



Hurstpierpoint & Sayers Common Parish Council
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Telephone: 01273 833264

Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

Staff Handbook



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Staff Handbook

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Employee Appraisal and Development Scheme

At the annual appraisal meeting the employee and line manager will review the objectives set for the previous review period year and agree objectives for the coming review period. There will be an opportunity to discuss and identify any training and development needs to ensure that the employee is able to carry out their tasks efficiently, effectively and safely.

A review of the employee's job description and salary will be completed during the annual appraisal, with any recommended changes referred to the relevant committee for review and approval.

Employee Name	
Employee Job Title	
Appraisal Period	
Name of Appraiser	
Date of Appraisal	

Assessment of your performance and achievements against previously agreed objectives

--

Evaluation of training completed in previous review period

--

Agreed objectives for next review period

--

Training and development agreed for the next review period

Appraiser’s comments on performance

Appraisee’s comments on performance

Summary of appraisal

Overall performance assessment	
Proposed changes to job description *	
Proposed changes to salary *	
Date of next appraisal	

** Subject to confirmation by the relevant committee*

Signatures:

Appraisee: _____ Date: _____

Appraiser: _____ Date: _____



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Equal Opportunities Policy

INTRODUCTION

Hurstpierpoint & Sayers Common Parish Council recognises the diversity of its local community and the value which this diversity brings to community life. The council will aim to provide each member of the community with fair and equal treatment in all its activities.

The council recognises its statutory duties under legislation in terms of service provision and employment and is committed to meet them by complying with this policy.

The council opposes all forms of unlawful and unfair discrimination and the council is committed to promoting equal access to services and facilities and equal treatment for all employees or job applicants irrespective of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (includes colour, nationality, cast and ethnic or national origins)
- Religion or belief
- Sex
- Sexual orientation

These are protected characteristics under the Equality Act 2010.

THE LAW

It is unlawful to discriminate directly or indirectly in recruitment or employment because of any of the protected characteristics.

Employees should not discriminate against or harass a member of the public or service user in the provision of services or goods.

It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services.

In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

TYPES OF UNLAWFUL DISCRIMINATION

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic (although it does not cover harassment because of marriage and civil partnership, and (according to guidance from the Government and ACAS) pregnancy and maternity).

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic (other than marriage and civil partnership, and pregnancy and maternity).

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic (other than marriage and civil partnership, and pregnancy and maternity), by third parties such as service users.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

EQUALITY OF OPPORTUNITY IN SERVICE DELIVERY

The council is committed to equality of opportunity in the provision of services and access to its facilities and will achieve this by:

- Recognising and accepting that individuals or groups are denied equality through direct or indirect discrimination either intentional or unintentional
 - Providing regular training for all councillors and employees, so that they have a good understanding of the diverse needs of different people
 - Delivering services which are relevant, of the highest possible quality and accessible
 - Providing clear information about our services and facilities and where necessary making them available in a variety of formats
 - Ensuring that our complaints and feedback procedures are accessible and effective
 - Assessing the impact of and monitoring our services to ensure that they do not discriminate and identify where improvements can be made
 - Ensuring that all employees understand what their roles and responsibilities are in relation to equality in service provision.
-

EQUALITY OF OPPORTUNITY IN EMPLOYMENT, TRAINING AND ORGANISATIONAL DEVELOPMENT

The council is committed to providing equality of opportunity. All employees will have a part to play in achieving this and the council will ensure that individuals are aware of their personal responsibility to follow and support the Equal Opportunities Policy.

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

The council will achieve this by:

- Ensuring that its recruitment and selection policies and procedures are equitable and fair so that the best people are appointed to deliver its services
- Only considering applicants for jobs based on their relevant experience, skills and abilities unless a genuine occupational qualification exists for specific posts. This will be communicated clearly within the recruitment pack for that post
- Ensuring that all employees receive fair and equal treatment in relation to their employment, regardless of whether they are part-time, full-time, fixed term, or a casual worker
- Ensuring that employment opportunities are of the highest possible quality, therefore equality, equity and consistency are embedded in practices, pay and conditions
- Making sure that equal consideration is given to people's needs and develop flexible and responsive employment opportunities to tackle those needs
- Encouraging and supporting employees to reach their full potential within the resources the council has available to it
- Taking appropriate action against incidents of harassment, bullying or discrimination and offering support and advice to victims or witnesses to incidents
- Taking disciplinary action against employees who discriminate against people who work for the council or who seek employment with the council.

CONTRACTORS AND SUPPLIERS

The council will ensure, so far as is reasonably practicable, that all contractors and suppliers carrying out work on behalf of the council have the appropriate policies and working practices in place to ensure Equality of Opportunity and to comply with the requisite equality legislation and guidance.

The council will ensure, so far as is reasonably practicable, that:

- Contractors and providers have employment policies, procedures and practices that do not discriminate
- Monitor whether contracts and commissioning arrangements meet these equality commitments.

MANAGEMENT AND SUPERVISION OF THIS POLICY

Council and Committees: Strong leadership is essential to ensure that this policy is embedded at both strategic and service delivery levels of the council. Whilst the Full Council will be ultimately responsible for implementation of this policy, ongoing review of the policy will be the responsibility of the Finance & Governance Committee with day to day implementation, management and monitoring being the responsibility of the Clerk.

Councillors: Councillors as a corporate body have overall responsibility for the direction and scrutiny of this policy and will ensure that the principles of fairness and equality guide the decision-making process.

