

Horton Parish Council

To: Every Member of the Council for the Parish of Horton.
YOU ARE HEREBY SUMMONED TO ATTEND

A MEETING of the COUNCIL of the Parish of Horton

at 7.30pm to transact the business specified in the agenda set out hereunder: to be held in Champney Hall on

Tuesday 21st January 2020

Dated this the 14th day of January 2020, Benta Hickley, Clerk to the Council.

Agenda

#01		Councillors
	A	Present, and apologies and declaration of interest Apologies received from Cllr Patel
	B	(and questions from the public if appropriate):
#02		Statutory items:
	A	Recording Requests received:
	B	Minutes of previous meeting for approval:
#03		Matters arising from previous meetings of the Parish Council (unless due to be covered later):
	A	Village Christmas Tree:
	B	Pavement Parking & Speeding
	C	Victorian Style Lights (Village green) update:
	D	Damaged hanging flower basket
	E	Left blank
	F	Left blank
	G	Annual review of Clerk's wages & pension:
	H	Royal Garden Party nomination
	I	Left blank
	J	RBWM information on Parish Councils
	K	Wraysbury Bridge lighting:
	L	£2000 donation from Cappagh:
	M	Left blank
	N	Community Right To Buy (CRTB)
	O	Any other matters arising from the previous minutes :
#04		Planning applications and Highways:
	A	Planning Applications received: see appendix
	B	Planning Enforcement Complaints: See appendix
	C	Other planning issues, decisions and appeals: see appendix
	D	Any other Planning items: See appendix
#05		Chairman's Communications / RBWM Communications:
	A	Colne & Crane Valley Green Infrastructure Strategy
	B	Request for electoral register
	C	Any communications received after the agenda has been published: The Chair will inform the Councillors but no discussion or vote will take place until the next meeting
#06		To receive reports from Borough Councillors, Parish Councillors or Clerk:
	A	Clerk's report (inc parish noticeboard)
	B	Ward Councillors' report: Update if applicable
	C	Heathrow Expansion update: Update if applicable
	D	Borough Local Plan: Update if applicable
	E	Neighbourhood Plan: update if applicable
	F	Traveller Local Plan & Parish Community working group: update if applicable
	G	HEELAS & Call for sites (Pickins Piece): Update

	H	NAG Report: update
	I	BALC / HALC / DALC / NALC updates: Available from https://tinyurl.com/HPCCLlrDrive
	J	Flood Warden's report update if applicable
	K	River Thames Scheme report: update if applicable
	L	Parish Council Reps: Updates if applicable
	i	Play equipment Rep: Report from Cllr Gibbons
	ii	Proof reading policies Rep: Equal Opportunities Policy Expenses Policy Grievance Policy Health & Safety Policy Sickness Policy
	iii	Defibrillator Guardians: Cllrs Gibbons and Coogan and Clerk to report
	M	Parish Liaison Meeting: update if available
	N	Greens Report and tree survey update: Any current issues and 2020/2021 quote
	O	Climate Change Committee: update if applicable
	P	Highway Issues (including Flytipping): Any current issues
	Q	Training update: update if applicable
	R	Parish Conference: Update if applicable
	S	Any communications received after the agenda has been published: The clerk will inform the Councillors but no discussion or vote will take place until the next meeting
#07		Other Communications or Consultations:
	A	Website Legislation (changes):
	B	Horton Village as a Conservation Area
	C	Any communications received after the agenda has been published: The clerk will inform the Councillors but no discussion or vote will take place until the next meeting
#08		Financial
	A	Any receipts: to advise the Councillors of any receipts over and above the precept and the compensating grant
	B	VAT Update: Update
	C	Payment of invoices: to receive for approval a list of invoices received
	D	Accounts For previous Q submitted for approval:
	E	Budget and proposed precept for 2020/2021
		Any other Finance items received after the agenda has been published: The clerk will inform the Councillors but no discussion or vote will take place until the next meeting
#09		Questions from the public: (If appropriate)
#10		Dates of future meetings: 2020, Third Tuesday of each month plus AMP/AMPC
		Tuesday 18 th February 2020 Tuesday 21 st July 2020
		Tuesday 17 th March 2020 Tuesday 18 th August 2020
		Tuesday 21 st April 2020 Tuesday 15 th September 2020
		Tuesday 12th May 2020 * AMP & AMPC Tuesday 20 th October 2020
		Tuesday 19 th May 2020 Tuesday 17 th November 2020
		Tuesday 16 th June 2020 Tuesday 15 th December 2020

For information (not included as an agenda item)
Newsletters from BALC HALC & NALC are available from the HPC Google Drive.
Website reports and RBWM press releases are available from the clerk.

