. The Clerk's home is not a public office and visits by members of the public should be discouraged. Members of the public can raise issues at any Parish Council meeting or by phone or email.

1. Health and Safety

- 1.1 The law requires employers to consider carefully and deal with any of the Health and Safety risks for employees working from home. The Health and Safety Executive considers office work to be a low risk type of work.
- 1.2 The Clerk will be responsible for health and safety of their work space. The Clerk will assess the work space for security and privacy.
- 1.3 The Parish Council will provide any necessary equipment to allow the Clerk to carry out their duties.
- 1.4 It is the clerk's responsibility to report all employment related incidents or hazards to the Parish Council Chair.
- 1.5 As an employer the Parish Council has a duty to report and keep a record of certain accidents, injuries, diseases and dangerous occurrences. There is also a duty under social security legislation to record accidents involving personal injury (the Statutory Accident Book requirement).
- 1.6 The Parish Council has overall responsibility for ensuring there are arrangements for identifying, evaluating and managing the risk associated with home working. The Parish Council's Risk Assessment requires the clerk to undertake a risk questionnaire relating to the risks arising of the use of his / her home as an office not less than every four years. The result of the questionnaire is to be reported to the parish council and any issues arising from this are to be reviewed and actioned. If deemed necessary, an inspection will be undertaken by a councillor with prior notification and agreement with the clerk.
- 1.7 The council recognises the need of the clerk as a home based worker to be "kept in the loop". Regular meetings are scheduled with the chair to discuss work progress, issues etc. and give feedback on performance. The chair is also approachable by phone and email.
- 1.8 The Council will ensure measures are in place preventing the Clerk from being isolated from the rest of his/her professional community. Means are in place as part of the job description

for Membership of the professional body the Society of Local Council Clerks. Attendance at training and other events organised by organisations such as Berkshire Association of Local Councils and West Berkshire District Council is encouraged

2. Insurance

- 2.1 Any equipment owned by the Parish Council will be covered by the Parish Council's insurance policy.
- 2.2 The Parish Council's insurance includes employer liability, public liability and loss of money cover.

3. Office Equipment and Consumables

- 3.1 The Clerk will purchase any small items of equipment and consumables, such as stationery and stamps; the cost of these will be claimed back monthly.
- 3.2 Any large items of equipment will be agreed by full council prior to purchase.

4. Attendance at other workplace venues

- 4.1 The Clerk will attend monthly Parish Council meetings and additional meetings where appropriate at the Wilkins Centre or, if not available, the Welstead Room at Compton Village Hall.

Compton Parish Council

Lone Working Policy

Version number	1	Minute reference	PERS18/19-009
Adopted by	Personnel Committee	Review due	Annually
Date adopted	29 th January 2019	Review date	January 2020

Introduction

- Compton Parish Council recognises that the clerk is required to work by his / herself in the community without close or direct supervision, sometimes in isolated work areas or out of office hours.
- The Parish Council also recognises it has an obligation to comply with its legal duties under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 for the health, safety and welfare at work of its employees.

Scope

- This policy applies to all situations involving lone working of the Parish Council Clerk as an employee. It also applies to Parish Councillors, Volunteers and Contractors involved in lone working arising in connection with the duties and activities of the Parish Council.

Definition

- The Health and Safety Executive defines lone workers as “those who work by themselves without close or direct supervision”.
- This includes but is not confined to:
 - One worker working from their own home;
 - Working alone in a workshop or open space;
 - Travelling alone to attend another agency’s premises or a meeting venue or on other business of the Parish Council;
 - Meeting with or making a home visit to an individual.

Responsibilities

- The Parish Council will, as far as is reasonably practicable, ensure that the clerk, councillors, volunteers or contractors who work alone or unsupervised for significant periods of time are protected from risks.
- When working alone the clerk, councillor, volunteer or contractor:

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- Has a duty of care for his / her own safety and that of any other person affected by the Parish Council's activities;
- Has a responsibility to follow safe working practices;
- Needs to remain alert for their own safety;
- Needs to ensure that they do not take any unnecessary risks.

Guidance

- The Health and Safety Executive's guidance on the risks of lone working can be accessed at <http://www.hse.gov.uk/pubns/indg73.htm>.
- The Suzy Lamplugh Trust website has a Lone Working Leaflet which can be accessed at <https://www.suzylamplugh.org/Handlers/Download.ashx?IDMF=61d3260c-818f-4646-8b3e-e2f09d1152a7>.