Line Managers: It is the responsibility of line managers to:

- Ensure that within their areas of responsibilities, the standards established within this policy are followed
-

- Contribute to the development of equal opportunities action plan
- Review the effectiveness of the policy and all related action plans and communicate their views to the Clerk.

Employees: All employees must:

- Co-operate with any measures introduced to ensure equal opportunity
- Report any suspected discriminatory acts or practices
- Not persuade or attempt to persuade others to practice unlawful discrimination
- Not victimise anyone because of them having reported or provided evidence on discrimination
- Not harass, abuse or intimidate others because of any of the protected characteristics
- Not pressurise job applicants in an attempt to discourage them from applying or taking up a post
- Employees can be held personally liable as well as, or instead of the council for any act of unlawful discrimination
- Employees who commit serious acts of harassment may be guilty of a criminal offence.

BREACHES OF POLICY

Any breach of the Equal Opportunities Policy will be dealt with through the disciplinary procedure. Serious offences, such as harassment and victimisation, will be treated as gross misconduct.

COMPLAINTS

Any member of the public who has a concern regarding the application of this policy should make use of the council's complaints procedure.

Any employee who has a concern regarding the application of this policy should make use of the council's grievance procedure.



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Dignity At Work Policy

Adopted by Council 29 February 2024

The Parish Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

The Parish Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying.

In support of this objective, the Parish Council has signed up to the Civility & Respect Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word.

The Parish Council recognises that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks and all employees engaged to work at the Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with the Parish Council this should be raised to their nominated contact, manager, or the Chairman of the Council, in the first instance. Should the complaint be about the Chairman of the Council the complaint should be raised to the Vice-Chairman.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. The Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person

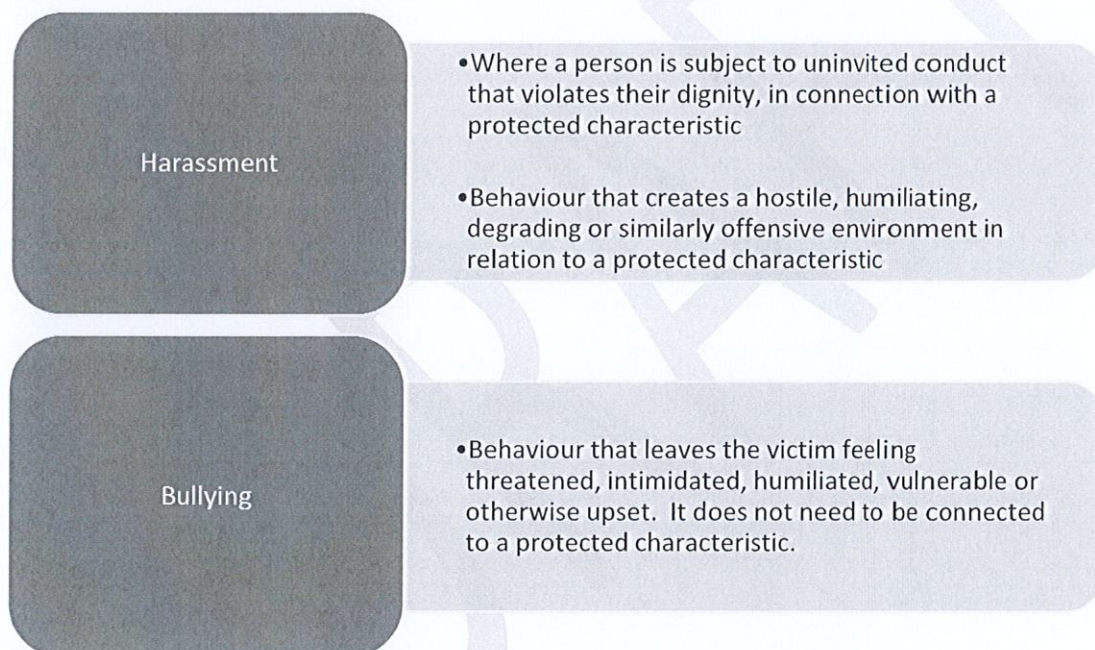
involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, Civility and Respect Pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.



What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures

- Physical conduct ranging from unwelcome touching to serious assault
- The offer of rewards for, or threats for not, going along with sexual advances e.g. for promotion
- Deliberate exclusion from conversations, work activities or social activities
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on an assumption about someone which is not true) or due to their association with someone else.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk or Chairman of the Council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer at Mid Sussex District Council.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own manager, you should raise the issue with the Chairman of the Council. (If your concern relates to the Chairman, you should raise it with the Vice-Chairman. The Chairman will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The Clerk or Chairman will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk or the Chairman of the Council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk or the Chairman of the Council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.



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Employee Expenses Policy

INTRODUCTION

This policy applies to all employees of the council and provides a framework to show how an employee can claim and be reimbursed for reasonable and authorised expenses that are incurred during their normal course of work.

EXPECTATIONS

Employees are expected to:

- Behave honestly, responsibly and within the guidelines of this policy
- Submit expenses claims within reasonable timescales, on approved forms and provide enough information to explain the need for the expense
- Keep all receipts and provide VAT receipts (where appropriate) to allow the council to reclaim the VAT

The council will:

- Check claimed expenses are authorised in line with this policy
- Approve and pay legitimate claims promptly

If an employee fails to comply with this policy, this may delay reimbursement or cause claims to be rejected. Persistent or deliberate non-compliance may result in disciplinary action.