NOTE Meeting Rules apply - circulated to Members February 2019 and available from the clerk and at Parish Meetings.

I have arranged for this agenda and the previous minutes to be added to the Parish Council Website:
www.hortonparishcouncil.gov.uk

Clerk to the Council: Mrs Benta Hickley, 4B Bells Lane, Horton, SL3 9PW Email Clerk@HortonParishCouncil.Gov.uk.
Parish Phone 07957 588 277
Note: Personal callers by appointment only.

Planning Appendix 21st January 2020

#04		Planning applications and Highways:	
	A	Planning Applications received:	
		i	19/03467 Little Court: Discharge of conditions of listed building consent (consent to replace 2 first floor side windows with opaque glazing, and infill existing internal opening)
		ii	19/03475 Little Court: Discharge of conditions of flood evacuation plan (consent to subdivide to create 2 x 3 bedroomed dwellings with associated parking)
		iii	19/03467 Little Court: Single storey side extension and single storey rear extension (part retrospective)
		iv	19/03530 28 - 30 Coppermill Road: Discharge of Conditions (of planning permission 18/02046/VAR as approved under 18/00164/FULL) - 2 (materials) 3 (cycle storage) 4 (bin storage) 6 (hard and soft landscaping) 8 (site enclosure) 9 (aircraft noise)
		v	20/00001 Trevescan: Certificate of lawfulness to determine whether the proposed rear dormer, 1 No. rear rooflight and 1 No. side first floor window to create additional habitable loft space and part change of side elevation from clay tiles to painted pebbledash is lawful. (info only, RBWM is not reconsulting)
		vi	Any other applications received in time to be discussed at the meeting
	B	Planning Enforcement Complaints:	
		i	18/50162/ENF: Tudor Cottage (between Stone Frigate & Chesils): Home office or accommodation
		ii	154 Coppermill Road: Apparent dwellings in rear garden
		iii	Mitchel & Sons: Retrospective application refused, reinstatement works?
		iv	17/03426 Section 106 condition in 1970s to provide a foot bridge
		v	Any other enforcement issues received in time to be discussed at the meeting
	C	Other Planning issues, decisions and appeals	
		i	Any other issues, decisions or appeals received in time to be discussed at the meeting:
	D	Any other planning items received after agenda is published and before the meeting:	
		i	Horton Municipal Graveyard: Update if appropriate
		ii	CIL payments: Update if appropriate

Please note additional items may be added to this appendix if they are received prior to the Parish Council Meeting.

