

Lapley, Stretton and Wheaton Aston



Parish Council

Employee Handbook

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LSWA PARISH COUNCIL

The Parish Council has prepared this handbook to provide you with an overview of Council's policies and rules. It is intended to familiarise you with important information as well as provide guidelines for your employment with

us in an effort to foster a safe and healthy work environment.

Please understand that this booklet only highlights Parish policies and benefits for your personal understanding and cannot, therefore, be construed as a legal document. It is intended to provide general information about the policies and regulations governing the employees of the Parish Council, and is not intended to be an express or implied contract. The guidelines presented in this handbook are not intended to be a substitute for sound management, judgment, and discretion.

It is obviously not possible to anticipate every situation that may arise in the work place or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies, practices, and benefits described in this handbook change from time to time. Accordingly, the Parish Council reserves the right to modify, supplement, rescind, or revise any provision of this handbook from time to time as it deems necessary or appropriate in its sole discretion with or without notice to you.

If any statements in this handbook are not clear to you, please contact the Clerk for clarification.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Parish Council to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, national origin, disability, marital status or veteran status. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, termination and all other terms and conditions of employment. The Parish Council is committed to this policy and its enforcement.

Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

HARASSMENT POLICY

The Parish Council will not tolerate harassment or intimidation of our employees on any basis prohibited by law, including race, color, sex, age, religion, national origin, handicap, disability, marital status, or veteran status. It is the policy of the Parish Council that any harassment, including acts creating a hostile work environment or any other discriminatory acts directed against our employees, will result in discipline, up to and including discharge.

For purposes of this policy, sexual harassment is defined as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a work environment that is hostile, offensive or coercive.

Employees must bring any violation of this policy to the immediate attention of the PCM who will thoroughly investigate all such claims with due regard for the privacy of the individuals involved. Any employee who knowingly retaliates against an employee who has reported workplace harassment or discrimination shall be subject to immediate disciplinary action, up to and including discharge.

WORKING

RECORDING HOURS WORKED

All hourly employees are required to keep a time sheet. On your time sheet, you must correctly record start and finish time for each day worked. You will be provided with a time sheet for reporting your hours. Only you are authorised to record your own time.

Completed time sheets are due in the office no later than 1.00pm on the Monday following the end of the pay week.

PAY PERIOD AND PAYDAY

The Parish Council will make payment by BACS on a monthly pro rata basis. The data will ordinarily be no later than 28th of each month.

WORK WEEK AND OVERTIME

The Parish Council office workweek begins on Monday at 9.00am and ends on Friday at 3.00pm.

Staff who work from home work their hours at their own discretion.

Occasionally it may be necessary for an employee to work beyond his or her normal workday/workweek hours. Overtime pay is paid only when work is scheduled and made known to you in advance by the Clerk. Under no circumstances shall an employee work overtime without the prior approval of the Clerk.

Hourly employees will receive overtime pay at a rate of one-and-one-half times their regular hourly rate for all hours worked in excess of 37 in a work week.

HOURS OF WORK

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

The full-time contracted hours for all posts are 37 hours per week.

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

PENSION

Eligible jobholders will be automatically enrolled in the Local Government Pension Scheme (LGPS), subject to the terms and conditions in force.

LEAVE ENTITLEMENTS

The holiday year runs from 1st April to 31st March.

Annual Holidays:
20 days

Plus bank holidays

Plus 5 days after 5 years Local Government service.

Leave carried over is in accordance with contracts at 5 days (or equivalent) per year approved by the relevant line manager. Additional days/hours must be approved at Full Council

Part Time Employees

If you work less than 5 days per week or your hours are not the same each day then your annual and bank holidays will be calculated in hours.

This is necessary to ensure everyone receives their fair entitlement to holiday.

PUBLIC HOLIDAYS

Easter (Good Friday and Easter Monday)	2
May Day	1
Spring	1
August	1
Christmas, Boxing Day and New Year	3
2 government day discretionary holiday	2
	10
	Days

MAINTAINING YOUR PERSONNEL RECORDS

It is your responsibility to provide current information regarding your personal details. Please use the Notification of Change in Personal Details form to note any changes in your address, telephone number, emergency contact information and bank details.

CONFLICT OF INTEREST

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

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

- Which provides products or services directly to, or services provided by LSWA Parish Council.
- Which subjects the employee to unreasonable time demands that prevent the employee from devoting proper attention to his or her responsibilities to LSWA Parish Council
- Which is so operated that the employee's involvement with the outside business activity will reflect adversely on LSWA Parish Council.

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

PERSONNEL FILES

Employee personnel files are the property of the Parish Council and do not belong to the employee. However, upon request, the Clerk will provide employees with copies of performance evaluations and other documents that the employee has previously received.

PERFORMANCE EVALUATIONS

Employees will have their job performance reviewed on an annual basis by the PCM.

STANDARDS AND EXPECTATIONS FOR THE WORK PLACE

SAFETY

The Parish Council believes in maintaining a safe and healthy working environment for our employees. However, to achieve our goal of providing a safe workplace, each employee must be safety conscious. The following policies and procedures have been established that allow us to provide safe and healthy working conditions. We expect each employee to follow these policies and procedures, to act safely, and to report unsafe conditions to the PCM in a timely manner.

REPORTING UNSAFE CONDITIONS OR PRACTICES

Employees are expected to continually be on the lookout for unsafe working conditions or practices. If you observe an unsafe condition, you should warn others, if possible, and report that condition to the PCM immediately. If you have a question regarding the safety of your work place and practices, ask the PCM for clarification.

If you observe an employee using an unsafe practice, you are expected to mention this to the employee and to the PCM. Please make any necessary adjustments to what you are doing. Safety at work is a team effort.

MAINTAINING A SAFE WORKSITE

We expect employees to establish and maintain a safe worksite. This includes but is not limited to the following applications:

- To look critically for signs of possible hazard every time electrical equipment is used ie: power cable frayed / plug cracked
- Properly lifting and lowering heavy objects
- Inspecting tools and equipment for defects before use
- Keeping walkways clear of obstructions
- Properly storing tools and equipment after use
- Following established safety rules

REPORTING AN INJURY

Employees are required to report any injury, accident, or safety hazard immediately to the Clerk. Injuries must be recorded in the accident book in the office.