General

- When working alone always carry a mobile phone and ensure it is fully charged.

Clerk working from home office

- This is covered by the Parish Council's "Home Working Policy"

Travelling alone on Parish Council Business

- Guidance on Driving on Parish Council Business is covered in the Parish Council's Health and Safety Policy.
- Inform someone, for example a family member, of arrangements and of any changes to these arrangements.
- Leave details of venue and contact details if possible.
- Carrying a torch if travelling on foot in the dark.
- Carry a personal alarm if visiting isolated locations.
- If travelling on foot, plan your route to avoid poorly lit and isolated areas if possible.
- Take account of adverse weather conditions.

Meeting with or making a home visit to an individual

- If required to meet with a member of the public, assess the situation and always consider your personal safety. Consider whether you may need to:
 - Avoid meeting in isolated places.

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- If they are to visit your home ensure that there is someone else in the house at the same time.
 - Meet in a public place or get someone to accompany you.
 - Get someone to accompany you if a house visit is necessary
- If faced with aggression / or conflict from a member of public seek, to extricate yourself from the situation with the minimum of risk and get to a place of safety. Avoid getting into any kind of argument with anyone who is being aggressive or threatening, as this will only serve to inflame the situation

Incident reporting

- An incident can be defined as an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill-health or damage.
- All incidents must be reported to the Parish Clerk or Chair.

LOCAL GOVERNMENT PENSION SCHEME REGULATIONS 2013

STATEMENTS OF POLICY ABOUT EXERCISE OF DISCRETIONARY FUNCTIONS

In accordance with Regulation 60 of the above regulations a Scheme employer **must** prepare a written statement of its policy in relation to the exercise of its functions under regulations:

- 16(2)(e) and 16(4)(d) (funding of additional pension);
- 30(6) (flexible retirement);
- 30(8) (waiving of actuarial reduction); and
- 31 (award of additional pension).

In addition and in accordance with Paragraphs 2 and 3 of Schedule 2 to the Local Government Pension Scheme (Transitional Provisions, Savings & Amendment) Regulations 2014 a Scheme employer **must** also prepare a written statement on whether, in respect of benefits relating to pre 1st April 2014 membership, to 'switch on' the 85 year rule for a member who voluntarily retires (leaves employment) and elects to draw their benefits on or after the age of 55 and before the age of 60 thereby agreeing to waive in full or part any actuarial reduction applied to the member's benefits.

A Scheme employer **must** send a copy of its statement to the administering authority (Royal Borough of Windsor & Maidenhead) and must publish its statement.

A Scheme employer **must** keep its statement of policy under review and make such revisions as are appropriate following a change of its policy.

Where a revision to the statement of policy is made, a Scheme employer **must** send a copy of its revised statement to the administering authority before the expiry of one month beginning with the date that any such revision is made. A Scheme employer must also publish its revised statement.

In preparing, or reviewing and making revisions to its statement, a Scheme employer **must** have regard to the extent to which the exercise of its discretionary functions could lead to a serious loss of confidence in the public service.

Whilst it is compulsory for a Scheme employer to prepare a statement in respect of the regulations detailed above, there are a number of other discretions available to a Scheme employer throughout the Scheme Regulations which do not require such a statement of policy to be made. It is recommended for administrative purposes that such additional statements are made and included at Part B of the statement of policy.

Each regulation is set out in detail throughout this document and a space is provided for a Scheme employer to insert its statement of policy. Additional notes are available to assist Scheme employers in completing their statement and these can be found on the pension fund website at www.berkshirerensions.org.uk/employers_policy_statements.htm

Once completed, a Scheme employer **must** ensure that its statement of policy is published in a place that is easily accessible to all of its eligible Scheme employees and that any revisions made to the statement of policy are equally accessible.

SCHEME EMPLOYER DECLARATION

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The Scheme employer known as Compton Parish Council as prepared this written statement of policy in relation to its exercise of certain discretionary functions available under the Local Pension Scheme Regulations 2013. The Scheme employer declares that it will keep this statement under review and publish the statement (and any amendments made thereto) in a place that is easily accessible to all of its eligible Scheme employees and that it will provide to the administering authority the most up to date version of the statement at all times.