Horton PC payments 2019-20

		Receipts					Payments																		
Date	ITEM	Invoice	Cheque 300...	Value	Cashed	Unity A/c	Precept	Support grant	Other	VAT	Unity A/c	clerk	Admin	St Michaels	RBWM	greens	insurance	youth	One off	web	hpss	bank charges	audit	Champney	Vat
01-Oct	Opening balances					44537.50	25430.00	2364.00	1175.96	2494.49	19168.20	5180.28	1142.07	0.00	0.00	5839.83	1411.59	0.00	2528.84	430.00	0.00	44.00	420.00	150.00	2085.57
15-Oct	Inside Out Secure	OS24091	545	3495.00	29-Oct						3495.00								3495.00						
15-Oct	B. Hickley	15 Oct	546	529.78	18-Oct						529.78		506.78												Not vat reg GB275834273 GB206953796
15-Oct	B. Hickley	Month 7	547	83.60	24-Oct						83.60		83.60												
15-Oct	B. Hickley	Month 7	548	753.18	18-Oct						753.18		753.18												
15-Oct	Garden Designs	3114	549	1411.00	26-Nov						1411.00					1175.83									
15-Oct	Garden Designs	3104	550	255.00	26-Nov						255.00						212.50								
15-Oct	Garden Designs	3195	551	525.00	26-Nov						525.00						437.50								
15-Oct	H Logic Electrical	20105	552	180.00	23-Oct						180.00								150.00						413493954
15-Oct	Coline Valley Community Int	182	553	500.00	05-Nov						500.00									416.67					154396296
19-Nov	Garden Designs	3237	555	537.00	26-Nov						537.00						447.50								
19-Nov	Garden Designs	3233	557	36.00	26-Nov						36.00						30.00								
19-Nov	Window Flowers	29210	558	688.80	05-Dec						688.80						574.00								537879289
19-Nov	Adams Security	43770	559	348.00	25-Nov						348.00								290.00						442497535
19-Nov	British Legion (Carolyn Wheeler)	43678	560	55.00	28-Nov						55.00								55.00						
19-Nov	HMRC	43770	561	83.80	27-Nov						83.80		83.80												
19-Nov	B. Hickley	43770	562	752.98	27-Nov						752.98		752.98												
19-Nov	Wraysbury PC	041119	563	169.10	27-Nov						169.10								169.10						
19-Nov	CHMC	43770	564	350.00	04-Dec						350.00														
19-Nov	CHMC	SEC137	565	6425.00	04-Dec						6425.00														
19-Nov	Garden Designs	3195B	566	681.00	26-Nov						681.00						567.50								
21-Nov	Cappagh	PUB YY11				2000.00																			
15-Nov	Horton PCC					1322.50																			
17-Dec	HMRC	Mth 9	567	83.60	09-Jan						83.60		83.60												
17-Dec	B. Hickley	MTh 9	568	753.18	27-Dec						753.18		753.18												
17-Dec	JRB Enterprises	20550	569	155.22							155.22														
17-Dec	Garden Designs	3275	570	690.00	10-Jan						690.00								129.35						757996451
17-Dec	McMillan Cancer Support	Mail-13/12	571	50.00							50.00								50.00						
17-Dec	Janet Crame (tree)	Mail-13/12	572	350.00	02-Jan						350.00								291.67						
17-Dec	RBWM	IP195898X	573	272.50	02-Jan						272.50								272.50						
17-Dec	Garden Designs	3324	574	1704.60	10-Jan						1704.60														
31-Dec	Bank charges			18.00							18.00														
31-Dec	Totals April to December					47860.00	25430.00	2364.00	4498.46	2494.49	41104.54	7690.62	1648.85	0.00	0.00	11280.16	1411.59	0.00	7104.61	430.00	0.00	62.00	420.00	6925.00	3452.17
31-Dec	October to December payments		#####			41104.54	0.00	0.00	3322.50	0.00	21936.34	2510.34	506.78	0.00	0.00	5440.33	0.00	0.00	5319.29	0.00	0.00	18.00	0.00	6775.00	1366.60
31-Dec	Cash Book Balance	c/f				6755.46	25430.00	2364.00	4498.46	2494.49	41104.54	7690.62	1648.85	0.00	0.00	11280.16	1411.59	0.00	7104.61	430.00	0.00	62.00	420.00	6925.00	3452.17

Total receipts 34786.95 Total payments 40425.00

Opening balance 1/4/19	45699.19	Current a/c balance 31 dec 19	42873.72
Plus: Receipts in year to 31.12.19	34786.95	Plus o/s deposits	0.00
	80486.14		42873.72
Less: Payments in year to 31.12.19	41104.54	Less uncleared items	3492.12
Combined cashbook balance 31.12.19	39381.60		39381.60

0.00 If not 0.00 needs investigation

projected spend /3*	1.33	10254.16	2198.47	0.00	0.00	15040.21	1882.12	0.00	9472.81	573.33	0.00	82.67	560.00	9233.33	49297.11
adjusted for no more spend		11000.00	2200.00	0.00	0.00	15040.00	1450.00	0.00	7100.00	575.00	0.00	84.00	560.00	6950.00	44959.00



