



Bishopstoke Parish Council

To find out how to attend or have a statement read out
Email: clerk@bishopstokepc.org; Call: 07368 487464;
Or visit www.bishopstokepc.org

**Members of the People Committee are summoned to attend a meeting on
Tuesday 27th February at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION – Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for future consideration at the discretion of the chair. Members of the public may not take part in the meeting itself.

1. Apologies for Absence
2. To adopt and sign Minutes of the People Committee meeting held on 27 June 2023
3. Declarations of Interest and Requests for Dispensations
4. To discuss, amend and adopt the following policies/procedures:
 - The Grievance Policy
 - The Discipline Policy
 - The Complaints Procedure
 - The Complaints flowchart
5. To discuss, amend and adopt the Safeguarding Policy
6. To receive the overtime hours report
7. To receive the Clerk's report
8. Date, time and place for next meeting
9. **Motion for confidential business**
10. To discuss and agree staff targets
11. To make recommendations regarding staff salaries

D L Wheal
Clerk to Bishopstoke Parish Council
21st February 2024

**Minutes of a Meeting of the People Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 27th June 2023**

Present: Cllrs Hillier-Wheal (Chair), Harris (Vice Chair), Francis and Moore

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Cllr Daly (Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

PPL_2324_M01/

Public Session

1 Apologies for Absence

1.1 Apologies had been received from Cllr Winstanley.

2 To adopt as a true record, and sign, the Minutes of the People Committee meeting held on 28 February 2023

2.1 The Minutes of the above meeting had been circulated prior to the meeting.

2.2 Proposed Cllr Francis, Seconded Cllr Moore, **RESOLVED** unanimously that the minutes of the People Committee meeting held on 28 February 2023 be adopted as a true record.

Action: Clerk and Chair – to sign and publish the minutes and document pack

3 Declarations of Interest and Requests for Dispensations

3.1 None declared or requested.

4 To discuss, amend if necessary, and re-adopt the Grievance Policy

4.1 The Grievance Policy had been circulated with the papers for the meeting.

4.2 The Committee felt that an introduction indicating who the policy affects would be useful, as well as further details on who might be dealing with the complaint in the event of a conflict of interest. After further discussion the Committee also agreed that the Complaints Procedure and Discipline Policy would also benefit from similar treatment and it was thought all three could be tied together. Finally, a section should be added detailing the powers of the Council to sanction Councillors deemed to have behaved inappropriately. The Clerk was asked to make the necessary changes to the policies and bring them forward to the next People Committee meeting.

Action: Clerk – Modify all the policies for clarity and detail, adding introductions as necessary and a section on Cllr sanctions for the October People Committee meeting

5 To discuss, amend if necessary, and recommend the Council Mission Statement and Objectives

5.1 The Mission Statement and Aims had been included with the papers for the meeting.

5.2 The Committee agreed that having objectives for each aim would be beneficial and further agreed to work on those objectives collectively via an online amendable document provided by the Clerk. A further project would be identifying which Aims and Objects each aspect of Council business impacts.

5.3 Proposed Cllr Moore, Seconded Cllr Harris, **RECOMMENDED** unanimously that the Council approve the unchanged Mission Statement and Aims, and that the Committee members work to create Objectives for each Aim.

Action: Clerk and Committee Members – to add the Mission and Aims to the next Full Council agenda, to provide Committee members with a working document for Objectives and to bring the suggested Objectives to the October People Committee meeting; Committee members to add Objectives as they see fit

6 To receive the overtime hours report

6.1 The overtime report had been included with the papers for the meeting and was noted. The Clerk offered to provide updates in between meetings as the Committee only meets three times per year and this was accepted by the Committee.

Action: Clerk – to provide the overtime report on a monthly basis to Committee members

7 To receive the Clerk's report

7.1 The Clerk's report had been included with the papers for the meeting and was noted. The Clerk was asked to include details of recent training undertaken by both Officers and Councillors in future reports.

Action: Clerk – to amend the Clerk's report to include details on training undertaken

8 Date, time, place and agenda items for next meeting

8.1 The next meeting of the People Committee was scheduled to take place at 7:30pm on Tuesday 24th October at the Bishopstoke Methodist Church. Both Cllrs Hillier-Wheal and Harris indicated that they would be unable to attend.

8.2 Proposed Cllr Moore, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously that the next meeting of the People Committee will take place on Tuesday 17th October at 7:30pm in the Bishopstoke Methodist Church. The Clerk advised Committee members that any requested agenda items, including any supporting papers, should be with him by Tuesday 10th October.

Action: Clerk – to update the published meeting schedule and advise Cllrs of the change

There being no further business, the Chair closed the meeting at 8:24pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____



BISHOPSTOKE PARISH COUNCIL

GRIEVANCE POLICY

**This Grievance Policy was last adopted
by the Parish Council at its meeting on 23rd February 2021**

**D Wheal
Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL
GRIEVANCE POLICY**

Amendment Sheet

Amendment No.	Date Incorporated	Subject
----------------------	--------------------------	----------------