PART A – Formulation of COMPULSORY policy in accordance with Regulation 60 of the

Local Government Pension Scheme Regulations 2013

Regulation 16 – Additional Pension Contributions *(see guidance note 1 in employer's guide)*

The Scheme employer may resolve to fund in whole or in part any arrangement entered into by an active scheme member to pay additional pension contributions by way of regular contributions in accordance with **Regulation 16(2)(e)**, or by way of a lump sum in accordance with **Regulation 16(4)(d)**.

The Scheme employer may enter into an APC contract with a Scheme member who is contributing to the MAIN section of the Scheme in order to purchase additional pension of not more than the additional pension limit (£6,500 from 1st April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971).

The amount of additional contribution to be paid is determined by reference to actuarial guidance issued by the Secretary of State.

Consideration needs to be given to the circumstances under which the Scheme employer may wish to use their discretion to fund in whole or in part an employee's Additional Pension Contributions.

Scheme Employer's policy concerning the whole or part funding of an active member's additional pension contributions

Resolved not to adopt this discretion.

Regulation 30(6) – Flexible Retirement *(see guidance note 2 in employer's guide)*

An active member who has attained the age of 55 or over and who with the agreement of their employer reduces their working hours or grade of employment may, with the further consent of their employer, elect to receive immediate payment of all or part of the retirement pension to which they would be entitled in respect of that employment as if that member were no longer an employee in local government service on the date of the reduction in hours or grade *(adjusted by the amount shown as appropriate in actuarial guidance issued by the Secretary of State – separate policy required under Regulation 30(8))*.

As part of the policy making decision the Scheme employer must consider whether, in addition to the benefits the member may have accrued prior to 1 April 2008 (which the member must draw), to permit the member to choose to draw all, part or none of the pension benefits they built up after 31 March 2008 and before 1 April 2014 and all, part or none of the pension benefits they built up after 1 April 2014.

Due consideration must be given to the financial implications of allowing an employee to draw all or part of their pension benefits earlier than their normal retirement age.

Scheme Employer's policy concerning flexible retirement

Resolved not to adopt this discretion.

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Regulation 30(8) – Waiving of Actuarial Reduction *(see guidance note 3 in employer’s guide)*

Where a Scheme employer’s policy under regulation 30(6) (flexible retirement) is to consent to the immediate release of benefits in respect of an active member who is aged 55 or over, those benefits must be adjusted by an amount shown as appropriate in actuarial guidance issued by the Secretary of State (commonly referred to as actuarial reduction or early payment reduction).

A Scheme employer (or former employer as the case may be) may agree to waive in whole or in part and at their own cost, any actuarial reduction that may be required by the Scheme Regulations.

Due consideration must be given to the financial implications of agreeing to waive in whole or in part any actuarial reduction.

Scheme Employer’s policy concerning the waiving of actuarial reduction

Resolved not to adopt this discretion.

Regulation 31 – Award of Additional Pension *(see guidance note 4 in employer’s guide)*

A Scheme employer may resolve to award

- (a) an active member, or
- (b) a member who was an active member but dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency,

additional annual pension of, in total (including any additional pension purchased by the Scheme employer under Regulation 16), not more than the additional pension limit (£6,500 from 1st April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971).

Any additional pension awarded is payable from the same date as any pension payable under other provisions of the Scheme Regulations from the account to which the additional pension is attached.

In the case of a member falling within sub-paragraph (b) above, the resolution to award additional pension must be made within 6 months of the date that the member’s employment ended.

Scheme Employer’s policy concerning the award of additional pension

Resolved not to adopt this discretion.

Local Government Pension Scheme (Transitional Provisions, Savings & Amendment) Regulations 2014

Schedule 2 – paragraphs 2 and 3 *(see guidance note 5 in employer’s guide)*

Where a scheme member retires or leaves employment and elects to draw their benefits at or after the age of 55 and before the age of 60 those benefits will be actuarially reduced unless their Scheme employer agrees to meet the full or part cost of those reductions as a result of the member otherwise being protected under the 85 year rule as set out in previous Regulations.

So as to avoid the member suffering the full reduction to their benefits the Scheme employer can 'switch on' the 85 year rule protections thereby allowing the member to receive fully or partly unreduced benefits but subject to the Scheme employer paying a strain (capital) cost to the Pension Fund

Scheme Employer's policy concerning the 'switching on of the 85 year rule

Resolved not to adopt this discretion.