Horton Parishcouncil <clerkathortonparishcouncil@gmail.com>

Next DALC meeting

1 message

sandra baker <sbakerdalc@hotmail.co.uk>

9 January 2020 at 17:29

To: Sunningdale <anne-catherine.buxton@sunningdaleparish.org.uk>, chris graham <chris.graham@brayclose.com>, mandy robson brown <mandy@robsonbrown.com>, tim oflynn <tim.oflynn@btinternet.com>, linda o'flynn <linda.oflynn@btinternet.com>, Giles Meyrick <gdm.hpc@gmail.com>, clerk hurley <clerk@hurleyparish.org.uk>, clerk cox green <clerk@coxgreen.gov.uk>, clerk bray <clerk@brayparishcouncil.gov.uk>, clerk old windsor <clerk@owpc.co.uk>, clerk horton <clerk@hortonparishcouncil.gov.uk>, clerk cookham Cookham Parish Council <office@cookhamparishcouncil.org.uk>, clerk eton <etoncouncil@aol.com>, paula mcloughlin <clerk@wwpc.co.uk>, katy jones <clerk@datchetparishcouncil.gov.uk>, clerk bisham <clerk@bishamparishcouncil.org.uk>, des warren <des.warren@care4free.net>, Clerk <clerk@sunningdaleparish.org.uk>, clerk wsl <wslparishclerk@gmail.com>

Dear All

Please note that the next DALC meeting will take place on Wednesday 29th January at Maidenhead Town Hall in Room DES 2 at 7.30 pm by kind permission of the Royal Borough, minutes and agenda to follow shortly. Please could I have your suggestions for agenda items for the next Parish Conference on Tuesday 3rd March at 7 pm as soon as possible.

Kind regards

Sandra

Horton Parish Council

SICKNESS ABSENCE POLICY

Statutory Sick Pay

If you are ill and unable to attend work, you may be entitled to Statutory Sick Pay (SSP). SSP is currently paid after 4 Qualifying Days absence from work. The Qualifying Days are your normal working days that are in your contract. Tax and National Insurance will be deducted from SSP and if you earn below the lower earnings limit, you will not qualify for SSP.

Council's Sick Pay (occupational sick pay)

It is the Council's policy to pay you your normal basic rate of pay exclusive of overtime/allowances during periods of sickness absence on a sliding scale of up to six months full pay, and half pay for up to a further six months ****SEE CONTRACT****. This occupational sick pay will be for absences due to sickness calculated over the previous 52 weeks and will include your entitlement to SSP.

Payment is however conditional upon; you complying with the council's procedure for notifying your manager of the absence, attending an interview with your manager on request to discuss the absence, and completing a self-certification form on return to work or providing a fit-note when requested. We may also ask you to attend an interview/examination with a nominated doctor at the request of the Council.

We may not pay you occupational sick pay where:

- You have failed to comply with the Council's sickness absence notification and evidence requirements.
- You unreasonably refuse to attend a sickness absence meeting with the Council on request.
- You are unable to work because you hurt yourself in dangerous sports / activities or any other occupation you have.
- You have misled the council about your fitness to work.
- You have resigned.
- Where disciplinary proceedings are pending against you.

What to do if you are unwell

If you are away from work because of sickness you must:

- Telephone the Chair or Vice chair before your contractual (or normal start time for work) on the first day of absence providing details and how long you expect to be off. If you are unable to call personally, someone else may call for you. It is your responsibility to ensure the Council is notified. You must then telephone again each day (unless otherwise agreed with the Chair).
- If you are away for seven days or less (including weekends and other non-working days), you must complete a self-certification form and provide it to the council when you are back at work.
- If you are away for more than seven days (including weekends and other non-working days), you must send in a 'fit to work' statement from your doctor and continue to do so as each new certificate is issued to you. This certificate gives details as to whether you are too ill to work or whether you are well enough to work with suitable support from the Council. This gives you and

the Council the opportunity to discuss suitable arrangements which will support your return to work. The form also gives more space for the doctor to provide information about your condition and helpful tick boxes to suggest common ways to help you return to work.

- All sickness or injury absence will be entered on your employment record and will be monitored from time-to-time.

Return-to-work meetings

On the first day back at work after a period of sickness absence your manager may want to meet informally. If this is not possible on your first day back, the meeting may take place later. The return-to-work meeting should take place in a private place, and all discussions should be private and confidential. The meeting would normally include

- A welcome back to work.
- Outline the purpose of the return-to-work meeting; which is to manage and monitor absence and attendance to identify any problem areas and offer support where appropriate.
- A discussion about the reasons for absence, in a supportive way and to understand whether the council can take any steps to help the employee's attendance.
- Explain that the absence will be recorded.
- Establish if medical advice has been sought (if appropriate).
- Ensure the self-certification form has been completed or a fit note from the doctor has been provided.
- A discussion on absence over the last 52 weeks, the impact on pay and any next steps.
- A handover of work where appropriate.