SMOKING AT THE WORK PLACE

South Staffordshire Council is a smoke-free environment. Smoking is prohibited for our employees, customer and the general public inside the offices. Employees may smoke on breaks as long as they do so outside the building. Employees who take excessive smoke breaks may be required to work longer hours to make up for time lost smoking.

Polices

All employees must be familiar and on agreement with LSWA Parish Council's Absence Management Policy, Disciplinary Policy, Equal Opportunities Policy, Grievance Policy, Health and Safety Policy, Lone working policy and all relevant Risk Assessments. Copies are available from the offices

BENEFITS

YOUR ATTENDANCE AT WORK

LSWA Parish Council values good attendance at work and although we aim to secure regular attendance, we do not expect employees to attend when they are unwell.

NOTIFICATION OF ABSENCE

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

In the case of the PCM becoming ill the Parish Council Chairman should be notified
Please see Absence Management Policy

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

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

SICKNESS PAYMENTS

Staff must notify the PCM by close of business on the first day of absence from work. Failure to do so may result in the loss of sick pay.

From your first day of absence you will be required to complete a self-certification form available from the PCM on your return, if greater than 7 days you will require a statement of Fitness for Work from your G.P. All period of prolonged absence must be covered by a Doctor’s note which must be forwarded to the Parish Clerk.

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 recommended treatment.

Sick pay entitlement will be made on a sliding scale depending on length of continuous service and sickness period.

During 1 st year of service	One month’s full pay and (and after completing 4 months’ service) 2 months’ half pay
During 2 nd year of service	2 months’ full pay and 2 months’ half pay
During 3 rd year of service	4 months’ full pay and 4 months’ half pay
During 4 th & 5 th year of service	5 months’ full pay and 5 months’ half pay
After 5 th year of service	6 months’ full pay and 6 months’ half pay

PERSONAL LEAVE

In special circumstances the Parish Council may, at its discretion, grant an employee a leave of absence without pay when sufficient personal reasons necessitate such a leave. However, employees are not eligible for a personal leave of absence until they have been continuously employed as full-time employees for 12 months. Personal leave of absence must be requested in writing.

The Parish Council reserves the right to determine the duration of the leave of absence, but no leave of absence shall exceed 12 weeks. If an employee fails to return to work immediately after his or her leave of absence expires, the employee will be considered to have voluntarily resigned his or her position with the company.

Leaves of absence will be without pay except that employees may be required to use any accrued paid time off during a leave. While on a leave of absence, employees will not accrue additional paid time off.

COMPASSIONATE LEAVE

The Parish Council will provide up to three days of paid compassionate leave for an employee upon the death of an immediate family member. For purposes of this policy, “immediate family” is defined as the employee’s or the employee’s spouse’s parents, siblings, children, grandparents, grandchildren, the employee’s spouse, or any other relative who resides in the employee’s household.

Employees should direct all requests for Bereavement Leave to the PCM. While on Bereavement Leave, an employee will be paid for the normal hours the employee was scheduled to work on the days missed.

JURY LEAVE

Employees who are called for jury duty will be granted time off with pay to perform this civic duty. Employees must notify the Clerk as soon as they learn they have been summoned as a juror so that work arrangements can be made. In order to be paid for Jury Leave, an employee must provide the PCM with the jury summons and a note from the Clerk of the Court indicating the times the employee was in court for jury duty. The employee will be paid for their normal time for the regularly scheduled hours of work, minus the compensation they received from the court for their service as jurors. The employee who is excused from jury duty prior to the end of a regularly scheduled work day must report for work for the remainder of that day, or otherwise notify the PCM of his or her availability to work.

ABSENCE MANAGEMENT POLICY

1. OVERVIEW

All employees are covered by our policy for reporting and managing absences and sick pay.

We reserve the right to amend this policy at any time.

As documented in the staff handbook and employee contract, from your first day of absence a self-certification will need to be completed on your return, if greater than 7 days you will require a statement of Fitness for Work from your G.P. All period of prolonged absence must be covered by a Doctor's note which must be forwarded to the PCM.

The Parish Council should be kept regularly informed by a member of staff who is absent and to inform of an anticipated return to work.

Sick pay entitlement will be made on a sliding scale depending on length of continuous service and sickness period as per individual employee contracts..

2. LONG-TERM, OR PERSISTENT ABSENCE

- Formal steps may be taken if there is concern about the number of days taken off for sickness or injury.
- What action is taken will depend on reasons and pattern for absence. Informal talks may be held and medical evidence may be sought to better understand the situation.
- Review meetings may also be necessary to explore whether reasonable adjustments can be made to help either return to work or work for longer periods.
- 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 recommended treatment
- If medical evidence is required we will usually ask for examination by a doctor, an occupational health therapist or another specialist of our choice. The Parish Council will pay for this and all reports will be kept confidential. Consent from the employee will be sought to have full access to medical reports and to discuss the contents with the relevant medical practitioner. The Employee does not have to consent, but if they do not decisions will be made based on existing medical and other information. Reasonable adjustments to the role and/or work space will be made if the employee is found to have a disability
- The Parish Council understand that this process is difficult and upsetting if the employee suffers from a serious health condition and they might feel as if the council is pressurising the employee into returning to work before they are ready. The Parish Council does not want them to feel

that way, but no business can continue employing people indefinitely if they are not able to work. It is better that all employees are fully aware of the thought process and intentions than the alternative, which is lack of communication and eventually deciding to dismiss without advance notice of what the consequences of continued absence would be.

- The Parish Council will write to the employee before any formal meeting and explain when, where, and why it is taking place. If this date is not acceptable a mutually convenient alternative date will be arranged.
- At the meeting, the discussion will be why the employee is off work, how long they expect to remain off work, and whether they are likely to be off work for the same reason in the future. There will also be a review of any medical evidence, and explore whether further reports are needed and if there is anything the Parish Council can do to help to improve their health and/or make it easier for them to attend work. If they have been off work long term the Parish Council may suggest a return-to-work program; if there is persistently absence, they may set targets to improve the attendance against a deadline. The employee should also expect to be warned that they may face dismissal if the attendance does not improve.
- Should the employee be unable to return to work, or fails to meet the deadline set for improved attendance, they will be asked to attend another meeting. The aim at this meeting will be to find out if the situation is expected to change, and the Parish Council may have to give notice of dismissal if it becomes clear they are either unlikely to return to work or their attendance will not improve in the short term. Before issuing a notice of dismissal, options will be explored whether redeployment within the Parish Council could be made which would address the attendance issues and consideration will be given to any other issues that may want discussing.
- If the Parish Council concludes that the employee is not off work for a medical condition and they are unable to offer any other satisfactory explanation the employee may face action under the Parish Councils disciplinary procedure. This may lead dismissal for misconduct or gross misconduct.