PART B – Formulation of RECOMMENDED policy in accordance with the

Local Government Pension Scheme Regulations 2013

Regulation 9(1) & (3) – Contributions *(see guidance note 6 in employer's guide)*

Where an active member changes employment or there is a material change which affects the member's pensionable pay during the course of a financial year, the Scheme employer may determine that a contribution rate from a different band (as set out in Regulation 9(2)) should be applied.

Where the Scheme employer makes such a determination it shall inform the member of the revised contribution rate and the date from which it is to be applied.

Scheme Employer's policy concerning the re-determination of active members' contribution bandings at any date other than 1st April

Resolved not to make changes to contribution rates throughout the year but to set rates from 1st April each year.

Regulation 17(1) – Additional Voluntary Contributions *(see guidance note 7 in employer's guide)*

An active member may enter into arrangements to pay additional voluntary contributions (AVCs) or to contribute to a shared cost additional voluntary contribution arrangement (SCAVCs) in respect of an employment. The arrangement must be a scheme established between the appropriate administering authority and a body approved for the purposes of the Finance Act 2004, registered in accordance with that Act and administered in accordance with the Pensions Act 2004.

The Scheme employer needs to determine whether or not it will make contributions to such an arrangement on behalf of its active members.

Scheme Employer's policy concerning payment of Shared Cost Additional Voluntary Contributions

Resolved not to adopt this discretion.

Regulation 22 – Merging of Deferred Member Pension Accounts with Active Member Pension Accounts *(see guidance note 8 in employer's guide)*

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A deferred member's pension account is automatically aggregated with their active member's pension account unless the member elects within the first 12 months of the new active member's pension account being opened to retain their deferred member's pension account.

A Scheme employer can, at their discretion, extend the 12 month election period.

Scheme Employer's policy concerning merging of Deferred Member Pension Accounts with Active Member Pension Accounts

Resolved not to adopt this discretion.

Regulation 100(6) – Inward Transfers of Pension Rights *(see guidance note 10 in employer's guide)*

A request from an active member to transfer former pension rights from a previous arrangement into the Local Government Pension Scheme as a result of their employment with a Scheme employer must be made in writing to the administering authority and the Scheme employer before the expiry of the period of 12 months beginning with the date on which the employee first became an active member in an employment (or such longer period as the Scheme employer and administering authority may allow).

Scheme Employer's policy concerning the extension of the 12 month transfer application period

Resolved not to adopt this discretion.

Regulation 21(5) – Assumed Pensionable Pay *(see guidance 11 in employer's guide)*

A Scheme employer needs to determine whether or not to include in the calculation of assumed pensionable pay, any 'regular lump sum payment' received by a Scheme member in the 12 months preceding the date that gave rise to the need for an assumed pensionable pay figure to be calculated.

Scheme Employer's policy concerning inclusion of 'regular lump sum payments' in assumed pensionable pay calculations

Resolved to include regular lump sum payments in the calculation of assumed pensionable pay.

Regulation 74 – Applications for Adjudication of Disagreements *(see guidance note 9 in employer's guide)*

Each Scheme employer must appoint a person ("the adjudicator") to consider applications from any person whose rights or liabilities under the Scheme are affected by:

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(a) a decision under regulation 72 (first instance decisions); or

(b) any other act or omission by a Scheme employer or administering authority,

and to make a decision on such applications.

Responsibility for determinations under this first stage of the Internal Disputes Resolution Procedure (IDRP) rests with “the adjudicator” as named below by the Scheme employer:

Name: Mark Birtwistle

Job Title: Vice-Chairman

Full Address:

Post Code:

Tel No:

Fax No:

Email:

Adjudicator's Signature: _____

Date: _____

SCHEME EMPLOYER CONFIRMATION

It is understood that the discretions contained within this statement of policy are applicable to all eligible members of the Scheme. The Scheme rules allow for a revised statement to be issued at least one month in advance of the date that any new policy takes effect. The revised statement must be sent to the administering authority and the employer must publish its statement as revised in a place that is accessible to all of its eligible scheme members.

The policies made above:

Have regard to the extent to which the exercise of the discretions could lead to a serious loss of confidence in the public service;

Will not be used for any ulterior motive;

Will be exercised reasonably;

Will only be used when there is a real and substantial future benefit to the employer for incurring the extra costs that may arise;

Will be duly recorded when applied.