GRIEVANCE POLICY

1 General

- 1.1 The Complaints Procedure, Discipline Policy and Grievance Policy work alongside each other to ensure that all issues relating to the business and operations of Bishopstoke Parish Council can be dealt with in a fair and consistent way.
- 1.2 For complaints against Council or Officer decisions, or for complaints related to the policies, procedures or general business of the Council, the Complaints Procedure will be used.
- 1.3 For allegations of misconduct or sub-standard performance by officers and other employees of the Council, the Discipline Policy will be used.
- 1.4 Where an employee of the Council has a work-related grievance regarding a Councillor or Councillors, or other member of staff, the Grievance Policy will be used.
- 1.5 Anyone wishing to complain about the conduct of a Bishopstoke Parish Councillor should contact the Clerk in the first instance, and will usually be advised to provide details of the complaint to the Eastleigh Borough Council monitoring officer.
- 1.6 In all cases there will first be an attempt to resolve the complaint informally. Where this fails to achieve a satisfactory resolution the relevant policy or procedure will then be followed.
- 1.7 Where a panel is necessary as part of a policy or procedure it will consist of three councillors, including the Chair of Bishopstoke Parish Council, and will be led by the Chair. When an appeals panel is required it will also consist of three councillors and will be led by the Vice Chair. No councillor will sit on both panels. The conclusions of any panels will be reported to the next Full Council meeting.
- 1.8 All parties will be treated fairly and the process will be reasonable, accessible and transparent.

2 Policy

- 2.1 It is the Council's policy to encourage employees with grievances relating to their employment to use the procedure below to seek satisfactory solutions. The Council will try to resolve grievances as quickly as possible to the satisfaction of the individual(s) concerned. Where this is not possible, every effort will be made to explain the reasons for the decision.
- 2.2 If employees are not satisfied with the outcome, they have the right to pursue their grievance to the next stage. It is hoped that most grievances will be resolved during the informal discussion. Employees who have raised grievances will be treated fairly at all times before, during and after the grievance hearing(s).
- 2.3 Certain kinds of grievance cannot be dealt with under this procedure either because it is inappropriate or because there are already established agreements for the settlement of disputes in relation to them. Examples of these are: -
 - 2.3.1 Matters not relating to employment or matters over which the Council has no control
 - 2.3.2 Disciplinary matters

2.3.3 Queries relating to statutory deductions from pay or rates of pay collectively agreed at the national or local level

2.3.4 Matters relating to the pension scheme(s)

2.4 Any panels mentioned in this policy will be appointed at the time they are needed. ~~The Chair and Vice Chair of the Council will not sit on the same panel.~~

3 Related policies and procedures

3.1 This policy is to be read in conjunction with the Council's discipline policy, code of conduct, complaints procedure and standing orders.

4 Procedure

4.1 Informal stage

If you have a grievance about your employment you should discuss it informally with your line manager. The line manager will give a response within five working days. (See Notes 5.1 – 5.3 below for exceptions to this procedure.)

4.2 Stage 1

If you feel that the matter has not been resolved satisfactorily through informal discussions, you must put your grievance in writing to the Chair of the Council. The Chair shall report your written grievance to a Grievance Panel meeting, held in the absence of the public and the press. You will receive a reply within five working days follow this, and a meeting will be arranged. You must take all reasonable steps to attend the meeting. You, any relevant witnesses and members of the Grievance Panel will attend the meeting. You may choose to be accompanied by a colleague, lay or trade union official. The meeting may be adjourned to allow matters raised during the course of the meeting to be investigated or to give the members of the Grievance Panel time to consider the decision. The members of the Grievance Panel will give a response in writing within five working days of the meeting and will inform you of the appeals procedure.

4.3 Stage 2

If you are not satisfied with the members of the Grievance Panel's response, you may raise the matter, in writing, with the ~~Vice Chair Council's Appeal Panel~~ within five working days. A meeting will be arranged, constituted as in Stage 1, except that members of the Appeal Panel will replace members of the Grievance Panel. The members of the Appeal Panel will give a response within five working days of the meeting. The Appeal Panel's decision is final.

4.4 Investigations

The Council is committed to ensuring that all grievances are investigated fully. This may involve carrying out interviews with the employee concerned and third parties such as witnesses, colleagues and managers, as well as analysing written records and information. The investigation report will be made available to all the parties concerned. The identity of witnesses will be kept confidential where necessary.

5 Notes

- 5.1 The grievance procedure should not be used for appeals against disciplinary decisions, as that is the purpose of the disciplinary appeals procedure. If, however, you have a complaint against the behaviour of a manager during the course of a disciplinary case, you may raise it as a grievance with a senior manager. The disciplinary procedure may be suspended for a short period if necessary until the grievance can be considered.
- 5.2 Employees are encouraged to raise grievances and will not suffer any detriment from doing so.
- 5.3 The timescales listed above will be adhered to wherever possible. Where there are good reasons, e.g. the need for further investigation or the lack of availability of witnesses or companions, each party can request that the other agrees to an extension of the permitted timescale.
- 5.4 The Council reserves the right to seek assistance from external facilitators at any stage in the grievance procedure.
- 5.5 For employees during their first year of employment, the Council reserves the right to speed up the decision making process and may choose to follow a shortened version of the above procedure.
- 5.6 A copy of the written grievance and written decisions made will be placed on the employee's/ex-employee's personnel file, together with any notes or evidence taken or compiled during the course of the procedure.