Medical appointments

The council recognises that employees will, from time to time, need to attend medical appointments. Please try to arrange medical appointments in your own time or, if this is not possible, at times that will cause the minimum amount of absence from work or inconvenience to the council. The council will allow reasonable time off work without pay for such appointments.

Medical advice

The Council may want to obtain advice on your fitness for work from occupational health advisers or medical practitioners. Examples of when the Council might refer to occupational health or a medical practitioner include the following:

- To seek a medical report on your illness or injury.
- To establish when you might be able to return to work.
- To understand when you are likely to be fully fit to resume your normal duties.
- To understand what alternative duties you might be fit to undertake if you are unfit to resume your normal duties.
- To understand when you are likely to be fit to undertake any alternative duties.
- To ask for guidance on your condition, for example if there is a possibility that you are disabled or ambiguous as to the exact nature of the condition.
- To ask what reasonable adjustments could be made to working conditions or premises to facilitate a return to work.
- To understand the likely recurrence of the illness or injury once you have returned to work.
- To discuss any adjustments that could be made to accommodate your disability, if you are disabled.

The Council will pay the cost of the report and you will have the right to see it. The Council will also be provided with a copy of the report and once we have seen it, we will want to meet you to discuss the findings and consider options available to you.

If you choose not to consent to an Occupational Health referral, any decisions in relation to your employment may be made without the benefit of access to medical reports.

Persistent short-term absence

Persistent short-term absence is where an employee is frequently absent from work for relatively short periods due to sickness. We understand most employees will have some short-term sickness absence from time to time. However, if you are frequently and persistently absent from work, this can damage efficiency and productivity, and place an additional burden of work on your colleagues and councillors.

Therefore, it is essential that frequent absence is dealt with promptly and consistently and in some circumstances, the Council may begin a capability or disciplinary procedure as part of the absence management process. If we do so, we will meet with you to set attendance targets. Following a review meeting we may issue a formal warning if those targets are not met. You will be given written notice in advance of any formal meeting and you can be accompanied by a work colleague or trade union representative. You may appeal against a formal warning. If your absence remains unacceptable after a second formal warning, the council may bring your employment to an end following consultation with you.

If frequent absence is due to an underlying long-term health condition then we will also request, with consent, a medical report either from an Occupational Health Physician or your G.P. or consultant to establish further information about your health and how the council can support your attendance.

When considering the reasons for absence, and deciding on whether a formal meeting is appropriate, the council will not consider any pregnancy related absence. The council will also make adjustments where absences are related to a disability by allowing a higher level of absence before considering whether disciplinary action is appropriate.

The council will consider any alternative employment options before making any decision about ending employment. You will have the right to be accompanied by a work colleague or trade union representative at formal meetings and a right of appeal against a formal warning or dismissal sanction. The monitoring of absence operates on a rolling 52-week period.

Where it appears that there is no acceptable reason for an absence or if you have not followed the correct absence notification procedure, the matter should be treated as a conduct issue and dealt with under the disciplinary procedure.

Long-term absence

As a guide, long term absence is any absence which lasts or is expected to last over 4 weeks. In all cases of long-term absence, it is essential for the Council to maintain contact with you. In cases where the return date is less certain this will take the form of consultation and will include:

- Discussions at the start of the absence and periodically throughout.
- Obtaining better information on your health and likely prognosis, ideally through an Occupational Health Physician.
- Where appropriate alerting you to the fact that your absence is becoming a problem.
- Allowing you the opportunity to state your opinion of your condition and giving consideration to that opinion.