Signed on behalf of the Scheme Employer: _____

Name in Block Capitals: David Aldis

Position: Chairman

Scheme Employer's Name: Compton Parish Council

Date: _____

Compton Parish Council

Dignity at Work / Bullying and Harassment Policy

Version number	1.0	Minute reference	
Adopted by	Personnel Committee	Review due	Annually
Date adopted		Review date	May 2021

1. Purpose and Scope

1.1 Statement: In support of our value to respect others Compton Parish Council will not tolerate bullying or harassment by, or of, any of its employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The Council is committed to the elimination of any form of intimidation in the workplace. This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the council’s policies on Grievance and Disciplinary handling and the Elected Members Code of Conduct. The Council will issue this policy to all employees as part of their induction and to all members as part of their Welcome Pack. The Council may also wish to share this policy with contractors, visitors and members of the public.

2. Definitions

2.1 Bullying

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

2.2 Harassment

“Harassment is unwanted conduct that violates a person’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.” This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

2.3 These definitions are derived from the ACAS guidance on the topic. Bullying and Harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents. Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the Council’s reputation and ultimately, legal proceedings against the Council and payment of legal fees and potentially unlimited compensation.

Compton Parish Council

Grievance Procedure

Version number	1.0	Minute reference	
Adopted by	Personnel Committee	Review due	Annually
Date adopted		Review date	May 2021

1. PURPOSE AND SCOPE

It is the policy of the council to give employees the opportunity to air and seek redress for any individual employment grievance which they may have. Grievances may be any concerns, problems or complaints employees wish to raise with the council. This document describes the procedure which aims to facilitate a speedy, fair and consistent solution to an individual employee's employment grievance. This procedure is produced in line with the ACAS Code of Practice 2009 as set out in the Employment Act 2008.

2. PRINCIPLES

- a) At every stage in the procedure the employee will be given the opportunity to state his or her case before any decision is made.
- b) Grievances will be dealt with promptly and consistently.
- c) At all formal stages the employee will have the right to be accompanied by a work colleague or trade union representative during the Grievance Hearing.
- d) An employee will have the right to appeal against any outcome of a Grievance Hearing.
- e) At no time will an employee be penalised or victimised for having raised a Grievance against the Council.

3. PROCEDURE

- 3.1 Wherever possible, any grievance should be raised informally with the employee's line manager, or, if this is inappropriate, with the next level of management. In the case of the Clerk to the council raising a grievance this should be directed to the Chair of the Council unless the complaint is about the Chair in which case another Member can be identified to handle the Clerk's concerns. The recipient of the grievance from a clerk should share the grievance with the Personnel Committee, which has been established to handle employment matters, and the issues should be treated with discretion and confidentiality at all times.

- 3.2 **Written Statement:** If the employee does not consider it appropriate to raise the grievance informally, or if requested by the person the employee spoke to informally, then the employee should submit a formal grievance in writing to their line manager, or if this is inappropriate to the next level of management.
- 3.3 **Meeting or Hearing:** Generally, within a reasonable period of time, e.g. five working days of receipt of a written complaint, the Chair of the Personnel Committee or hearing panel will arrange a meeting with the employee. The Hearing Manager will endeavour to make the meeting arrangements mutually convenient and will arrange a confidential location, free from interruptions. The manager will investigate the substance of the complaint and hear submissions from the employee concerned together with such other submissions or evidence as he or she shall consider appropriate. The manager shall then take such steps as he or she shall consider necessary to resolve the issue raised. It may be necessary to adjourn the meeting in order for an investigation to take place. Careful consideration of the evidence and the necessary steps required to resolve the problems will be given to the grievance. The employee may call witnesses by prior arrangement with the panel. There is no right for a Member or employee implicated in an employee's grievance to cross examine the aggrieved during a grievance hearing but the panel may wish to make its own investigations through interviewing these individuals and/or other witnesses separately. The Panel may ask the employee what he or she would like to happen as a result of raising the grievance and bear this in mind when preparing the response.
- 3.4 **Response:** The Hearing Manager will advise the decision to the employee in writing and, where appropriate, include an action plan to assist in the resolution of the problem. Councils which handle internal disputes effectively generally consider the options and costs in a timely fashion, then agree and publicise the workable solutions, monitor, review and learn from the experience. There may be some value in exploring Mediation as a way in which to resolve differences between two parties. Employment Support Officers from the SLCC can advise on approaches and bodies which may be able to assist (N.B. external organisations may levy a fee for such services).
- 3.5 **Appeal:** If the employee is dissatisfied with the decision of the line manager on his/her complaint, he or she may appeal against the decision to the Chair or other elected Member by written notice within five working days of the decision. An Appeal may be raised if:
- The employee thinks the finding, or action plan, is unfair;
 - New evidence has come to light;
 - The employee thinks that the procedure was not applied properly.