6 Sanctions

- 6.1 Where a grievance is found to be upheld, the Grievance Panel may decide to impose sanctions on the person(s) about whom the grievance was raised.
- 6.2 If the grievance was raised against another employee of the Council then the matter will be dealt with using the Council's Discipline Policy.
- 6.3 If the grievance was raised against a Councillor or Councillors then the panel may decide to impose one or more of a range of sanctions. These include, but are not limited to:
 - 6.3.1 A formal warning. Any further grievances being upheld would lead to more serious sanctions.
 - 6.3.2 An announcement at the next Full Council meeting that a complaint has been upheld against the Councillor(s).
 - 6.3.3 Removal from positions of authority within the Council.
 - 6.3.4 Removal from Committees or Working Groups.
 - 6.3.5 Referral to the Eastleigh Borough Council Monitoring Officer.
- 6.4 The Panel may decide to publish any sanction imposed, including the result of any referral to the Eastleigh Borough Council Monitoring Officer.

7 Abuse of this policy

- 7.1** Any abuse in the application of this policy e.g. if an employees grievance is found to be malicious or to have been made in bad faith will be dealt with in accordance with the Council's Discipline Policy ~~and Procedure~~ and may possibly result in disciplinary action being taken, up to and including dismissal.

8 Alterations and amendments to this policy

- 8.1** This policy and procedure does not form part of employees' contractual rights. The Council reserves the right to revise the contents of this policy and procedure from time to time or withdraw it at its absolute discretion, in accordance with the needs of the council.

9 Additional information

- 9.1** For further information, please contact the Clerk.



BISHOPSTOKE PARISH COUNCIL

DISCIPLINE POLICY

**This Discipline Policy was last adopted
by the Parish Council at its meeting on 23rd February 2021**

**D Wheal
Clerk to Bishopstoke Parish Council**

BISHOPSTOKE PARISH COUNCIL
DISCIPLINE POLICY

Amendment Sheet

Amendment No.	Date Incorporated	Subject
----------------------	--------------------------	----------------

DISCIPLINE POLICY

1 General

- 1.1 The Complaints Procedure, Discipline Policy and Grievance Policy work alongside each other to ensure that all issues relating to the business and operations of Bishopstoke Parish Council can be dealt with in a fair and consistent way.
- 1.2 For complaints against Council or Officer decisions, or for complaints related to the policies, procedures or general business of the Council, the Complaints Procedure will be used.
- 1.3 For allegations of misconduct or sub-standard performance by officers and other employees of the Council, the Discipline Policy will be used.
- 1.4 Where an employee of the Council has a work-related grievance regarding a Councillor or Councillors, or other member of staff, the Grievance Policy will be used.
- 1.5 Anyone wishing to complain about the conduct of a Bishopstoke Parish Councillor should contact the Clerk in the first instance, and will usually be advised to provide details of the complaint to the Eastleigh Borough Council monitoring officer.
- 1.6 In all cases there will first be an attempt to resolve the complaint informally. Where this fails to achieve a satisfactory resolution the relevant policy or procedure will then be followed.
- 1.7 Where a panel is necessary as part of a policy or procedure it will consist of three councillors, including the Chair of Bishopstoke Parish Council, and will be led by the Chair. When an appeals panel is required it will also consist of three councillors and will be led by the Vice Chair. No councillor will sit on both panels. The conclusions of any panels will be reported to the next Full Council meeting.
- 1.8 All parties will be treated fairly and the process will be reasonable, accessible and transparent.

2 Policy

- 2.1 The Council aims to ensure that there will be a fair and consistent approach to the enforcement of standards of conduct and performance in the Council. This policy and procedure is designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance. This procedure sets out the action that will be taken when disciplinary rules are breached.
- 2.2 Matters which may be dealt with under this policy include discipline and dismissal for the following reasons (please note that this list is not exhaustive):
 - 2.2.1 Misconduct
 - 2.2.2 Sub-standard performance
 - 2.2.3 Harassment or victimisation
 - 2.2.4 Misuse of council facilities, including computer facilities (e.g. email and internet)
 - 2.2.5 Poor timekeeping

2.2.6 Unauthorised absence

- 2.3 Any panels mentioned in this policy will be appointed at the time they are needed. ~~The Chair and Vice Chair of the Council will not sit on the same panel.~~

3 Principles

- 3.1 Informal action will be offered, where appropriate, to resolve problems.
- 3.2 No disciplinary action will be taken against an employee until the case has been fully investigated and a disciplinary hearing has taken place.
- 3.3 For formal action the employee will be advised in writing of the nature of the complaint against them and will be given the opportunity to state their case before any decision is made.
- 3.4 Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of meetings.
- 3.5 At all stages of the procedure the employee will have the right to be accompanied by a trade union representative, or work colleague.
- 3.6 Any mitigating circumstances will be taken into account when reaching decisions on appropriate disciplinary penalties.
- 3.7 No employee will be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice or payment in lieu of notice.
- 3.8 An employee will have the right to appeal against any discipline imposed.
- 3.9 The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

4 Procedure

4.1 Informal stage

Minor faults will be dealt with informally. Where the matter is more serious the following procedure will be used.

4.2 Stage 1

This will normally be either:

- 4.2.1 an improvement note for unsatisfactory performance if performance does not meet acceptable standards. This will set out the performance problem, the improvement that is required, the timescale, any help that may be given and the right of appeal. The employee will be advised that it constitutes the first stage of the formal procedure. A record of the improvement note will be kept for six months, but will then be considered spent – subject to achieving and sustaining satisfactory performance.