3. RIGHT OF APPEAL

- An employee has the right to appeal if the Parish Council dismiss them on the grounds of their long-term absence. A response must be lodged within a week of being told they have been dismissed, by writing directly to the PCM. In the response to that letter, there must be an explanation of exactly what is being appealed.
- Wherever possible, the appeal hearing meeting will not be led by the PCM which took the decision to dismiss you. The Parish Council's final decision will be sent to you in writing, where possible within two weeks of the appeal hearing. There is no further right to appeal the dismissal.

4. RIGHT TO BE ACCOMPANIED

- The employee has the right to take a colleague or trade union representative with them to any formal meeting called under this procedure, including the appeal meeting. The employee should tell us as soon as possible who will accompany them, it is their responsibility to arrange for them to attend. If a work colleague is chosen the Parish Council will not prevent them from attending, but may rearrange the meeting if their absence from work causes operational problems.
- The colleague or union rep can, if this is a preference, explain the key points of the case to the meeting and can respond on behalf of the employee. It is also acceptable to confer during the meetings, they must not however, answer questions put directly to the employee or try to prevent the Parish Council asking questions or outlining its arguments.

OTHER TYPES OF ABSENCE

Jury Service – The PCM must be informed as soon as possible. While on Jury Service, employees receive full pay minus any allowances paid by the court

Other public duties – Time off will be allowed to carry out duties in some public roles, including magistrate and school governor. As soon as duties are known and meeting dates available the Par Clerk should be informed. The Parish Council will not pay for time taken off work.

Reasonable time off may be taken to deal with emergencies involving dependents. A dependent is defined as spouse, civil partner, children (including adopted children), or a parent. Also included are other people who live in your household or anyone else who relies on the employee – for example elderly family member. Procedures for sickness leave must be followed.

The circumstances of each case will be considered to allow for some flexibility, but the time taken must both be reasonable and necessary to deal with something immediately and /or respond to an emergency. Normally this means hours, or a maximum of one or two days and this type of leave is designed to provide care over the longer term.

No payment will be made for time taken off for dependents

Other family related absences – Time off for family related matters will be paid including maternity, paternity, parental and adoption leave.

Carrying out trade union duties – Elected trade union officials are legally entitled to reasonable time to fulfil obligations and will be paid at full basic rate for all related absences during working hours. Time carried out outside working hours will not be paid.

LSWA PC 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”.

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status or social class. We oppose all forms of unlawful and unfair discrimination.

All employees whether full-time, part-time, fixed contract, agency workers or temporary, 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 organisation.

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.
- The commitment to equal opportunities in the workplace is good management practice and makes sound business sense
- Breaches of our equal opportunities policy will be regarded as misconduct and could lead to disciplinary proceedings
- This policy is fully supported by all levels of management from the top and has been agreed with employers (National Association of Local Councils) and employees (Society of Local Council Clerks) representative bodies and trade unions.
- The policy will be monitored and reviewed annually

THE LAW

The policy will be implemented within the framework of the relevant legislation, which includes:

- Equal Pay Act 1970
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Gender Reassignment Regulations 1999
- Race Relations (Amendment) Act 2000
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997

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 LSWA Parish Council strives to remain an Equal Opportunities employer.

This policy applies to applicants for employment, volunteers and members of the Council alike

DISCIPLINARY RULES

To be used in conjunction with LSWA PC's Disciplinary Policy

1. INTRODUCTION

- 1.1 Proper standards of behaviour and conduct are expected of all members of the Council at all times. As a public service, the activities of the Council and its employees are, quite properly, under constant public scrutiny. This means that the Council's standards must be seen to be at least high, if not higher than, those of its various counterparts in other industries.
- 1.2 It is important, therefore, that suitable rules and procedures operate which promote order, fairness and consistent practice in the treatment of individual employees and in the setting of standards of performance and conduct. The disciplinary procedure has been drawn up in order to ensure that all employees are dealt with in a fair and equitable manner.

2. BEHAVIOUR AND CONDUCT

- 2.1 It is expected that all employees of the Council should:
- Maintain a high standard of honesty, integrity and conduct;
 - Not use their position to further private interests, or to put those of relatives and friends, before their duty to the Council;
 - Fulfil the duties specified in their Contract of Employment and enlarged upon in their job description;
 - Observe the provisions of the National Scheme of Conditions of Service and any other Local Schemes, Regulations, Orders, rules, systems or any departmental instructions.

3. BREACH OF DISCIPLINE

- 3.1 Any breach of discipline rules will render an employee liable to disciplinary action under the relevant disciplinary procedure.

4. BREACH OF DISCIPLINE

- 4.1 For offences of suspected or alleged gross misconduct, immediate suspension will normally apply, followed by summary dismissal if the offence is established on the balance of probabilities and there are no acceptable mitigating circumstances. For information, gross misconduct is misconduct of such a nature that the Council is justified in no longer tolerating the continued presence at the place of work of the employee who commits such an offence.
- 4.2 It is not possible to produce an exhaustive list of all acts which could lead to disciplinary action and, generally, the test of reasonableness will apply before action is taken. Examples of offences which have led to the dismissal of local authority employees for gross misconduct and which, if committed by an employee of this authority will be regarded as such, include:
- Corrupt or improper practice;
 - Theft from the Council, Council employee, or member of the public
 - Falsification of records e.g. attendance or expense claims
 - Falsification of qualifications which are a stated requirement or which result in financial gain;
 - Serious breaches of safety regulations endangering oneself and/or other people;
 - Violence or assault against a colleague, client, or member of the public;
 - Sexual misconduct at work;
 - Commission of a criminal offence outside employment, the nature of which makes the employee unsuitable for retention in their employment;
 - Discrimination against Council employees or members of the public on the grounds of sex, sexual orientation, age, disability, race, religion, colour, nationality or ethnic origin;
 - Being incapable, during the employee's working hours of performing the duties of the job due to being under the influence of drink or drugs (other than those medically prescribed)

This list is neither exclusive nor exhaustive and, in addition, there may be other offences of a similar gravity, which would constitute gross misconduct.