On receipt of the appeal the council's Appeals Panel shall arrange to meet and consult with the employee, the line manager or Members concerned and any other persons, as he or she shall consider appropriate without unreasonable delay. The Appeal Hearing Chair shall consider the issues and shall then take all such steps, as he or she may consider necessary to resolve those issues. Where the council's Chair has chaired the initial grievance meeting the Vice Chair or Chair of another committee will hear the appeal as a hearing manager and the decision of the Appeal Hearing will be final. The council will need to ensure that the Members involved in the hearings are able to act impartially and reasonably at all times. The outcome of the appeal should be conveyed to the employee in writing in a timely manner.

- 3.6 **Bullying or Harassment:** If a grievance concerns alleged bullying or harassment the matter should be reported promptly to the employee's Line Manager, or another Member if more appropriate, with an indication of the required action. The complaint will then be investigated and any action taken and any resolution achieved will be reported back. If the solution is not satisfactory to the complainant, the matter will be discussed further and, if appropriate, an alternative solution agreed. The decision at this stage will generally conclude the enquiry. If a further appeal or review is available the employee will be notified. As a result of an investigation into a claim of harassment disciplinary action may be instigated against any alleged perpetrators of the action or in the case of alleged perpetrators being elected Members a Code of Conduct complaint lodged by the council through the Standards process. Refer to the Dignity at Work/Bullying and Harassment Policy for further details.
- 3.7 **Right to be Accompanied:** At any formal stage of the procedure an employee may be accompanied by a fellow employee of their choice or their trade union representative or official of a trade union (appropriately accredited) but as this is an internal procedure they will not be entitled to be accompanied by any external supporter e.g. partner, parent, solicitor etc. This right to be accompanied is enshrined in the Employment Relations Act 1999. To exercise this right the employee should make a reasonable request. The companion will be allowed to address the hearing, put and sum up the employee's case, respond to views expressed at the hearing and to confer with the employee during the hearing (sometimes in an adjournment) but is not allowed to answer questions on the employee's behalf, address the hearing if the employee does not wish it or prevent the employer from explaining their case.
- 3.8 **Hearing Panels:** Employment Support Officers from the SLCC advise that councils establish hearing panels to hear disciplinary and grievance hearings on an annual basis so that if a dispute does arise in the workplace the elected members involved are already trained and briefed on their duties as a hearing or appeal panel member. In situations where individual members are implicated in the dispute or have undertaken an investigatory role then they will need to be substituted as panel members.
- 3.9 **Confidentiality:** So far as is reasonably practicable, the council will keep any grievance or complaint of harassment confidential between the manager or Member investigating the grievance or complaint, the employee and the person about whom the grievance or complaint is made. If it is necessary to investigate the matter with any other employee or person, the employee will be so advised.
- 3.10 **Record Keeping:** In all cases, written records of the nature of the grievance raised, the employer's response, action taken (with reasons), details of any appeal and subsequent developments will be retained and kept in accordance with the Data Protection Act 1998.
- 3.11 **Grievances raised during Disciplinary:** In some circumstances when a disciplinary process has commenced an employee chooses to exercise his/her right to raise an internal grievance about the employment relationship with the council or individual Members. Employment Support Officers from the SLCC recommend, in line with ACAS advice, that disciplinary matters are placed on hold until grievances have been aired and actions towards a resolution have been progressed. In exceptional circumstances it is pragmatic to deal with the two disputes concurrently but Employment Support Officers from the SLCC would advise caution and specialist advice should be sought if this arises.