Or

- 4.2.2 a first warning for misconduct if conduct does not meet acceptable standards. This will be in writing and set out the nature of the misconduct and the change in

behaviour required and the right of appeal. The warning will also inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement or change. A record of the warning will be kept, but it will be disregarded for disciplinary purposes after six months.

4.3 Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve performance to the prescribed standard during the currency of a prior warning, a final written warning may be given to the employee. This will give details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to dismissal (or some other action short of dismissal) and will advise of the right of appeal. A copy of this written warning will be kept but will be disregarded for disciplinary purposes after 12 months subject to achieving and sustaining satisfactory conduct or performance. In exceptional cases the period may be longer.

4.4 Dismissal or other sanction

If there is still further misconduct or failure to improve performance to the prescribed standards the final step in the procedure may be dismissal or some other action short of dismissal such as demotion or disciplinary suspension or transfer (as allowed in the contract of employment). The employee will be provided, as soon as reasonably practicable, with written reasons for dismissal, the date on which their employment will terminate (in accordance with the employee's notice entitlement) and will be notified of their right of appeal. If some sanction short of dismissal is imposed, the employee will receive details of the complaint, will be warned that dismissal could result if there is no satisfactory improvement, and will be advised of the right of appeal. A copy of the written warning will be kept but will be disregarded for disciplinary purposes after twelve months subject to achievement and sustainment of satisfactory conduct or performance.

5 Gross misconduct

5.1 The following list provides some examples of offences which are normally regarded as gross misconduct:

5.1.1 theft or fraud

5.1.2 physical violence or bullying

5.1.3 deliberate and serious damage to property

5.1.4 serious misuse of an organisation's property or name

5.1.5 deliberately accessing internet sites containing pornographic, offensive or obscene material

5.1.6 serious insubordination

5.1.7 unlawful discrimination or harassment

5.1.8 bringing the organisation into serious disrepute

5.1.9 serious incapability at work brought on by alcohol or illegal drugs

5.1.10 causing loss, damage or injury through serious negligence

5.1.11 a serious breach of health and safety rules

5.1.12 a serious breach of confidence.

5.2 This list is not intended to be an exhaustive one and only gives an indication of the types of offence that may be considered gross misconduct.

5.3 If the employee is accused of gross misconduct, the Council may suspend them from work with pay while it investigates the alleged offence. This will be as brief as possible, normally for no more than five working days, and the Council will explain its reasons in writing. The employee shall not attend his or her place of work during suspension, other than for the purpose of attending disciplinary proceedings, including investigatory interviews. The employee shall not contact any other employees or contacts of the Council, except the employee's companion, without the Council's consent.

5.4 If, on completion of the investigation and the full disciplinary procedure, the Council is satisfied that gross misconduct has occurred, the result will normally be summary dismissal, i.e. dismissal without notice or pay in lieu of notice.

6 Disciplinary investigations

6.1 The Council is committed to ensuring that all potential infringements of disciplinary rules are fully investigated. This may entail carrying out interviews with the employee concerned and third parties such as witnesses, colleagues and managers, as well as analysing written records and information. It may also involve a search of the employee's person and/or property. The investigation report will be made available to all the parties concerned. The identity of witnesses will be kept confidential where necessary.

6.2 Where an employee is called to attend an investigatory interview, it will be made clear that this is not a disciplinary hearing.

7 Disciplinary hearing

7.1 An employee will be invited, in writing, to a disciplinary hearing once the investigations are complete. Prior to the meeting the employee will be informed of the nature of the allegations that are to be addressed. The disciplinary hearing will be conducted by members of the Council's Disciplinary Panel.

8 Appeals

8.1 An employee who wishes to appeal against a disciplinary decision must do so within five working days. An appeals panel will be appointed to hear the appeal and their decision is final. At the appeal any disciplinary penalty imposed will be reviewed.

8.2 If the employee wishes to appeal against a disciplinary decision, they must do so through the Appeals Panel by contacting the Vice Chair within five working days of the receipt of the disciplinary letter. The appeal should be made in writing, stating the ground(s) on which the disciplinary penalty should be reviewed.

~~7.3 Members of the Appeals Panel will hear the appeal. In the rare circumstances where this is not possible, alternative arrangements will be agreed with the employee and their companion.~~

8.3 The appeals hearing will be normally held within 10 working days of receipt of the letter. The decision of the Appeals Panel shall be final.

9 Appeals hearing

9.1 At the appeals hearing, the employee will be given opportunity to state the ground(s) on which the appeal is made. The Disciplinary Panel who took the original decision will then have the opportunity to explain their decision to impose the given penalty. The members of the Appeals Panel conducting the appeal may exercise discretion as to whether or not the two parties will be present together during the proceedings. The hearing will be adjourned when all the evidence has been heard. The members of the Appeals Panel conducting the appeal will consider the merits of the appeal, in private, before reaching a decision.

9.2 The members of the Appeals Panel will, whenever possible, verbally inform the employee of the decision reached and confirm this in writing no later than five working days after the hearing.

9.3 The members of the Appeals Panel have the authority to quash or reduce a disciplinary penalty or, in exceptional and appropriate circumstances, to increase it, in accordance with the penalties specified in the Council's disciplinary procedure.

9.4 An appeal hearing is intended to focus on specific factors that the employee feels have received insufficient consideration, such as:

9.4.1 an inconsistent/inappropriate harsh penalty

9.4.2 extenuating circumstances

9.4.3 bias of the disciplining manager

9.4.4 unfairness of the hearing

9.4.5 new evidence subsequently coming to light.