TRAVEL RELATED CLAIMS

The council follows the guidance of HM Revenue and Customs in setting the following travel related expense rates:

- Private car mileage – 45p per mile (up to a maximum of 10,000 miles per annum, thereafter 25p per mile)
- Additional passenger mileage in a private car – 5p per mile per passenger
- Motorcycle mileage – 24p per mile
- Bicycle mileage – 20p per mile
- Rail or bus fare – reimbursement of cost (standard class) as shown on ticket
- Parking – reimbursement of cost as shown on ticket (only where no free parking is available within reasonable walking distance)

The council may amend these rates if guidance from HM Revenue and Customs changes, or alternate legislation recommends changes.

Mileage should only be claimed for distances in excess of normal travel to work. You cannot claim mileage for normal travel between home and work.

The council will not, under any circumstances, reimburse employees for penalty fines incurred due to speeding, unsafe driving or any other motoring offence, parking fines or fines for failing to purchase the correct ticket on public transport.

OTHER EXPENSE CLAIMS

The following expenses are acceptable, and employees will be reimbursed for:

- Overnight accommodation and sustenance where required for attendance at a work-related event (where agreed in advance with the line manager)
- Professional membership fees (where relevant and agreed in advance with the line manager)
- Annual eye-testing (for employees who regularly use Visual Display Units (VDU's))

CLAIMS PROCESS

Employees must complete an approved expense claim form promptly after incurring expenses (and no later than three months after the claim date) and submit to their line manager for approval.

The line manager is responsible for checking the claim complies with this policy and includes receipts (where applicable). Once satisfied, the line manager will sign the form, thereby authorising the payment to be made.

Payment will be made direct to the employee (not through the payroll) either by cheque or direct credit to their nominated bank account.

Any employee unsure whether a claim is likely to be accepted is advised to speak to their line manager prior to incurring the expense.



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Job Evaluation Policy

Adopted by Council 25 January 2024

1. Policy Statement

- 1.1 The Parish Council is committed to the operation of a fair, consistent and equitable job evaluation scheme, to ensure equal pay for work of equal value, based on the job required by the Parish Council, not the person doing it or the number of hours required.
- 1.2 The aim is to achieve consistency of matching roles and evaluations of pay grades against local benchmark profiles, in order to maintain consistency with similar jobs.
- 1.3 The Job Evaluation Policy and supporting procedure are based on the following principles:
 - Respect, dignity and confidentiality.
 - The key principles of equal pay for work of equal value.
 - That it is the post that is assessed and evaluated and not the individual person who occupies the post at any given time.
 - That the job evaluation processes are transparent.
 - That the process is underpinned by mutual respect and partnership working between the employer and the employees.
 - An underlying principle of job evaluation activity is that Staff Panel members must not discuss any issue relating to either information supplied for, or the outcome of job evaluation with anyone other than the consultant and other Staff Panel members during convened meetings. There will be no discussions on the matter outside the convened meetings.

2. Procedure

- 2.1 The Parish Council will use an independent, experienced local consultant to carry out its job evaluation exercises, either as recommended by the West Sussex Association of Local Councils or other appropriate body.
- 2.2 The Staff Panel will assist the consultant with the process with a briefing meeting and conclusions meeting.
- 2.3 The Parish Council agrees that the results of the evaluations completed by the consultant will stand as final decisions for the Staff Panel, subject to any review request from an employee (section 5).

3. Evaluating Existing Jobs

- 3.1 Where a job has responsibilities added to it, resulting in a significant change, it is expected that the Clerk will also consider whether the additional responsibilities are new to the Parish Council or have been removed from a second job role. If the latter, the second job should also be updated by the Clerk and post holder(s), and submitted for assessment.
- 3.2 A 'significant change' is defined as changes that are great enough to:
 - Considerably increase or decrease to the knowledge, training and experience necessary for the job, or
 - Considerably increase or decrease to the "freedom to act" of the post holder(s), or
 - Considerably increase or decrease to the level of responsibility of the post holder(s).

- 3.3 Where existing responsibilities are no longer required in a role, resulting in a significant change, the Clerk should submit an amended job description for assessment, based on the revised needs of the service.
- 3.4 Where a project or an objective is set for a post holder(s) which is new but does not significantly increase responsibility, it is not appropriate to submit the updated job description for assessment.
- 3.5 In every circumstance, it is the post that is matched or evaluated not the individual who happens to be in the post at any given time.
- 3.6 The outcome of any evaluation process on a current job role may result in a decision to increase or decrease the salary scale of a post (see section 8), or for it to remain unchanged.
- 3.7 Any application for evaluation must include an effective date. In the case of a request for re-evaluation it is expected that the effective date of change should be within six months of the date of submission of the request.
- 3.8 Where apparent inconsistencies in salary scales across the Parish Council are brought to the attention of the Clerk, the Staff Panel should be notified, who will arrange for this to be investigated and appropriate action taken as necessary, to restore consistency in the pay structure.
- 3.9 It is recognised that there may be times when new or existing vacant posts may be evaluated to a salary scale where the salary level makes it difficult to recruit due to market pressures. In such exceptional circumstances the post may attract a local recruitment and retention pay premium to ensure the position can be filled.