5. MISCONDUCT

5.1 Misconduct of a lesser degree that which warrants dismissal without notice may, nevertheless, lead to dismissal if persistent. The following are examples of the type of offence, which will lead to disciplinary action being taken:

- Persistent lateness;
- Unauthorised absence from work;
- Blatant and intentional disregard of legitimate instructions from a supervisor/senior officer;
- Failure to observe operational regulations, Standing Orders, Financial regulations etc. of the Council;
- Failure to observe safe working practices at work;
- Engaging in employment during off duty hours which is detrimental to the Council's interests.

6. CAPABILITY

6.1 This relates to the capability of an employee to undertake the kind of work that they were employed to do by reference to skill, aptitude, health, physical or mental quality. Lack of capability due to ill health or other physical or mental quality will not normally be considered to be a breach of disciplinary rules. This would normally be considered separately. However, any breach of rules by an employee relating to conduct which leads to accident or injury and subsequent lack of capability of themselves may lead to disciplinary action being taken.

6.2 Where an employee fails to carry out properly the duties they were engaged to perform, and/or makes frequent errors in the work, despite the provision of:

- Training to enable the work to be done satisfactorily; and
- Direct supervision by someone experienced and competent in the work

Then the employee **will** be in breach of the disciplinary rules, and liable to disciplinary action.

7. RECORD/DISREGARD OF RECORD OF DISCIPLINARY ACTION

7.1 The Council has agreed that records of disciplinary action will remain active on individual personnel files for the following periods, after which time they will be regarded as spent, subject to satisfactory conduct by the employee concerned:

- Formal verbal warning 6 months
- Written warning 1 year
- Final written warning 2 years

DISCIPLINARY POLICY

PURPOSE AND SCOPE

This procedure is designed to help and encourage all council employees to achieve and maintain high standards of conduct whilst at work or representing the council. The aim is to ensure consistent and fair treatment for all. This procedure is prepared in accordance with the dismissal and dispute resolution procedures as set out in the Employment Act 2008 and the ACAS Code of Practice APR 2009

PRINCIPLES

- a) No disciplinary action will be taken against an employee until the case has been fully investigated
- b) At every stage in the procedure 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.

- c) At all formal stages the employee will have the right to be accompanied by a trade union representative or work colleague during the disciplinary interview.
- d) No employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty of dismissal without notice or payment in lieu of notice may be applied.
- e) An employee will have the right to appeal against any disciplinary penalty imposed.
- f) The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

THE PROCEDURE FOR MISCONDUCT and GROSS MISCONDUCT

3.1.1 The following list provides examples of **misconduct** which will normally give rise to formal disciplinary action:

- Unauthorised absence from work
- Persistent short-term and/or frequent absences from work without a medical reason
- Lateness for work or poor time keeping
- Inappropriate standard of dress
- Minor breaches of Health and Safety or other Society rules or procedures
- Failure to perform your job to the standard expected or in line with your job description/objectives within the agreed timescales
- Time wasting
- Disruptive behaviour
- Misuse of the council's facilities (e.g. telephones, computers, email or the internet)
- Refusal to carry out reasonable requests or instructions
- Smoking in unauthorised areas
- Failure to follow an agreed council Procedure

This list is not exhaustive and offences of a similar nature will result in disciplinary action being instigated N.B. persistent or frequent absence on medical grounds and long term sickness absence will be dealt with using a procedure for Incapacity, which is described in the Absence Policy.

3.1.2 The following list provides examples of offences which are normally regarded as **gross misconduct**:

- Theft, fraud, deliberate falsification of records, or other acts of dishonesty
- Fighting, assault on another person
- Deliberate damage to property of the council, its workers or members
- Gross incompetence in the conduct of work
- Gross negligence which results in the council or employees being put at risk.
- Being under the influence of illegal drugs or excessive alcohol
- Acts of incitement towards or actual acts of discrimination, harassment or victimisation including on the grounds of sex, race, colour, ethnic origin, disability, sexual orientation, age, religion or belief
- Serious acts of insubordination
- Serious breach of duty to keep information of the council, its service providers and its clients confidential
- Unauthorised entry to computer records
- Serious breach of the council's Security Policy, Health & Safety Policy, Confidentiality or e-mail and Internet Policy
- Any action, whether committed on or off the premises, that is likely to or does bring the council into disrepute
- Serious negligence which causes or might causes significant loss, damage or injury
- Accepting bribes or incentive payments from suppliers
- Unauthorised use of Society funds or credit
- Working with an external agency to provide information which would be detrimental to and cause commercial risk to the council.

This list is not exhaustive and other offences of a similar gravity will result in disciplinary action being instigated at Gross Misconduct level which carries a potential penalty of dismissal. Gross Misconduct is generally any conduct which places extreme pressure on the mutual trust which exists in an employment relationship.

3.2 INFORMAL ACTION

Minor misconduct will be dealt with informally usually in a confidential one-to-one meeting between the employee and line manager. In the case of the Parish Council Manager being the individual against whom there is a complaint or allegation the matter should be handled discreetly by members of the Disciplinary & Grievance Panel and involve an informal meeting initially. However, where the matter is more serious or informal action has not brought about the necessary improvement the following procedure will be used:

3.3 FORMAL ACTION

3.3.1 The level of warning you may receive for misconduct/gross misconduct will depend on how serious the council considers the alleged actions to be and your previous conduct in all the circumstances. In the event of alleged gross misconduct the formal process may commence at Stage 4 –see 3.4 below.

3.3.2 Disciplinary Letters

If there is a concern about an employee's conduct or behaviour then a letter will be given to the employee advising him/her of the allegation(s) and reasons why this is unacceptable. The letter should invite the employee to attend a meeting at which the alleged misconduct will be discussed and will inform the employee of their right to be accompanied to the meeting. The letter will specify at which stage the disciplinary procedure is being invoked (see 4 stages below) and if invoked at Stage 4 for Gross Misconduct the letter will warn that a potential outcome could be dismissal. The time, date and venue of the meeting will also be advised. Any documents to be produced at the meeting will also be provided.