9.5 Where an appeal against dismissal fails, the effective date of termination shall be the date on which the employee was originally dismissed.

10 Notes

10.1 Employees will receive a written invitation to all disciplinary meetings.

10.2 Outcomes of formal meetings will be confirmed to the employee in writing.

10.3 The timescales listed above will be adhered to wherever possible. Each party can request an extension of the permitted timescale, however, where there are good reasons.

10.4 The Council reserves the right to seek assistance from external facilitators at any stage in the disciplinary procedure, in the interests of seeking a satisfactory outcome for all those concerned.

- 10.5** For employees during their first year of employment, the Council reserves the right to speed up the decision-making process and may choose to follow a shortened version of the above procedure.
- 10.6** The grievance procedure should not be used for appeals against disciplinary decisions. That is the purpose of the disciplinary appeals procedure. If, however, the employee has a complaint against the behaviour of a manager during the course of a disciplinary case, they may raise it as a grievance with a senior manager. If necessary, the disciplinary procedure may be suspended for a short period until the grievance can be considered. Another manager may be brought in to deal with the disciplinary case.

10. Abuse of this policy

- ~~**10.1** Any abuse in the application of this policy will be dealt with in accordance with The Council's Disciplinary Policy and Procedure and may possibly result in disciplinary action being taken, up to and including dismissal.~~

11 Abuse of this policy

- ~~**11.1** Any abuse in the application of this policy, e.g. if a complaint about an employee is found to be malicious or in bad faith will be dealt with in accordance with the Council's Grievance Policy, or other appropriate way, and may possibly result in disciplinary action being taken.~~

12 Alterations and amendments to this policy

- 12.1** This policy does not form part of an employee's contract of employment. The Council reserves the right to amend or withdraw this Policy at its absolute discretion, in accordance with the needs of the council.

13 Additional information

- 13.1** For further information, please contact the Clerk.



BISHOPSTOKE PARISH COUNCIL

COMPLAINTS PROCEDURE

**This Complaints Procedure was last adopted
by the Parish Council at its meeting on 23rd February 2021**

**D Wheal
Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL
COMPLAINTS PROCEDURE**

Amendment Sheet

Amendment No.	Date Incorporated	Subject
----------------------	--------------------------	----------------

COMPLAINTS PROCEDURE

1 General

- 1.1 The Complaints Procedure, Discipline Policy and Grievance Policy work alongside each other to ensure that all issues relating to the business and operations of Bishopstoke Parish Council can be dealt with in a fair and consistent way.
- 1.2 For complaints against Council or Officer decisions, or for complaints related to the policies, procedures or general business of the Council, the Complaints Procedure will be used.
- 1.3 For allegations of misconduct or sub-standard performance by officers and other employees of the Council, the Discipline Policy will be used.
- 1.4 Where an employee of the Council has a work-related grievance regarding a Councillor or Councillors, or other member of staff, the Grievance Policy will be used.
- 1.5 Anyone wishing to complain about the conduct of a Bishopstoke Parish Councillor should contact the Clerk in the first instance, and will usually be advised to provide details of the complaint to the Eastleigh Borough Council monitoring officer.
- 1.6 In all cases there will first be an attempt to resolve the complaint informally. Where this fails to achieve a satisfactory resolution the relevant policy or procedure will then be followed.
- 1.7 Where a panel is necessary as part of a policy or procedure it will consist of three councillors, including the Chair of Bishopstoke Parish Council, and will be led by the Chair. When an appeals panel is required it will also consist of three councillors and will be led by the Vice Chair. No councillor will sit on both panels. The conclusions of any panels will be reported to the next Full Council meeting.
- 1.8 All parties will be treated fairly and the process will be reasonable, accessible and transparent.

2 Upon receiving a complaint

- 2.1 The Clerk and / or Chair will attempt to resolve the complaint informally.
- 2.2 The complainant shall be asked to put the complaint about the Council's procedures or administration in writing to the Clerk.
- 2.3 If the complainant does not wish to put the complaint to the Clerk, they shall be advised to put it to the Chair.
- 2.4 The Clerk / Chair shall acknowledge the receipt of the complaint in writing, including a copy of the Complaints Procedure.
- 2.5 The complainant shall be advised that the matter will be considered by the Council a panel of three councillors led by the Chair. Once the panel has been selected a date will be agreed for the complaint to be heard not sooner than three weeks' time. This is to allow time for both parties to collect evidence or other documentation they deem relevant.
- 2.6 The complainant shall be invited to attend the relevant meeting and bring up to three representatives if they wish.

- 2.7 At least seven clear working days before the meeting, the complainant shall provide the Council with copies of any documentation or other evidence which they wish to be considered at the meeting. The Council shall similarly provide the complainant with copies of any non-confidential documentation, or confidential documentation which has been deemed disclosable, upon which it wishes to rely at the meeting.