4. Evaluating New Jobs

- 4.1 A new job is a role that has not previously been undertaken within the Parish Council or is an existing role that has been changed considerably following the resignation of a previous post holder.
- 4.2 Where a new job is created as a result of service reconfiguration or service development then it will be necessary for the job to be assessed and evaluated. This is to ensure that new jobs are evaluated and banded consistently throughout the Parish Council to ensure there are not disparities in pay.
- 4.3 A reasonable period of time, e.g. 12 months, will be allowed for the job to 'bed down' and this may vary according to the nature of the job. Once the full demands of the job are clear, if requested by the Staff Panel, the Clerk should resubmit the revised job description and job specification so it can be reassessed using the evaluation of an existing jobs process (section 3).

5. Requesting a Review

- 5.1 Where the employee does not agree with the outcome of the evaluation process they have the right to request a review within 30 working days of receipt of the outcome.
 - 5.2 A review can be requested where the post holder disagrees with the job matching/evaluation and can provide further information in support of their request for a review.
 - 5.3 An informal review can be requested to exchange information in an informal manner to help clarify issues and provide an opportunity for discussion and resolution.
 - 5.4 Where a formal review is necessary the post holder who wishes to query the result of job matching/evaluation outcome may do so by submitting details of where they disagree with the evaluation and include any additional information.
 - 5.5 The Clerk will arrange for a Review Panel to meet within 30 working days of receipt of the request.
-

- 5.6 The post holder has no right of appeal beyond the Review Panel if the complaint is about the job matching/evaluation outcome.

6. Review Panel

- 6.1 A Review Panel will consist of three further members (i.e. not on the Staff Panel). Wherever practical, the aim will always be that Review Panel members will not consider a post which is directly connected with a committee that they Chair.
- 6.2 The Clerk and post holders may be contacted by a Review Panel member, to answer any questions the Panel may have or to clarify any information contained in the request or the job description or job specification. In order to protect the independence of the Review Panel, under no circumstances, will the Clerk or the post holder be required to attend a meeting with the Review Panel.
- 6.3 All discussions and decisions within a Review Panel must remain strictly confidential. The Review Panel must not under any circumstances disclose the results of the evaluation process to the Clerk or post holder(s).
- 6.4 The Review Panel will refer the results of their review and all associated paperwork back through the Staff Panel for confirmation to the Clerk and post holder(s).

7. Resolving Disagreements Following Job Matching /Evaluation

- 7.1 In the event that the post holder can demonstrate that the process was misapplied they may pursue a complaint against the process, not against the matching result or pay band evaluation. The complaint must be submitted to the Staff Panel.
- 7.2 The complaint must be made within 30 days of receipt of the original written evaluation outcome. Where a complaint is upheld, the Staff Panel will decide on the corrective action, which may be reference to a new panel of members.
- 7.3 No complaint can be made about the process being misapplied, during or after a request for a review has been made. Any complaint must be made during the original matching/evaluation process.
- 7.4 The results of any complaint will be made available confidentially in writing to the Clerk and post holder(s).

8. Changes in salary Scale

- 8.1 A post holders whose salary scale is decreased will be given a two year protection period on their current salary spinal column point. This period will commence at the conclusion of the entire process that is after a review or complaint has been concluded.
- 8.2 There will be no new spinal column points awarded by the Parish Council during the protection period but the National Pay Award will be included, as it is still a condition of the employment contract.
- 8.3 At the end of the two year salary protection period the postholder's spinal column point will change to the highest point on the new lower salary scale.
- 8.4 On conclusion of the protection period, a further two years must pass before the post holder is entitled to request a job evaluation reassessment themselves. If requested by the Staff Panel, the Clerk may be asked to resubmit a revised job description and job specification so the role can be reassessed at an earlier date if applicable but only after the protection period.
- 8.5 Where an increase in salary scale has been agreed, the increase will apply from the date at which the job evaluation outcome was agreed by the Parish Council and will apply from the next available monthly salary payment, subject to the early closing date of the payroll system.
-



Hurstpierpoint & Sayers Common Parish Council
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Hurstpierpoint
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Sickness and Absence Policy

INTRODUCTION

Hurstpierpoint & Sayers Common Parish Council is committed to the care and wellbeing of its employees. The purpose of this policy is to ensure all employees have access to information relating to sickness and are aware of the steps they must follow when they are unwell.

By managing sickness absence, the council will continue to provide a high-quality service to members of the public.

This policy covers:

- Sickness leave and sick pay
- Persistent short-term absence
- Long term absence
- Absence as a result of a disability
- Unauthorised absence and lateness

SICKNESS LEAVE

The council recognises that there will be occasions when employees are unable to work due to sickness.

If an employee is unable to attend work due to sickness, they must inform their line manager, giving the reason for sickness, the likely duration and the expected date of return. This must be done as soon as practical on the first day of absence, or within 1 hour of starting their shift work pattern, so that service levels can be maintained. Only in exceptional circumstances will the council accept notification of absence from a third party. Regular contact must be maintained with the line manager during a period of absence.

If the absence lasts seven days or less (including weekends and other non-working days), you must complete a self-certification form as outlined in the Employment Rights Act 1996 and provide it to your manager on your return to work.

If the absence lasts for longer 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.

All sickness absence will be monitored and recorded in the staff members personnel file. The council will investigate and assess whether further action is necessary if periods of absence due to short-term self-certification sickness reach unacceptable levels, or if patterns emerge. Where an employee has returned from any period of sickness, a return to work interview will be conducted by their line manager.

Employees who are frequently absent could be suffering from poor health which may require medical investigation. The council will offer support and guidance in consultation with the employee and will consider referral to occupational health advisers if deemed appropriate.

At various stages of managing your sickness absence or health issue, the council may want to obtain advice on your fitness for work from occupational health advisers or medical practitioners.