3.3.3 Disciplinary Meetings

The time and location of a disciplinary meeting should be agreed with the employee and it should be held in a private location with no interruptions. This will normally be without undue delay but allowing the employee to prepare their case e.g. within 5 days of the letter being sent, where practically possible. At the meeting the manager (or in the case of the PCM being disciplined, the Chairman of the Disciplinary & Grievance Panel will state the complaint against the employee and go through the evidence which has been gathered. The employee will also be allowed to ask questions, present evidence and call witnesses if advance notice has been given that they will do so.

If the employee is unable to attend the meeting due to unforeseeable reasons out of their control (e.g. illness) then the council will reasonably rearrange the meeting. However, if the employee fails to attend the meeting without good reason the meeting can be held in the employee's absence.

3.4 OUTCOMES AND PENALTIES

Stage 1 - Verbal Warning

In the instance of a first complaint that conduct does not meet acceptable standards, the employee will normally be given a formal VERBAL WARNING. He or she will be advised of;

- the reason for the warning,
- that it is the first stage of the disciplinary procedure,
- the improvement that is required and the timescales for achieving this improvement,
- together with a review date and any support available (where applicable) and
- his or her right of appeal.

A brief note of the oral warning will be kept but it will be spent after 6 months, subject to satisfactory conduct.

Stage 2 - Written Warning

If the offence is a serious one, or if further to previous formal disciplinary action, a WRITTEN WARNING will be given to the employee by the Line Manager. This will give details of the complaint, the improvement required and the timescale. It will warn that action under Stage 3 will be considered if there is no satisfactory improvement and will advise of the right of appeal. A copy of this written warning will be kept on file but it will be disregarded for disciplinary purposes after 12 months subject to satisfactory conduct

Stage 3 – Final Written Warning

If there is still a failure to improve and conduct or performance is still unsatisfactory, or the misconduct is sufficiently serious, a FINAL WRITTEN WARNING will normally be given to the employee. This will give details of the complaint, will warn that dismissal will result if there is no satisfactory improvement and will advise of the right of appeal. A copy of this final written warning will be kept by the Line Manager (or in the case of the Parish Council Clerk being disciplined by the Chairman of the Disciplinary & Grievance Panel) but it will be spent after 12 months (in exceptional cases the period may be longer) subject to satisfactory conduct.

Stage 4 – Dismissal or other sanctions

If conduct is still unsatisfactory and the employee still fails to reach the prescribed standards, or where the Society reasonably believes Gross Misconduct has occurred, DISMISSAL may result. Only the Disciplinary & Grievance Panel can take the decision to dismiss an employee. The employee will be given a written statement of allegations against him/her, invited to a meeting and then be notified in writing of the reasons for the decision taken at the hearing. Penalties at this stage may include dismissal with notice or summary dismissal (i.e. without any notice), Final Written Warning with/without demotion, loss of pay or loss of seniority. If dismissal is the outcome, the employee will be advised of the date on which employment will terminate. In all cases the employee has a right of appeal.

Very exceptionally, if an offence of Gross Misconduct is extremely serious an employee can be dismissed immediately without a meeting. In this situation a letter setting out reasons for dismissal would be sent to the employee offering the opportunity for an appeal hearing.

3.5 SUSPENSION

If an employee is accused of an act of gross misconduct, the employee may be suspended from work on full pay while the council investigates the alleged offence. Only the Disciplinary & Grievance Panel has the power to suspend. This enables a swift and thorough investigation to occur. Whilst suspended pending disciplinary investigation regular contact with a nominated person at the council will be maintained although access to premises, equipment or systems may be denied. The Investigator who compiles evidence for the disciplinary hearing must play no part in the subsequent decision-making to ensure impartiality. Councils need to consider the implications of such arrangements on its hearing and appeal panel plans early on in the disciplinary process.

3.6 APPEALS

The Appeals stage of the disciplinary process is part of the Code of Practice to which an employee has a right. It can be exercised after any of the stages of disciplinary action for Misconduct/Poor Performance or Gross Misconduct.

An employee who wishes to appeal against a disciplinary decision should inform the Chairman of the Staff Appeals Panel within five working days, in writing and giving reasons for the appeal. An Appeal may be raised if:

- The employee thinks the finding or penalty is unfair
- New evidence has come to light
- The employee thinks that the procedure was not applied properly

Where possible the Appeal will be heard by the Staff Appeals Panel, which is a separate panel of elected members who have not been involved in the original disciplinary hearing, who will view the evidence with impartiality. The employee will have the right to be accompanied by a colleague or accredited Trade Union official or lay member at the appeal hearing. The outcome of the appeal and reasons for it will be advised to the employee as soon as possible after the meeting and be confirmed in writing.

At the Appeal hearing any disciplinary penalty imposed will be reviewed but it cannot be increased. The decision taken at the Appeal hearing will be final.

3.7 THE RIGHT TO BE ACCOMPANIED

At each formal stage of disciplinary interview an employee has the right to be accompanied and can make a reasonable request for such a person to accompany them. An employee can ask any other employee or a trade union representative or an appropriately accredited official employed by a trade union to accompany them, to

give support and help them prepare for the disciplinary interview. This right is enshrined in the 1999 Employment Relations Act. As this is an internal process there is no provision to have any external person accompany or represent an employee e.g. partner, parent, solicitor etc. the companion can address the hearing, put and sum up the employee's case, respond on behalf of the worker to any views expressed at the meeting, confer with the employee. The companion cannot however answer questions on the employee's behalf or address the hearing if the employee does not wish him/her to or prevent the employee explaining their case.

3.8 HEARING PANELS

The Disciplinary & Grievance Panel and the Staff Appeals Panel which hear disciplinary and grievance hearings will be appointed on an annual basis so that if a dispute does arise in the workplace the elected members involved are already trained and briefed on their duties as a hearing or appeal panel member. In situations where individual members are implicated in the dispute or have undertaken an investigatory role then they will need to be substituted as panel members.