3 The complaint hearing

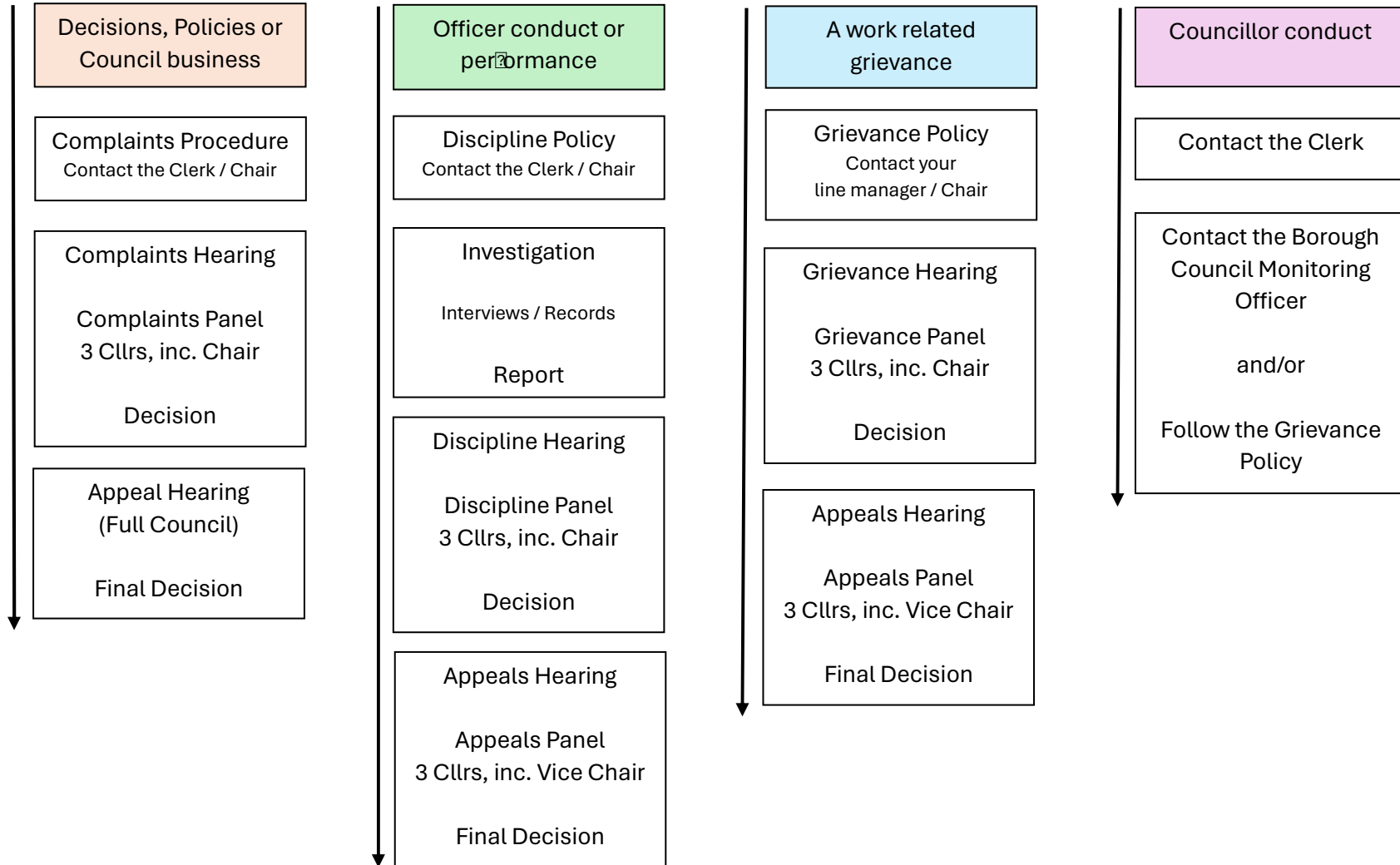
- 3.1 The initial hearing will be held in private. However, any decision on a complaint shall be announced at the next Full Council meeting.
- 3.2 The Chair shall introduce everyone and explain the procedure.
- 3.3 If attending, the complainant or their representative(s) shall be asked to outline the grounds for the complaint. **If no one is attending on behalf of the complainant, the Clerk or other officer of the Council will outline the complaint on their behalf.**
- 3.4 The panel members may ask any questions of the complainant or their representative(s).
- 3.5 The Clerk or other officer(s) shall explain the position of the Council.
- 3.6 The panel members may ask any questions of the Clerk or other officer(s).
- 3.7 Both parties shall be offered the opportunity of making a final statement, beginning with the Clerk or other officer and ending with the complainant or their representative.
- 3.8 All those not on the panel shall be asked to leave the room while the panel decides whether or not the grounds for the complaint have been established. Both parties shall be invited back if a point of clarification is necessary.
- 3.9 All parties shall return to hear the decision or to be advised when a decision will be made if it is to be deferred. The panel will advise the complainant of the reason for any deferral and will offer the complainant the choice whether to receive the decision in person or in writing.

4 After the meeting

- 4.1 If a decision was made at the hearing it will be confirmed in writing to the complainant within seven working days of the hearing, along with details of any action to be taken.
- 4.2 If a decision was deferred then the panel will take whatever action they agreed was necessary in order to allow them to come to a decision by the agreed date. Only in exceptional circumstances should a decision be deferred more than once.**
- 4.3 If the complainant asked to hear the decision in person then another meeting will be arranged at which the decision can be announced. Otherwise the complainant will be informed of the decision in writing on the agreed date.**
- 4.4 If the complainant is not satisfied then they will have seven working days from the date of the decision to request the complaint be received by the Full Council. Following such a request the Clerk will make arrangements for all Councillors to be provided with the statements and documents from both parties. At the next Full Council meeting the Council shall consider whether the circumstances at the meeting warrant the exclusion of the public and the press. Regardless of that, any decision of the Council shall be announced in public session.**
- 4.5 The decision of the Council shall be final with no further appeals permitted.**

Complaints Flowchart

What is the complaint about?