The council will pay the cost of any such advice. You will have the right of access to the report, in accordance with the Access to Medical Reports Act 1988. The council will also be provided with a copy of the report.

The council takes a sympathetic view towards genuine ill health problems and will provide a supportive approach to employees who have been subject to long-term sickness. An employee returning to work following a period of long-term sickness will be supported on their return to work, and the following options may be considered:

- Phased return to work
- Change of role or working pattern
- Provision of specialist equipment

In cases where an employee's absence reaches excessive levels or there is a lack of information about the circumstances of the sickness absence, the council may request medical information about their condition from their GP. Any medical information received by the council will be treated as strictly confidential. Any expense in obtaining medical information from the GP will be met by the council.

SICK PAY

During periods of absence resulting from ill health, you may be entitled to Statutory Sick Pay (SSP), which is subject to the usual deduction for PAYE and National Insurance. SSP is currently paid after 4 days absence from work. The qualifying days for SSP purposes will be your normal working days as laid down in the contract. Staff earning below the lower earnings limit will not qualify for SSP.

The council provides a sick pay scheme for its employees in line with the National Joint Council (NJC) terms and conditions. Details of sick pay are included in the employee's contract.

Circumstances in which contractual sick pay may be withheld include 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 a member of the council on request;
- You refuse to attend a medical examination at the reasonable request of the council;
- Your incapacity has been caused by participation in dangerous sports or activities or any other occupation you have;
- You make or produce any misleading or untrue statement or document concerning your fitness to work;
- You have given or received notice to terminate your employment.

PERSISTENT SHORT-TERM ABSENCE

It is recognised that 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. Therefore, it is essential that frequent absence is dealt with promptly and consistently and in some circumstances, the council may initiate Performance Improvement or Disciplinary Procedures as part of the absence management process.

LONG TERM ABSENCE

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 the employee. In cases where the return date is less certain this will take the form of consultation and may 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 Advisor
-

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. This will include considering whether any reasonable adjustments to your working environment can be made.

UNAUTHORISED ABSENCE AND LATENESS

Unauthorised absence occurs when an employee fails to attend work without having made prior arrangements with their line manager.

Where an employee returns to work following an unauthorised absence, they will be required to attend a meeting with their line manager to explain their absence. The employee will be expected to take any unauthorised absence from their annual leave entitlement, or if no entitlement remains, pay will be deducted for the period of unauthorised absence. Unauthorised absence may result in disciplinary action being taken.

There may be occasions when it is unavoidable to be late for work. The employee should contact their line manager to explain the reasons for any delay. The employee will be expected to make up any time lost at work due to lateness. Persistent lateness may result in disciplinary action being taken.



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Grievance Policy

GRIEVANCE POLICY

INTRODUCTION

This policy is based on and complies with the 2015 ACAS Code of Practice. It also takes account of the ACAS guide on discipline and grievances at work. 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.

This policy confirms:

- You have the right to be accompanied or represented at a grievance meeting or appeal by a workplace colleague, a trade union representative or a trade union official. The companion will be permitted to address the grievance/appeal meetings, to present your case for your grievance/appeal and to confer with you. The companion cannot answer questions put to you, address the meeting against your wishes or prevent you from explaining your case
- The council will give reasonable notice of the date of the grievance/appeal meetings. You and your companions must make all reasonable efforts to attend. If your companion is not available for the proposed date of the meeting, you can request a postponement and can propose an alternative date within five working days of the original meeting date
- Any changes to specified time limits must be agreed by you and the council
- You have the right to appeal against the decision about your grievance. The appeal decision is final
- Information about your grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, the outcome and any action taken is confidential to you
- Recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed as a reasonable adjustment that takes account of a medical condition
- If you are already subject to a disciplinary process and raise 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 you if you 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). This involves the appointment of a third-party mediator, who will discuss the issues raised by your grievance with all of those involved and seek to facilitate a resolution. Mediation will be used only where all parties involved in the grievance agree.

INFORMAL GRIEVANCE

The council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, you should raise it with your line manager to see if an informal solution is possible. Both should try to resolve the matter at this stage.

If you do not want to discuss the grievance with your line manager (for example, because it concerns the line manager), you should contact the Chairman of the Council or, if appropriate, another member of the council.

FORMAL GRIEVANCE PROCEDURE

If it is not possible to resolve the grievance informally, you may submit a formal grievance. It should be submitted in writing to the Chairman of the Council.

The Chairman of the Council will appoint a sub-committee of three members to investigate the grievance. This may be supported by an HR Consultant, as appropriate. 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.

PRELIMINARY INVESTIGATION

Before proceeding to a full grievance hearing, it may be necessary to carry out investigations of any allegations made by you, although the confidentiality of the grievance process will be respected, wherever possible. If any evidence is gathered in the course of these investigations, you will be given a copy in advance of the hearing for you to consider your response.

In exceptional circumstances, the evidence given by individuals may have to remain confidential. Where confidentiality is necessary, this will be explained to you and an appropriate summary of the evidence gathered will be given to you.

Investigations will be completed as quickly as possible following receipt of your grievance, and you will be updated throughout the process.

GRIEVANCE HEARING

The grievance hearing will be held as soon as is reasonably practical and, subject to any need to carry out prior investigations, within ten working days of the receipt of your written complaint. At the meeting, you will be asked to explain the nature of your complaint and what action you feel should be taken to resolve the matter. Where appropriate, the meeting may be adjourned to allow further investigations to take place.