3.9 NOTE-TAKING

It is highly recommended that a note-taker be provided to every meeting/hearing which arises as a result of a disciplinary process as Employment Tribunals are particularly keen to view contemporaneous notes of events which have led to an employment dispute. Councils will need to give this requirement careful consideration in order to respect employee confidentiality.

3.10 GRIEVANCES RAISED DURING DISCIPLINARIES

In some circumstances when a disciplinary process has commenced an employee chooses to exercise his/her right to raise an internal grievance about the employment relationship with the council or individual Members. In line with ACAS advice, disciplinary matters shall be placed on hold until grievances have been aired and actions towards a resolution have been progressed. Only in exceptional circumstances when it is considered to be pragmatic to deal with the two disputes concurrently specialist advice will be sought.

3.11 CRIMINAL CHARGES OR CONVICTIONS

If an employee is charged with or convicted of a criminal offence this does not automatically give rise to a disciplinary situation. Consideration needs to be given to how a charge or conviction may affect an employee's ability to undertake his or her job duties and their relationships with the employer, colleagues, subordinates or customers.

4. GETTING IT WRONG

Failure to follow the ACAS Code of Practice (available at www.acas.org.uk) can lead to an Employment Tribunal awarding an uplift of an award against the council of up to 25%. Tribunals dealing with unfair dismissal claims are particularly interested in whether the employer followed a procedure and whether the employer acted fairly and reasonably. One way in which to avoid such a penalty is to have an agreed procedure, communicate that procedure to staff and Members, revisit and review the procedure regularly and have some training for those who are expected to operate the procedure.

5. General Data Protection

GDPR regulations are to be strictly adhered to

Grievance Policy

1. PURPOSE AND SCOPE

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

2. PRINCIPLES

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

3. PROCEDURE

3.1 Wherever possible, any grievance should be raised informally with the employee's line manager, or if this is inappropriate with the next level of management. In the case of the Parish Council Manager to the council raising a grievance this should be directed to the Chairman of the council unless the complaint is about the Chairman in which case this should be directed to the Vice-Chairman. The recipient of the grievance from the PCM should share the grievance with the Disciplinary & Grievance Panel established to handle such matters and the issues should be treated with discretion and confidentiality at all times.

3.2 **Written Statement:** If the employee does not consider it appropriate to raise the grievance informally, or if requested by the person the employee spoke to informally, then the employee should submit a formal grievance in writing to their line manager, or if this is inappropriate to the next level of management.

3.3 **Meeting or Hearing:** Generally, within a reasonable period of time e.g. five working days of receipt of a written complaint, the line manager or Chairman of the Disciplinary & Grievance Panel will arrange a meeting with the employee. The Chairman of the Disciplinary & Grievance Panel will endeavour to make the meeting arrangements mutually convenient and will arrange a confidential location, free from interruptions. The Chairman of the Disciplinary & Grievance Panel will investigate the substance of the complaint and hear submissions from the employee concerned together with such other submissions or evidence as s/he shall consider appropriate and take such steps as s/he shall consider necessary to resolve the issue raised. It may be necessary to adjourn the meeting in order for an investigation to take place. Careful consideration of the evidence and the necessary steps required to resolve the problems will be given to the grievance. The employee may call witnesses by prior arrangement with the panel. There is no right for a Member or employee implicated in an employee's grievance to cross examine the aggrieved during a grievance hearing but the panel may wish to make its own investigations through interviewing these individuals and/or other witnesses separately. The Panel may ask the employee what he or she would like to happen as a result of raising the grievance and bear this in mind when preparing the response.

3.4 **Response:** The Chairman of the Disciplinary & Grievance Panel will advise the decision to the employee in writing and, where appropriate, include an action plan to assist in the resolution of the problem. Councils which handle internal disputes effectively generally consider the options and costs in a timely fashion, then agree and publicise the workable solutions, monitor, review and learn from the experience. There may be some value in exploring Mediation as a way in which to resolve differences between two parties. The SLCC can advise on approaches and bodies which may be able to assist (nb external organisations may levy a fee for such services)

3.5 **Appeal:** If the employee is dissatisfied with the decision of the line manager on his/her complaint, s/he may appeal against the decision to the Chairman or Vice-Chairman of the Staff Appeals Panel by written notice within five working days of the decision. An Appeal may be raised if:

- The employee thinks the finding, or action plan, is unfair
- New evidence has come to light
- The employee thinks that the procedure was not applied properly

On receipt of the appeal the council's Staff Appeals Panel shall arrange to meet and consult with the employee, the line manager or Members concerned and any other persons, as s/he shall consider appropriate without

unreasonable delay. The Chairman of the Staff Appeals Panel shall consider the issues and shall then take all such steps, as s/he may consider necessary to resolve those issues. The council will need to ensure that the Members involved in the hearings are able to act impartially and reasonably at all times. The outcome of the appeal should be conveyed to the employee in writing in a timely manner.

3.6 Bullying or Harassment: If a grievance concerns alleged bullying or harassment the matter should be reported promptly to the employee's Line Manager, Chairman or Vice-Chairman if more appropriate, with an indication of the required action. The complaint will then be investigated and any action taken and any resolution achieved will be reported back. If the solution is not satisfactory to the complainant, the matter will be discussed further and, if appropriate, an alternative solution agreed. The decision at this stage will generally conclude the enquiry. If a further appeal or review is available the employee will be notified. As a result of an investigation into a claim of harassment disciplinary action may be instigated against any alleged perpetrators of the action or in the case of alleged perpetrators being elected Members a Code of Conduct complaint lodged by the council through the Standards process.

Refer to the Dignity at Work/Bullying and Harassment Policy for further details

3.7 Right to be Accompanied: At any formal stage of the procedure an employee may be accompanied by a fellow employee of their choice or their trade union representative or official of a trade union (appropriately accredited) but as this is an internal procedure they will not be entitled to be accompanied by any external supporter e.g. partner, parent, solicitor etc. This right to be accompanied is enshrined in the Employment Relations Act 1999. To exercise this right the employee should make a reasonable request. The companion will be allowed to address the hearing, put and sum up the employee's case, respond to views expressed at the hearing and to confer with the employee during the hearing (sometimes in an adjournment) but is not allowed to answer questions on the employee's behalf, address the hearing if the employee does not wish it or prevent the employer from explaining their case.