Where ill-health means that you are unlikely to return to work for a long period of time, the council may need to consider bringing your employment to an end. In these circumstances, the council will:

- Review your absence record to assess whether or not it is sufficient to justify dismissal.
- Consult with you.
- Obtain up-to-date medical advice.
- Advise you in writing as soon as it is established that termination of employment has become a possibility.
- [Discuss whether you may be able to access benefits from the Local Government Pension Scheme (where appropriate).
- Meet with you to discuss the options and consider your views on continuing employment before any decisions are made, allowing you to be accompanied by a work colleague or trade union representative.
- Review if there are any alternative jobs that you could do prior to taking any decision on whether or not to dismiss.
- Allow a right of appeal against any decision to dismiss you on grounds of long-term ill health.
- Following this meeting, inform you of the final decision.

Absence as a result of disability

Where you experience sickness absence as a result of a disability it will be treated in line with the provisions contained within the Equality Act 2010 (formerly as part of the Disability Discrimination Act 1995). This will include considering whether any reasonable adjustments can be made.

Data protection

The Council will treat personal data collected during the absence management process in accordance with its data protection policy on processing special categories of personal data. Information about how your data is used and the basis for processing your data will be provided in our employee privacy notice. When relying on legitimate interests as the legal ground for processing your data, you can object to the processing.

Horton Parish Council			
Sickness Absence Policy			
Version 2020	Created 03/01/2020 Benta Hickley Parish Clerk and Shiva Dunga Parish Councillor	Ratified 21/01/2020	To be revised 21/01/2021

Horton PARISH COUNCIL

EQUAL OPPORTUNITIES POLICY

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, victimisation 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

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 victimisation 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. 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

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.

Horton Parish Council			
Equal Opportunities Policy			
Version 2020	Created 03/01/2020 Benta Hickley Parish Clerk and Shiva Dunga Parish Councillor	Ratified 21/01/2020	To be revised 21/01/2021

Horton Parish Council

Health and Safety Policy

Introduction

Horton Parish Council recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.

The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974 and will have regard to health and safety legislation, approved Codes of Practice, Guidance Notes and other relevant information issued by the Health and Safety Executive.

An up-to-date copy of this Policy shall be maintained on Horton Parish Council's website.

Purpose

The purpose of this Policy is to ensure that Horton Parish Council provides, as far as is reasonable practicable:

- A safe place to work and a safe working environment.
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- Care and attention to health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

Responsibilities

The ultimate responsibility for health and safety rests with the Councillors of Horton Parish Council. Day to day responsibility for implementation is delegated to the Clerk. However, all employees have responsibility for health and safety matters during their day to day duties.

Responsibilities of the Clerk

The Clerk will:

- Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
- Ensure sufficient information, instruction, training and supervision to enable all employees to identify and avoid hazards.
- Ensure that regular risk assessments are carried out where required.
- Maintain a record of risk assessments.

- Make effective arrangements to ensure that contractors or voluntary helpers working for the Council comply with all reasonable health and safety at work requirements.
- Maintain a central record of notified accidents.
- Ensure that the workplace and equipment is subjected to regular health and safety checks.
- 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.
- Any health and safety issues that cannot be addressed adequately should be referred to the Chairman of the Parish Council or if he/she is unavailable to the Vice Chairman.

Responsibilities of Councillors, employees, contractors and voluntary helpers

Councillors, employees, contractors and voluntary helpers will:

- Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for health and safety.
- Familiarise themselves and ask for advice (where considered necessary) in relation to health and safety instructions.
- Take reasonable care of their own health and safety, use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- Not misuse any plant, equipment, tools or materials so as to cause risks to health and safety.
- Report hazards and defects to the Clerk immediately. If reports are made verbally, they should be followed up by a written report confirming the nature of the problem, its severity and any recommendation for action.
- Report any accidents or hazardous incidents to the Clerk immediately or as soon as is reasonably practicable and to assist with the investigation of such.

Horton Parish Council			
Health and Safety Policy			
Version 2020	Created 03/01/2020 Benta Hickley Parish Clerk and Shiva Dunga Parish Councillor	Ratified 21/01/2020	To be revised 21/01/2021

Horton Parish Council

EXPENSES POLICY

Purpose

This policy sets out the Council's rules on how employees can claim for expenses incurred in the performance of their duties for the Council. The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses and to ensure that these expenses are treated appropriately for tax purposes. It does not apply to councillors.

General procedure

The Council will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that you undertake in the course of your employment. To claim for expenses, you must use the Council's expenses claim forms and set out the reasons why the expense was incurred on the claim form. If you are unsure whether an expense can be claimed, you must seek prior written authorisation from the Chair.