You should ensure that you attend the meeting at the specified time. If you are unable to attend because of circumstances beyond your control, you should inform your line manager as soon as possible. If you fail to attend without explanation, or if it appears that you have not made sufficient attempts to attend, the hearing may take place in your absence. You will have the right to be accompanied at that meeting either by a trade union representative or a work colleague.

While you will be given every opportunity to explain your case fully, you should confine your explanation to matters that are directly relevant to your complaint. Focusing on irrelevant issues or incidents that took place long before the matters in hand is not helpful and can hinder the effective handling of your complaint.

The chairman conducting the hearing will intervene if he/she thinks that the discussion is straying too far from the key issue. They may also intervene to ensure that the meeting can be completed within a reasonable timeframe, depending on the nature and complexity of your complaint.

Following the meeting, you will be informed in writing of the outcome within ten working days. Where this is not possible, or further investigation is required to reach a decision, this may be extended, with prior notification to you.

APPEALS

If you wish to appeal against the outcome you must do so in writing to the Chairman of the Council within five working days. You should clearly state the grounds of your appeal, i.e. the basis on which you say that the result of the grievance was wrong or that the action taken as a result was inappropriate.

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

The Chairman of the Council will appoint a panel of three members, who have not been involved in the case, to hear the appeal. Where this is not possible, alternative arrangements will be made, which may include councillors from a different council. An HR Consultant may support the appeal process.

You will have the right to be accompanied at that meeting either by a trade union representative or a work colleague.

You will be notified, in writing, within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will take place within 25 working days of the council's receipt of the appeal.

The decision of the appeal panel is final.



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Disciplinary Policy

INTRODUCTION

This policy is based on and complies with the 2015 ACAS Code of Practice. It also takes account of the ACAS guide on discipline and grievances at work. The policy is designed to help council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

This procedure is designed to help and encourage all employees to achieve and maintain standards of conduct and attendance which are acceptable, including the need to:

- Fulfil the duties specified in their contract of employment
- Be honest and act beyond suspicion of dishonesty, and
- Maintain high standards of integrity and conduct to protect the council's image and reputation with the public.

The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

PRINCIPLES

- Informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
- No formal disciplinary action will be taken (i.e. a formal warning) until the case has been fully investigated
- For formal action the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made at a disciplinary hearing
- Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
- Employees have the right to be accompanied at a formal disciplinary hearing by a work colleague or trade union official of their choice. There is no right for employees to be accompanied at a formal investigatory interview
- Employees will not ordinarily be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will usually be dismissal without notice or payment in lieu of notice
- An employee will have the right to appeal against any disciplinary action
- The procedure may be implemented at any stage if the employee's alleged misconduct warrants this.

PRELIMINARY INVESTIGATION

Your line manager may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure. If your line manager believes there may be a disciplinary case to answer, they may want a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

You may be asked to attend an investigation meeting as part of the process. Your line manager will notify you in writing of the alleged misconduct and ask you to attend the meeting. The investigation meeting will be your first opportunity to respond to and comment on the allegations. You do not have the statutory right to be accompanied at such investigation meetings. The investigators will report back to your manager or the council as appropriate,

and you will be informed of the outcome. If the investigators suggest there has been misconduct, it is likely that you will be invited to a disciplinary hearing.

The investigation will take place as soon as possible after the allegations have been made. The council will appoint an investigator(s), which may be the clerk, councillors or an external HR Consultant to support or to investigate. An investigation report will be compiled, and where appropriate, a recommendation will be made. Where a recommendation is made, it will be either:

- That there is no case to answer and there should be no further action under the council's disciplinary procedures
- That the matter is not serious enough to justify the disciplinary procedure and can be dealt with on an informal basis
- The employee has a case to answer and the matter will be referred to a formal disciplinary hearing.

SUSPENSION

If allegations of gross misconduct or serious misconduct are made, the council may suspend you while further investigations are carried out. Suspension will be on full pay; this does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.

While you are suspended you are required to be available during normal hours of work so that we can contact you if necessary. You must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee. You must not attend or visit your place of work.

If you wish to contact any employee who you feel could assist you in preparing an explanation for the allegations made against you, please contact your line manager in order that arrangements can be made for the employee to be available for interview.

DISCIPLINARY HEARING

If the council decides that there is a case to answer, a sub-committee of three councillors will be appointed. The sub-committee will appoint a chairman from one of its members. Any members of the committee who were part of the investigation shall not sit on the sub-committee but may attend the hearing to respond to any queries regarding the investigation and report.

No councillor with direct involvement in the matter shall be appointed to the sub-committee. You will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:

- The names of its chairman and other two members
- Details of the alleged misconduct, its possible consequences and your statutory right to be accompanied at the meeting
- A copy of the investigation report, all the supporting evidence and a copy of the council's disciplinary procedure
- The time, date and place for the meeting - you will be given reasonable notice of the hearing (at least 15 working days) so that you have enough time to prepare for it
- That witnesses may attend on yours and the council's behalf and that both parties should inform each other of their witnesses' names at least five working days before the meeting
- That you and the council will provide each other with all the supporting evidence at least five working days before the meeting. If witnesses are not attending the meeting, witness statements will be submitted to the other side at least five working days before the meeting
- That you may be accompanied by a companion – a workplace colleague, a trade union representative or a trade union official.