3.8 Hearing Panels

The SLCC advise that councils establish hearing panels to hear disciplinary and grievance hearings on an annual basis so that if a dispute does arise in the workplace the elected members involved are already trained and briefed on their duties as a hearing or appeal panel member. In situations where individual members are implicated in the dispute or have undertaken an investigatory role then they will need to be substituted as panel members.

3.9 Confidentiality: So far as is reasonably practicable, the council will keep any grievance or complaint of harassment confidential between the manager or Member investigating the grievance or complaint, the employee and the person about whom the grievance or complaint is made. If it is necessary to investigate the matter with any other employee or person, the employee will be so advised.

3.10 Record Keeping: In all cases, written records of the nature of the grievance raised, the employer's response, action taken (with reasons), details of any appeal and subsequent developments will be retained and kept in accordance with the Data Protection Act 1998.

3.11 Grievances raised during Disciplinary

In some circumstances when a disciplinary process has commenced an employee chooses to exercise his/her right to raise an internal grievance about the employment relationship with the council or individual Members. The SLCC recommends, in line with ACAS advice, that disciplinary matters are placed on hold until grievances have been aired and actions towards a resolution have been progressed. In exceptional circumstances it is pragmatic to deal with the two disputes concurrently but SLCC would advise caution and specialist advice should be sought if this arises.

4. GETTING IT WRONG

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

LSAW PC Health and Safety Policy

c/o F7 Business Hub, South Staffordshire District Council, Wolverhampton Road, Codsall, WV8 1PE 01902842556
office@wheatonastonparishcouncil.gov.uk

1. GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 The policy will be kept up to date, particularly as the Parish Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Parish Council. Although risk assessment is a continuing process, it shall form part of the Council's annual review.
- 1.4 The Council adhere to GDPR regulations

2. RESPONSIBILITIES

- 2.1 Overall and final responsibility for health and safety in the Parish Council and for compliance with the Health and Safety at Work etc. Act and Regulations* made under the Act and the Occupiers Liability Act is that of Lapley, Stretton & Wheaton Aston Parish Council. The Parish Council Clerk is responsible for this policy being carried out at all the Parish Council's premises and any appointed locum proper officer or in their absence, the Chairman will be responsible as his/her deputy.
- 2.2 The following supervisors are responsible for safety in particular areas:

Supervisor	Area	Any Special Responsibility
Parish Council Manager	Parish Council Office	
Parish Council Manager	Marston Road Field	
Parish Council Manager	Primrose Bank Play Area	
Parish Council Manager	Land at Badgers End	
Parish Council Manager	Leeke Way	
Parish Council Manager	Lapley Village Green	

* See Note on Page 4

Parish Council Manager Meetings and events at external locations

Parish Council Manager Broadholes Lane Play Area

Where relevant the Village Orderly is to conduct inspections and inform the Parish Council Manager of any issues immediately.

- 2.3 All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.4 Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.
- 2.5 Consultation between management and employees is provided by immediate day to day discussion with the PCM.
- 2.6 The Accident Record Book is kept in the Parish Council Office.

3. FIRST AID

- 3.1 A First Aid box is located at the Parish Council Office.
- 3.2 A First Aid box is taken to all meetings and events at external locations.
- 3.3 The Parish Council Manager is responsible for all First Aid boxes.
- 3.4 Emergency contact numbers are displayed at all outdoor play areas
- 3.5 Employees who are lone workers and work from home must have access to First Aid within their own homes

4. FIRE SAFETY

- 4.1 Fire extinguishers shall be visually inspected monthly in the Parish Council Office by the Office owners (South Staffordshire District Council)
- 4.2
- 4.3 Fire exits shall be kept free from obstructions.
- 4.4 Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

5. TRAINING

- 5.1 The Parish Council Manager has overall responsibility for training with guidance from HR at SSC

6. GENERAL ADVICE

- 6.1 General advice to all employees is attached as Annex 4.
- 6.2 General advice to all volunteers is attached as Annex 6.

7. SPECIFIC POLICIES

7.1 Policies for particular premises and activities are attached as Annexes as follows:-

- 1. Offices.
- 2. Caretaking, Litter Picking and Cleaning.
- 3. Lifting and Handling.

8. EMPLOYMENT OF CONTRACTORS

8.1 The notes to be given to contractors are attached at Annex 5.

9. REPORTING AND RECORDING ACCIDENTS

9.1 Accidents shall be reported to the Parish Council Clerk who will record them in the Accidents Record Book.

10. SMOKING

10.1 Smoking is not allowed in the Parish Council Office or in any vehicles being used for Parish Council business.

NOTE

- Electricity at Work Regulations 1989
- The Management of Health & Safety At Work Regulations 1992
- Manual Handling Operations Regulations 1992
- The Personal Protective Equipment At Work Regulations 1992
- The Health & Safety (Display Screen Equipment) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1992
- The Workplace (Health, Safety & Welfare) Regulations 1992
- The Control of Substances Hazardous to Health (COSHH) Regulations 1994
- The Fire Precautions (Workplace) Regulations 1997
- The Health & Safety (Young Persons) Regulations 1997

Signed: _____

Chairman

Date: _____

1. HEATING, LIGHTING AND VENTILATION

- a) Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 68 degrees F throughout the working day.
- b) Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials, and be sited away from desks and chairs.
- c) Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

2. ELECTRICAL EQUIPMENT

- a) All electrical equipment shall be inspected in accordance with the 1989 Regulations.
- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- c) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plus fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- d) Only electrical equipment provided by the Parish Council, unless specifically authorised, should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use, and plug tops removed from sockets overnight and at weekends, except for the telephone/fax/answer machine.
- e) Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.
- f) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

3. FURNITURE, FITTINGS AND EQUIPMENT

- a) All heavy equipment and storage units should preferably be placed against the wall across several floor joists.
- b) Heavy equipment and furniture must not be moved by individuals.
- c) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- d) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure

correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.

- e) High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

4. FIRE PRECAUTIONS

- a) All staff must be fully conversant with the "Fire Alert" system displayed in the offices.
- b) Exit corridors, landings and stair cases must be kept clear at all times.
- c) Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- d) Waste paper bins
must be of metal construction and be emptied each day.