BISHOPSTOKE PARISH COUNCIL

SAFEGUARDING POLICY

**This Safeguarding Policy was adopted
at the Human Resources Committee meeting on 1 March 2022**

**D Wheal
Clerk to Bishopstoke Parish Council**

BISHOPSTOKE PARISH COUNCIL
SAFEGUARDING POLICY

Amendment Sheet

Amendment No.	Date Incorporated	Subject
01 – Add new 6.09	1st March 2022	Requirement to be aware of risk assessments
02 – Add 2.3	1st March 2022	Do not be left alone with children or vulnerable adults.

SAFEGUARDING POLICY

1 Introduction

- 1.1** This policy relates to the safeguarding of persons under the age of 18, vulnerable adults, persons with disabilities and elderly people.
- 1.2** The term 'staff' shall include any employee, volunteer worker or contractor whilst carrying out their duties for or with the Parish Council.

2 Overarching Principles

- 2.1** The Parish Council values and encourages the involvement of people of all ages and circumstances. It is committed to promoting their well-being and enjoyment, and protecting their health, safety and welfare.
- 2.2** We can all help to provide a welcoming, safe and enjoyable experience. This document is relevant to all staff, whether employees, councillors, volunteers or others working with the Parish Council and supplies basic reference to good practice when in the company of under 18s (these guidelines also should be taken into account when dealing with older vulnerable adults, such as people of any age with learning or physical difficulties).
- 2.3** Wherever possible, Council staff should not be alone with children or a vulnerable adult.

3 Purpose

- 3.1** The purpose of this policy is to provide for the safety of children and vulnerable people who are visiting or volunteering to work with or within any Parish Council location.
- 3.2** Procedures on how to deal with any suspicions, concerns or allegations are set out in appendix A.

4 Legal Framework

- 4.1** This policy has been drawn up on the basis of law and guidance. Particularly:
 - 4.1.1** Children's Act 1989 and 2004;
 - 4.1.2** United Nations Convention of the Rights of the Child 1991;
 - 4.1.3** Data Protection Act 2018;
 - 4.1.4** Sexual Offenders Act 2003 and
 - 4.1.5** Protection of Freedoms Act 2012.

5 Background

- 5.1** For legal purposes, someone is a child until their 18th birthday; children are the legal responsibility of their parents or carers even if they are not present. A vulnerable person is someone who is or may be in need of community care services for reasons such as disability,

age or illness, and is or may be unable to take care of or protect themselves against significant harm or exploitation.

5.2 Children under 12 must be accompanied to any Parish Council location by an adult. When children and/or vulnerable people visit in family groups, with carers or in school or similar groups with responsible adults, primary responsibility for their care rests with their parent, carer or other responsible adult. The Parish Council seeks to make sure that its activities and policies also afford as much protection as is reasonably practicable. This is achieved by:

5.2.1 Treating children and vulnerable people with dignity and respect;

5.2.2 Making sure employees and volunteers are trained, supervised, supported and protected;

5.2.3 Requiring our employees and volunteers to be good role models and not use offensive language;

5.2.4 Complying with legal requirements for the employment of young people under 18 years old and

5.2.5 Providing clear procedures for parents, guardians, supervising adults and children to voice their concerns if they are unsure or unhappy about anything.

6 General Operating Procedures

Parish Council staff should

- 6.1** Remember that they are a role model for young people and always provide an example they would wish them to follow.
- 6.2** Bear in mind that some actions no matter how well intentioned may easily be misinterpreted.
- 6.3** Allow for the fact that people with learning difficulties or special educational needs may have behaviours which, whilst quite harmless, do not conform to social norms.
- 6.4** Respect a person's right to privacy unless they feel they are at risk of harm.
- 6.5** Avoid being left alone with young/vulnerable people.
- 6.6** Where one to one contact is unavoidable, keep it short, be accessible and make sure someone is informed where they are going, what they are doing and why.
- 6.7** Use their common sense and take great care if they are left alone with young/vulnerable people – e.g. lone car journeys, even short ones, should be avoided. Unless it is an emergency get parental or carer approval before taking someone home. If a person must be transported in a vehicle alone with the driver, they should be asked to occupy a rear seat rather than sit alongside the driver.
- 6.8** Carry out any first aid procedures with more than one adult present wherever possible except in rare cases of serious injury requiring immediate treatment.
- 6.9** Be aware of any risk assessments and ensure that they are applied appropriately if required.

Parish Council staff should not

- 6.10** Rely on their good name to protect them.
- 6.11** Show favouritism or get drawn into inappropriate, attention-seeking behaviour (e.g. tantrums or crushes).
- 6.12** Allow or engage in suggestive remarks, gestures or touching which could be misinterpreted.
- 6.13** Do anything to undermine the Parish Council's reputation for providing people with a safe environment.
- 6.14** Jump to conclusions without checking the facts.
- 6.15** Physically touch any unsupervised child.