4. GETTING IT WRONG

Following the repeal of the 2004 Dispute Resolution regulations employees no longer HAVE to raise a grievance before going to an employment tribunal. However, establishing a mechanism for differences and disputes to be resolved internally can often allow the employment relationship to continue. Failure to follow the ACAS Code of Practice (available at www.acas.org.uk) when dealing with grievances can lead to an Employment Tribunal awarding an uplift of an award against the council of up to 25%. Tribunals dealing with constructive dismissal and discrimination claims are particularly interested in whether the employer followed a procedure when dealing with an internal dispute and whether the employer acted fairly and reasonably. One way in which to avoid such a penalty is to have an agreed procedure, communicate that procedure to staff and Members, revisit and review the procedure regularly and have some training for those who are expected to operate the procedure.

Compton Parish Council

Member/Officer Protocol

Version number	1.0	Minute reference	
Adopted by	Personnel Committee	Review due	Annually
Date adopted		Review date	May 2021

1. SCOPE AND PURPOSE

- 1.1 The relationship between Councillors and officers is an essential ingredient that goes into the successful working of the organisation. This relationship within the authority is characterised by mutual respect, informality and trust. Councillors and officers feel free to speak to one another openly and honestly. Nothing in this Protocol is intended to change this relationship. The purpose of this Protocol is rather to help Councillors and officers to perform effectively by giving guidance on their respective roles and expectations and on their relationship with each other. The Protocol also gives guidance on what to do on the rare occasions when things go wrong. Responsibility for the operation of this Protocol lies with the Parish Clerk.
- 1.2 The Protocol must be read and operated in the context of any relevant legislation and national and local Codes of Conduct and any procedures for confidential reporting.

2. ROLES OF COUNCILLORS AND OFFICERS

- 2.1 The respective roles of Councillors and officers can be summarised as follows:
- 2.2 **Councillors** have three main areas of responsibility (a) determining the policy of the authority, (b) representing the authority externally, and (c) acting as advocates on behalf of their constituents. It is not the role of Councillors to involve themselves in the day to day management of the Council's services.
- 2.3 **Chairmen and Vice Chairmen of the Council and Committees** have additional responsibilities. Because of those responsibilities, their relationships with employees may be different from, and more complex than those of Councillors without those responsibilities, and this is recognised in the expectations they are entitled to have.
- 2.4 **Officers** The role of officers is to give advice and information to Councillors and to implement the policies determined by the authority. In giving such advice to Councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. Whilst an officer may report the views of individual Councillors on

an issue, if the Councillor wishes to express a contrary view he/she should not seek to pressure the officer to make a recommendation contrary to the officer's professional view. Certain officers e.g. Parish Clerk, RFO have responsibilities in law over and above their obligations to the Council and to individual Councillors, and Councillors must respect these obligations, must not obstruct officers in the discharge of these responsibilities.

3. EXPECTATIONS

3.1 Councillors can expect from officers:

- a) A commitment to the authority as a whole.
- b) A working partnership.
- c) An understanding of and support for respective roles, workloads and pressures.
- d) Timely response to enquiries and complaints.
- e) Professional advice, not influenced by political views or preference, which does not compromise the political neutrality of officers.
- f) Regular, up to date information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities that they have and positions that they hold.
- g) Awareness of and sensitivity to the political environment.
- h) Respect, dignity and courtesy.
- i) Training and development in order to carry out their role effectively.
- j) Integrity, mutual support and appropriate confidentiality.
- k) Not to have personal issues raised with them by officers outside the agreed procedures.
- l) That employees will not use their relationship with Councillors to advance their personal interests or to influence decisions improperly
- m) That officers will at all times comply with the Employee policies and procedures.
- n) Support for the roles of Councillors as the local representatives of the authority, within any scheme of support for Councillors which may be approved by the authority.

3.2 Officers can expect from Councillors:

- a) A working partnership.
- b) An understanding of and support for respective roles, workloads and pressures.
- c) Respect, dignity and courtesy.
- d) Integrity, mutual support and appropriate confidentiality.
- e) Not to be subject to bullying or to be put under undue pressure. Councillors should have regard to the seniority of officers in determining what are reasonable requests, having regard to the power relationship between Councillors and officers, and the potential vulnerability of officers, particularly at junior levels. Junior staff should not be asked to deal with matters outside their level of authority.
- f) That Councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly.
- g) That Councillors will at all times comply with the Council's Code of Conduct.