1. It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from extreme low temperatures, heat sources and naked lights, particularly those products containing hydrocarbon and other flammable solvents.
2. Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.
3. Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
4. Consideration must be given to the possibility of hazardous by-products that may arise from reaction between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances.
5. Step-ladders which are used to gain access to heights must be in good condition and free from defects.
6. All electrical cleaning equipment must have been wired up by a competent person. Any deterioration in electrical connections or wiring should be reported immediately.
7. Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.
8. YOU SHOULD REPORT:
 - a) Structural faults which appear dangerous.
 - b) Floor coverings, etc. which cause a tripping hazard.
 - c) Faulty gas, electric, paraffin fixtures, fittings and equipment.
 - d) All accidents, however small, should be reported.

YOU SHOULD NOT:

- e) Attempt to repair gas, electric, paraffin fixtures, fittings or equipment, unless competent to do so.
- f) Attempt to move obviously heavy furniture alone.

YOU SHOULD:

- g) In the event of your having to stand on something to reach windows, etc. do ensure the object on which you will stand is solid and reliable.
- h) Dispose of aerosol cans in the recommended way.
- i) Dispose of soiled materials in sealed bags.

LIFTING AND HANDLING

Annex 3

1. The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action.

Manual lifting is included in this and an incorrect technique can cause:

Hernia (or rupture), torn back muscles, "slipped disc", cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.

2. The following basic rules are produced to help reduce these accidents:

Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help.

If mechanical aids are provided, use them.

If an object is to be lifted manually:-

- a) Bend the knees and crouch to the object.
- b) Get a firm grip using the whole hand and not the finger tips.
- c) Keep the back straight.
- d) Tuck the chin in.
- e) Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
- f) Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- g) Avoid pinching fingers when releasing object.
- h) When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.
- i) Protect your toes with safety footwear.
- j) Wear protective gloves when handling objects with sharp or jagged edges.

GENERAL ADVICE TO ALL EMPLOYEES

Annex 4

1.TIDINESS

Keep floors, passages etc. clear of stores, packages and litter.

Put waste paper in the bin. Do not throw broken glass, razor blades or other dangerous items loose in the waste bin. Dispose of these with care and ask for advice from your Line Manager if in doubt.

2.

FALLS AND COLLISIONS

Walk, do not run. Look where you are going.

Use care in opening doors outward.

Take care on stairs and use the handrail.

Mop up spills of liquid, do not leave it to someone else.

Do not climb on chairs, desks, window sills to reach shelves or to open windows.

Use a step-ladder and window poles etc.

3. FIRE PRECAUTIONS

READ AND UNDERSTAND FIRE PRECAUTION NOTICES

Ensure that you know the lay-out of the fire exits and emergency routes. Report or remove where possible any obstruction of fire exits and passages. Keep cloths and towels away from heaters and convectors etc.

Do not stand close to an electric fire, if use permitted, nor stand them near to anything that will bum.

4.HORSEPLAY

Avoid horseplay, sky larking, practical jokes, it can be dangerous.

ADVERSE WEATHER

Be informed of adverse weather conditions and undertake your role when you

have assessed and deemed it to be safe

6.

NOTICE TO CONTRACTORS

Annex 5

For Lapley, Stretton & Wheaton Aston Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on behalf of Lapley, Stretton and Wheaton Aston Parish Council and/or on Parish Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Parish Council shall be deemed to have agreed to comply with the following requirements:-

1. As a contractor, you will supply and ensure that you and your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus used are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
4. The Parish Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Parish Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Parish Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Parish Council's representative to order such a stoppage.
6. The Parish Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Parish Council premises involving you or your employees.
7. The Parish Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

NOTICE TO VOLUNTEERS

Annex 6

For Lapley, Stretton & Wheaton Aston Parish Council to comply with Health and Safety Legislation, all volunteers are to be made aware of the expected requirements related to health and safety.

1. As a volunteer, you should wear and use any protective equipment or clothing that is provided to you in the interest of health, safety or welfare of yourself, other volunteers and members of the public.
2. The Parish Council will provide you with any equipment necessary to carry out your role. If you use any tools or equipment other than those provided by Parish Council, you do so at your own risk.
4. Be informed of adverse weather conditions and undertake your role when you have assessed and deemed it to be safe

Notification of Change of Personal Details

Only complete this form if you wish to amend the personal details we currently hold for you on file. Please complete this form with your **NEW** details.

Sample

Surname:	
Previous Surname:	
Forename(s):	
Title:	
Personal Status:	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed
Address:	
Postcode:	
Telephone (Home):	
Telephone (Mobile):	
Emergency Contact Details	
Contact Name:	
Address:	
Postcode:	
Telephone (Home):	

Telephone (Mobile):	
Bank Account	
Bank Name:	
Bank Address:	
Sort Code:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account Number:	<input type="text"/>
Account Name:	

GRIEVANCE PROCEDURE FORM

Name	
Position	
Location	
Clerk's name	
<p>Please state your grievance in full:</p> <div style="text-align: center; font-size: 2em; font-family: cursive; opacity: 0.5;">Sample</div>	

What steps have been taken to resolve your grievance?

What steps do you think the Parish Council should take to resolve your grievance?

Sample

Have you discussed the grievance with the Clerk?

Yes / No

What was the result of this discussion?

Are there any other issues?

Would you like to be accompanied at a grievance meeting?
This may be a work colleague or Trade Union Official.

Yes / No

Who would you like to be accompanied by?

The above statements are true to the best of my knowledge and I apply for my grievance to be formally investigated under the Council's grievance procedure.

Signed:

Date:

...../...../.....

Date received by the Parish Clerk:

...../...../.....

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the Employee Handbook and Policies, and understand the material covered. I have had the opportunity to ask questions about the policies in this handbook, and I understand that any future questions that I may have about the handbook or its contents will be answered by the Parish Council Manager

I agree to and will comply with the procedures and other guidelines set out in the handbook and accompanying policies. I understand that the company reserves the right to change, modify, or abolish any or all of the policies, rules, and regulations contained or described in the handbook as it deems appropriate at any time, with or without notice. I acknowledge that neither the handbook nor its contents are an express or implied contract regarding my employment.

Signature

Date

Employee Name: Printed

Position