Expenses will not be paid unless supporting evidence is provided, together with a completed expense claim form. This should include original receipts or invoices with the date and time of the transaction (unless you are claiming for mileage). When claiming for travel expenses on public transport, you should enclose the tickets showing the departure point and destination of your journey, where possible. Credit and debit card statements will not be accepted. Where you are submitting a VAT receipt, you should set out:

- The name and VAT registration number of the retailer or service provider.
- The goods and services provided.
- The amount of VAT payable.

Once completed and signed, you should submit your expense claim form to the Chair for approval. Once approved the claim form should be sent to the RFO for payment.

Expenses claims must be submitted within [30 days] of the expense being incurred. If this is not practical, written approval for any extension will be required from the Chair. The Council reserves the right to withhold any payment where prior written approval has not been given monthly.

The Council may return an expense claim form to you without payment if it is completed incorrectly or lacks supporting evidence.

The Council will pay claims for authorised expenses by cheque.

In general, you should not incur expenses other than in the categories listed below. However, if you have claims for expenditure other than for those categories listed below, you should seek written approval from the Chair before incurring the expense. The Council will accept email as written approval where it is required in this policy.

Any queries in relation to this policy should be directed to the Chair.

Homeworkers

If you are a Homeworker, your normal place of work as stated in your contract will be your home. The council will reimburse all reasonable expenses incurred by homeworkers in the course of their duties upon receipt of satisfactory claims.

The council will provide the following equipment necessary to enable homeworking employees to do their job.

- Desk with lockable drawer (or separate secure document store)
- Laptop or personal computer
- Printer

Alternatively, the council will agree with homeworkers a suitable sum to cover use of their own equipment.

The council should also pay the employee for the costs of up to £50 per month associated with heating, lighting, etc. HMRC rules allow for some of these expenses to be paid tax-free (see HMRC guidance: www.gov.uk/expenses-and-benefits-homeworking/whats-exempt).

Training

When attending training courses all employees and be able to claim travel expenses for the difference in the usual home to work costs. Where the training takes place outside contracted daily hours, part-time employees should be paid on the basis as time spent on training is working time.

Some training can be very expensive and as a condition for funding training, the council requires full repayment of all costs incurred for any training course in excess of £100 should an employee not complete the training or leave the council within a year of completion. Repayment of costs reduces to 50% reimbursement in the second year.

Travel

Employees and managers should consider whether or not travel is necessary or if there are more appropriate means (for example tele-conferencing or video-conferencing).

Rail

You may claim for standard class rail fares only. Where possible, rail journeys should be booked well in advance to benefit from any discounts for early booking.

Use of your own car

It may be appropriate and cost-effective to use your own car when travelling on business, for example if you are travelling with other staff or councillors or, where there is limited public transport to your destination, or the journey time is significantly shorter than using public transport. Any use of your own car on business is subject to you:

- Holding a full UK driving licence.
- Ensuring that your car is roadworthy and fully registered.
- Holding comprehensive motor insurance that provides for business use.

Prior authorisation should be sought from the Chair before using your own car on business. The Council accepts no liability for any accident, loss, damage or claim arising out of any journey that you make on business. The Council will not pay for the cost of any insurance policy on your own car.

To claim for petrol expenditure, you should set out the distance of the journey undertaken on your expenses claim form. The Council will pay you a mileage allowance of 45p per mile for mileage under 10,000 miles and 25p per mile for mileage over 10,000 miles, or such other rate as set out from time to time by HM Revenue and Customs. The Council will pay for tolls, congestion charges and parking costs incurred, where applicable.

Use of bicycle or Motorcycle

If use of your bicycle or motorcycle is approved, you can claim a mileage allowance of 20p or 24p per mile respectively. Any use of your own motorcycle on business is subject the same requirements as a car (see above).

Taxis

Any use of taxis will require prior approval and only in limited circumstances. These are:

- where taking a taxi would result in a significantly shorter travel time than using public transport;
- where there are several employees travelling together; or
- where personal security and safety of employees is an issue, for example taxis may be permitted after 9.30pm.

You must obtain a receipt with details of the date, place of departure and destination of the journey.