3.3 Limitations upon Behaviour - The distinct roles of Councillors and officers necessarily impose limitations upon behaviour. By way of illustration, and not as an exclusive list:

- a) Close personal relationships between Councillors and officers can confuse these separate roles and get in the way of the proper discharge of the authority's functions, not least in creating the perception in others that a particular Councillor or officer may secure advantageous treatment.
- b) The need to maintain the separate roles means that there are limits to the matters on which they may seek the advice of officers, e.g. in relation to personal matters.
- c) Relationships with a particular individuals should not be such as to create public suspicion that an employee favours that Councillor or group above others.

4. IF THINGS GO WRONG

- 4.1 **Procedure for officers** From time to time the relationship between Councillors and officers may break down or become strained. Whilst it will always be preferable to resolve matters informally, through conciliation by an appropriate senior manager or Councillors or through a mediation process with an impartial third party, officers will have recourse to the Grievance Procedure initially and subsequently to the Council's Monitoring Officer, as appropriate to the circumstance. In the event of a grievance or complain being upheld, the matter will be referred to the Parish Clerk, who, having advised the Leader of the Council and the appropriate group leader will decide on the course of action to be taken, following consultation with the Council Chairman and Vice Chairman.

- 4.2 **Procedure for Councillors** In the event that a Councillor is dissatisfied with the conduct, behaviour or performance of an officer, the matter should be raised with the Parish Clerk. Where the employee concerned is the Parish Clerk, the matter should be raised with the Chairman of the Staffing Committee. If the matter cannot be resolved informally, it may be necessary to raise the concern as a performance matter or to invoke the Council's Disciplinary Procedure, as appropriate to the circumstance.

Compton Parish Council

Volunteer Policy

Version number	1.0	Minute reference	
Adopted by	Personnel Committee	Review due	Annually
Date adopted		Review date	May 2021

1. INTRODUCTION

The Parish Council exists to focus on being an outward-looking organisation, putting into practice our values and objectives through engaging with the residents of the community and key partners to improve the quality of life for our residents and the experience of those who work in and visit our town.

2. PRINCIPLES

The Volunteering Policy is underpinned by the following principles:

- The Parish Council will ensure that volunteers are properly integrated into the organisation;
- The Parish Council does not aim to introduce volunteers to replace paid staff;
- The Parish Council expects that staff at all levels will work positively with volunteers.

3. PRACTICAL GUIDELINES

The policy will deal with practical aspects of the involvement of volunteers.

3.1 RECRUITMENT

All prospective volunteers will be interviewed to assess their current skills and suitability for current/vacant volunteer roles, taking into consideration the work the volunteer would like to undertake and how best their potential might be realised.

3.2 VOLUNTEER WORK OUTLINES

After consultation, each volunteer will be given details of the specific role they will be undertaking and establish what the parish council undertakes to provide for them.

3.3 EXPENSES

All volunteers will have their travel and other out of pocket expenses reimbursed.

3.4 INDUCTION AND TRAINING

All volunteers will receive an induction into The Parish Council and the role they will undertake. Training will be provided as appropriate.

3.5 SUPPORT

All volunteers will have a named person as their main contact. They will be provided with regular supervision to feedback on progress, plan future development and discuss any problems in confidence

3.6 THE VOLUNTEER'S VOICE

Volunteers are encouraged to express their views about matters concerning the organisation and may be invited to staff meetings or in confidence as appropriate

3.7 INSURANCE

All volunteers are covered by The Parish Council's insurance policy whilst they are on the premises or engaged in work on The Parish Council's behalf.

3.8 HEALTH AND SAFETY

Volunteers are covered by The Parish Council's Health and Safety Policy, a copy of the policy is available on request. Risk assessments will be undertaken of any duties any volunteer is asked to undertake and where appropriate specialist equipment will be provided.

3.9 EQUAL OPPORTUNITIES

The Parish Council operates an equal opportunities policy in respect of both paid staff and volunteers. A copy of the policy is available on request.

3.10 SAFEGUARDING

The Parish Council operates a Safeguarding policy. Volunteers must agree to a DBS check if their role involved working with children or vulnerable adults. The council may reasonably decline volunteering offers if there are concerns about suitability raised by a DBS or other reference check. A copy of the policy is available on request.

3.11 PROBLEM SOLVING

We aim to identify and solve problems at the earliest possible stage and encourage volunteers to speak to their nominated contact about concerns if they arise.

3.12 CONFIDENTIALITY

Volunteers will be bound by the same requirements for confidentiality as paid staff.