The disciplinary meeting will be conducted as follows:

- The chairman will introduce the members of the sub-committee
 - The investigators will present the findings of the investigation report (where necessary or appropriate)
 - The chairman will set out the council's case and present supporting evidence (including any witnesses)
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- You (or the companion) will set out your case and present evidence (including any witnesses)
- Any member of the sub-committee, or you, (or your companion) may question the investigators and any witness
- You (or your companion) will have the opportunity to sum up your case
- The chairman will provide you with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The chairman will also notify you of the right to appeal the decision.

DISCIPLINARY OUTCOMES

Where, following a disciplinary hearing, the council reasonably believes that you have committed a disciplinary offence, the following disciplinary action may be taken:

First Written Warning: A first warning is issued for most first instances of misconduct. The council will notify you of the following in writing:

- The reason for the warning, the improvement required (if appropriate) and the time period for improvement
- That further misconduct/failure to improve will result in more serious disciplinary action
- That you have the right to appeal
- That the warning will be placed on your personnel file and will remain in force for a period of twelve months.

Final Written Warning: If there is further misconduct during the period of a written warning or if the misconduct is sufficiently serious, you will be given a final written warning. A final written warning will set out:

- The reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- That further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- Your right of appeal
- That the final written warning will be placed on your personnel file and will remain in force for 18 months.

Dismissal: The council may dismiss:

- For gross misconduct (in this instance, the dismissal will be without notice)
- If there is no improvement within the specified time period in the conduct which has been the subject of a final written warning
- If another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

The council will consider very carefully a decision to dismiss. If you are dismissed, you will receive a letter explaining the reasons for your dismissal, the date on which your employment will end and details of your right of appeal.

APPEAL

Any employee who is the subject of disciplinary action will be notified of the right of appeal. Your written notice of appeal must be received by the Chairman of the Council within five working days of you receiving written notice of the disciplinary action and must specify the grounds for appeal. The grounds for appeal include:

- A failure by the council to follow its disciplinary procedure
- The sub-committee's decision was not supported by the evidence
- The disciplinary action was too severe in the circumstances of the case
- New evidence has come to light since the disciplinary meeting

The appeal will be heard by a panel of three members who have not previously been involved in the case. The appeal panel will appoint a chairman from one of its members.

The appeal panel may decide to uphold the decision of the sub-committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on your personnel file.

If an appeal against dismissal is upheld, you will be paid in full for the period from the date of dismissal and continuity of service will be preserved. The appeal panel's decision is final.

EXAMPLES OF MISCONDUCT

Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct:

- Unauthorised absence or failure to follow absence reporting procedures
- Poor timekeeping
- Failure to disclose a personal interest in conflict with the council's business
- Misuse of the council's resources and facilities including telephone, email and internet (including inappropriate, defamatory or offensive comments on social media, networking, or other sites)
- Inappropriate behaviour
- Refusal to follow reasonable instructions
- Breach of health and safety rules
- Unsatisfactory work performance for reasons other than capability
- Unwillingness to work co-operatively and positively as a team member
- Dishonesty
- Negligence resulting in minor loss, damage or injury.

EXAMPLES OF GROSS MISCONDUCT

Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct:

- Bullying, discrimination and harassment
 - Incapacity at work because of drugs or alcohol
 - Violent behaviour or threats of violent behaviour
 - Fraud or theft (whether attempted or actual)
 - Gross negligence
 - Gross insubordination
 - Serious breaches of health and safety rules
 - Serious and deliberate damage to property
 - Falsification of records or knowingly making false statements.
-



CONTRACT OF EMPLOYMENT

This contract of employment ("the contract") contains the main terms and conditions of your employment with Hurstpierpoint and Sayers Common Parish Council ("the Council"). It includes all the written particulars required by the Employment Rights Act 1996.

THE EMPLOYER: **Hurstpierpoint and Sayers Common Parish Council**

THE EMPLOYEE:

DATE OF ISSUE:



1. COMMENCEMENT DATE

1.1 Your employment with Hurstpierpoint and Sayers Common Parish Council began on _____.

2. CONTINUOUS SERVICE

2.1 Subject to 2.2 below, no period of employment before the commencement date counts as part of your period of continuous service.

2.2. For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

3. CONDITIONS OF SERVICE

3.1 The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to your employment save as amended by the contract.

4. PROBATION

4.1 Your appointment is subject to satisfactory completion of a probationary period of _____ months.

5. JOB TITLE

5.1 You are employed as _____.

6. JOB DUTIES

6.1 You are expected to perform all duties which may be required of you as set out in the attached job description.

6.2 The Council may from time to time wish to amend your job description. You may be required to undertake other duties to meet the requirements of the job.

7. DECLARATION OF OTHER EMPLOYMENT

7.1 You shall not undertake other employment without the Council's written consent. Such consent shall not be unreasonably withheld.

8. PLACE OF WORK

8.1 Your primary place of work shall be:

Parish Council Office
Trinity Road
Hurstpierpoint
Hassocks
West Sussex
BN6 9UY

8.2 You may be required to work at other Council owned sites within the Parish as necessary.

9. SALARY

9.1 Your salary is £_____ per annum being the current salary point ____ within the range ____ in scale LC____ set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.

9.2 You have been appointed to a single salary point and the Council will review your salary annually. The Council may award an additional increment for exemplary performance if it chooses to do so.

9.3 One salary point will be added to your salary, up to maximum of four points, for success in obtaining any of the following relevant qualifications:

- the Certificate of Higher Education in Community Engagement and Governance – Level 1 or equivalent qualification previously awarded by the University of Gloucestershire
- the Certificate of Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- the Diploma in Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the university of Gloucestershire.

- BA (Hons) Degree in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire.