Overnight accommodation

As a guideline for travel on council business you should book accommodation equivalent to three-star standard or less. You may book hotel accommodation of up to £120 maximum in a major city and £100 elsewhere. It is your responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.

Meals

If you are required to be away from home on council business, you may claim up to:

- £10 for breakfast (if this is not included in the hotel room rate).
- £15 for lunch.
- £20 for dinner and a daily allowance of £5 per night for general incidental costs such as a newspaper or telephone calls.

The maximum amounts above are inclusive of drinks. Alcohol cannot be reclaimed under any circumstances.

You should supply receipts and invoices for all hotel and meal expenses other than for the daily allowance, where no receipt is required.

Entertainment/gifts

The Council has strict rules about offering or receiving both entertainment and gifts. Any gifts, rewards or entertainment offered to you should be reported immediately to the Clerk (or the Chair in the case of the Clerk). As a general rule, small tokens of appreciation, for example flowers or a bottle of wine, may be retained by employees.

Annual events

The Council may decide to hold a staff event, such as a Christmas meal or other celebration. Except where agreed to the contrary, attendance is not compulsory, and you will remain responsible for any expenses you incur.

Expenses that will not be reimbursed

The Council will not reimburse you for:

- The cost of any travel between your home and usual place of work (except in exceptional circumstances for early morning/late night transport as set out above).

- The cost of any travel undertaken for personal reasons.
- The cost of any travel for your partner or spouse.
- Any fines or penalties incurred while on council business for whatever reason, including penalties for not paying for a rail ticket in advance of boarding the train and penalties or fines associated with motoring offences, including speeding or parking fines, clamping or vehicle recovery charges.
- Alcohol.
- Cash advances or withdrawals from an ATM machine.

You are required to pay for any travel costs incurred by your partner or spouse in the event that he or she accompanies you on business. Your spouse or partner must have adequate travel insurance for that journey.

False claims

If the Council considers that any expenditure claimed was not legitimately incurred on behalf of the Council, it may request further details from you. The Council will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to you prior to the discovery that the claim was not legitimate or correct, it may deduct the value of that claim from your salary.

Any abuse of the Council's expenses policy will not be tolerated. This includes, but is not limited to:

- False expenses claims.
- Claims for expenses that were not legitimately incurred.
- Claims for personal gain.
- Claims for hospitality and/or gifts without them having been declared.
- Receipt by you of hospitality and/or gifts from contacts that may be perceived to influence your judgment.

The Council will take disciplinary action where appropriate and, in certain circumstances, may treat a breach of this policy as gross misconduct, which may result in your summary dismissal. In addition, the Council may report the matter to the police for investigation and criminal prosecution.

This is a non-contractual procedure which will be reviewed from time to time.

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Expenses Policy			
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Horton Parish COUNCIL'S

GRIEVANCE POLICY

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work. (https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf). It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
 - Employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
 - The Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date.
 - Any changes to specified time limits must be agreed by the employee and the Council.
 - An employee has the right to appeal against the decision about his/her grievance. The appeal decision is final.
 - Information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records

will be held by the Council in accordance with the General Data Protection Regulation (GDPR).

- Audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition.
- If an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure.
- If a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith.
- The Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties.
- Employees can use all stages of the grievance procedure. If the complaint is not a code of conduct complaint about a councillor.
- Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor.
- Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of Horton council (or RBWM as appropriate) who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5).
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination.
- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime.

Informal grievance procedure

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the staffing committee or, if appropriate, another

member of the staffing committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

Formal grievance procedure

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the staffing committee.
6. The staffing committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

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

Notification

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

The grievance meeting

10. At the grievance meeting:
 - The Chairman will introduce the members of the sub-committee to the employee.
 - The employee (or companion) will set out the grievance and present the evidence.
 - The Chairman will ask the employee questions about the information presented and will want to understand what action does he/she wants the Council to take.
 - Any member of the sub-committee and the employee (or the companion) may question any witness.
 - The employee (or companion) will have the opportunity to sum up the case
 - A grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.
11. The Chairman will provide the employee with the sub-committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

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

17. The employee (or companion) will be asked to explain the grounds of appeal.
18. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
19. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
20. The decision of the appeal panel is final.

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