9.4 Your salary will be paid to you by cheque or bank transfer to your bank or building society by the end of each calendar month.

10. EXPENSES

10.1 The Council shall reimburse you at NJC rates in force at the time for mileage incurred in the performance of Council business ("mileage expenses") provided that mileage expenses have been approved by the Council.

10.2 The Council shall reimburse you for other expenses which may include over night accommodation, meals and fares incurred in the performance of Council business ("other expenses") provided that the other expenses have been receipted and approved by the Council.

10.3 You will be provided with a copy of the Council's expenses policy.

11. APPRAISAL

11.1 You will receive an annual appraisal. You will be provided with a copy of the Council's Appraisal and Development Scheme.

12. HOURS OF WORK

12.1 You are required to work _____ hours per week.

13. ADDITIONAL HOURS

13.1 If you work more than your normal working hours, then subject to the Council's approval, you will be reimbursed at the appropriate NJC rate for these hours or you make take time off in lieu at a time to be agreed between you and the Council.

14. ANNUAL LEAVE

14.1 Subject to clause 2.2 of the contract, the calculation of your annual leave commences from the first day of your employment. You are entitled, in addition to the normal bank and public holidays, to 21 working days leave in each leave year (pro rata for part time employees).

14.2 In addition to normal bank and public holidays, you will be entitled to two extra statutory days.

14.3 Your leave entitlement will increase to 25 working days per year (pro rata for part time employees) when you have five years' continuous service immediately prior to the commencement of the leave year.

14.4 If your employment commenced or terminates part way through the leave year, your leave entitlement will be calculated on a pro rata basis. Deductions from your final salary payment will be made for any leave taken in excess of your entitlement.

14.5 Annual leave must be taken at times agreed with the Council. You may carry forward up to 5 days leave into the following leave year, subject to the approval of the Council.

15. SICKNESS ABSENCE

15.1 If you are absent from work on account of sickness or injury, it is your responsibility to inform the Council of the reason for your absence as soon as possible, but no later than the end of the working day on which the absence first occurs.

15.2 You will be provided with a copy of the Council's sickness and absence policy.

15.3 The Council shall have the right at any time to require you to submit to examination by an independent medical practitioner selected by the Council, to obtain a confidential report on your condition from such practitioner and to discuss with such practitioner the findings of his/her examination and his/her prognosis of your likely recovery and or fitness to resume work and any recommended treatment.

16. SICK PAY

16.1 Provided that you comply with the Council's sickness absence policy, you will receive sick pay when you are absent from work because of sickness, as follows:

- during 1st year of service – One month's full pay and (after completing 4 months service) 2 months half pay
- during 2nd year of service – 2 months full pay and 2 months half pay
- during 3rd year of service – 4 months full pay and 4 months half pay

- during 4th and 5th year of service – 5 months full pay and 5 months half pay
- after 5 years' service – 6 months full pay and 6 months half pay

17. MATERNITY/PATERNITY/ADOPTION LEAVE

17.1 Your entitlement maternity/paternity/adoption leave is as set out in the relevant legislation.

18. INJURY OR ASSAULT

18.1 In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with paragraph 7 of part 3 of the Green Book.

19. PENSIONS

19.1 The Council is a member of the Local Government Pension Scheme operated by West Sussex County Council, and which involves contributions by both Employer and Employee. The Employee will be subject to the auto-enrolment of the Scheme from the date of the start of employment.

20. NOTICE OF TERMINATION OF EMPLOYMENT

During probationary period

20.1 Either party may terminate the contract by giving one weeks' notice in writing.

After completion of probationary period

20.2 The length of notice which you are obliged to give to the Council to terminate your employment is _____ in writing.

20.3 The length of notice which you are entitled to receive from the Council to terminate your employment is four weeks in writing until you have been continuously employed for four years and thereafter such notice entitlement increases by one week for each year of continuous service until you have completed twelve years of continuous employment after which time you will be entitled to twelve weeks' notice.

20.4 Within one week of the termination of your employment you are required to surrender to the Council all Council property including computers and other electronic devices and any documents and other materials, including copies that you have been holding on behalf of the Council. You shall irretrievably delete from all your personal electronic devices all property of the Council and shall produce evidence of such as the Council may require.

21. DISPUTE RESOLUTION

21.1 You will be provided with a copy of the Council's grievance and disciplinary procedures.

21.2 If you have a grievance arising from your employment, you should raise it with the Chairman of the Council. If you are dissatisfied with any disciplinary decision made against you, you should raise it with the Chairman of the Council.

22. HEALTH AND SAFETY

22.1 You have a duty to ensure the health and safety of yourself and others. You must also co-operate with the Council so that it can comply with its health and safety obligations.

22.2 You will be given a copy of the Council's Health and Safety Policy.

23. EQUAL OPPORTUNITIES POLICY

23.1 You must comply with the Council's Equal Opportunities Policy. You will be given a copy of this policy.

24. TRAINING AND DEVELOPMENT

24.1 The Council shall be responsible for the costs associated with any training and development that it considers necessary. This may include the cost of training and development courses and examinations, and payment of mileage expenses and other expenses in accordance with the Council's expenses policy. Where the Council considers it necessary, it shall give you reasonable paid time off for study.

25. INDEMNITY

25.1 The Council undertakes to indemnify you against any actions of commission or omission that are authorised by the Council.



SIGNED –

DATED –

Signed on behalf of Hurstpierpoint and Sayers Common Parish Council

SIGNED –

DATED –

Employee