7 Other Relevant Matters

- 7.1** Plan activities carefully so that there is maximum protection at all times and be alert to potential harm.
- 7.2** Arrange for an appropriate number of adults to be present – try to have at least two at all times.
- 7.3** Inform young/vulnerable people about any safety issues associated with their visit and how to cope.
- 7.4** Be alert to potential harm or inappropriate behaviour by others to the people in your care.
- 7.5** Provide access for young/vulnerable people to talk to another adult about any concerns they may have.
- 7.6** Attend to health and safety requirements, seeking advice where necessary and referring to the relevant Parish Council Policies as appropriate.
- 7.7** Make sure that young/vulnerable people are accompanied by their own adult carers (e.g. parents, teachers, youth leaders, carers etc.) and that these adults are directly responsible for those in their care.
- 7.8** Make sure you know which young/vulnerable people are in your charge, the extent of your responsibility, where they are and what they are doing.
- 7.9** Try to avoid having helpers of all one gender, especially if the group is of mixed gender.
- 7.10** Use your common sense and take great care if you find yourself left alone with young/vulnerable people – for example, don't escort a young child to the toilet; offer to stay with the group whilst a carer does so. Alternatively, check the toilet for safety, then remain outside whilst the child/vulnerable person uses it.
- 7.11** Where appropriate, the Parish Council may require employees, volunteers or others involved in providing Council activities or services to undertake a Disclosure and Barring Service (DBS) check. Where third party entertainers are sub contracted proof of checks shall be obtained.

- 7.12** Disclosure and Barring Service (DBS) checks shall be carried out by the Clerk of the Council who will retain detailed records.

8 Parish Council Services (open to the general public)

- 8.1** All staff, whether employees, councillors, volunteers or others working with the Parish Council will seek the permission of parents, guardians or carers before assisting children or vulnerable adults on or within any Parish Council managed or owned location. Except in an emergency, a good approach will usually be to enquire from the person being provided with assistance how that help can best be given.
- 8.2** There is no requirement for a Disclosure and Barring Service (DBS) check to be carried out for employees or volunteers that are not directly involved in a regulated activity.
- 8.3** Young people remain the responsibility of their parents, carer or teachers when attending Parish Council events as visitors.

9 Photography

- 9.1** Whilst there is no outright restriction on the photography of children or other members of the public, in the case of pictures where individuals form a major part of the subject it is a courtesy that such images are not published for wider consumption without first seeking the agreement of the person(s) depicted or, in the case of children or vulnerable adults, their parent, guardian or carer.

10 Training

- 10.1** Training will be provided by the council to make sure all staff, whether employees, councillors, volunteers or others working with the Parish Council recognise the issues involved in Safeguarding including where the appropriate guidance may be located.
- 10.2** Where staff, whether employees, councillors, volunteers or others working with the Parish Council work in the areas of regulated activities the specific training shall be given appropriate to the activities being undertaken.
- 10.3** Responsibility for the delivery of training shall rest with the Clerk to the Council.

Appendix A – Reporting any suspicions, concerns or allegations

1 Ways you might find out about a possible case of abuse

- 1.1 Child or parent makes direct allegation.
- 1.2 Child or parent expresses discomfort, short of allegation.
- 1.3 Another member of staff, employee, councillor, volunteer or others working with the Parish Council reports concern.
- 1.4 A member of the public reports concern.
- 1.5 A member of staff, employee, councillor, volunteer or others working with the Parish Council witnesses an incident.
- 1.6 A member of staff, employee, councillor, volunteer or others working with the Parish Council has suspicions an incident has occurred.

2 Reporting Procedures

- 2.1 Act immediately without delay
- 2.2 Where any Parish Council member of staff, employee, councillor, volunteer or others working with the Parish Council becomes aware of a matter of concern or suspects that any form of child abuse, abuse of vulnerable adults or bullying has taken place it must be reported promptly to the respective operating group leader, the chair of the Parish Council or the Clerk to the Council as appropriate at the earliest opportunity.
- 2.3 All individuals have a right to report any concerns or suspicions in confidence and free from harassment, being treated unfairly or being penalised.
- 2.4 The operating group leader, the chair of the Parish Council or the Clerk to the Council should consider whether it is appropriate to take immediate action to escalate the matter forthwith to the Borough Council's Safeguarding Officer, HCC Children Services or the Police.
- 2.5 All matters reported should be brought to the attention of the Clerk to the council even where any escalation is not considered to be appropriate.
- 2.6 The Clerk to the council shall retain all such reports in a confidential manner.
- 2.7 The matter may be escalated directly to appropriate authorities if necessary.
- 2.8 All Parish Council members of staff, employee, councillor, volunteer or others working with the Parish Council involved shall promptly make a written report of the circumstances and suspicions which shall be passed to the Clerk to the Council, or Borough Council's Safeguarding Officer via the Chair of the Parish Council where the Clerk to the Council is not available.
- 2.9 The Clerk to the Council will decide, in conjunction with the Chair of the Council, whether the matter requires further investigation and may escalate the matter for formal

investigation or deescalate the matter if no further action is appropriate. If the matter is deescalated the reports made shall still be retained for future reference.

- 2.10** Where a formal investigation is to take place it shall be undertaken by appropriate external agencies, members of staff and councillors along with the Clerk to the Council who shall chair all proceedings, except in cases where the Clerk is directly involved in the investigation, in which case the Chair of the Council, or other designated Council Officer will take the role of Chair for the proceedings. All written reports of the incident shall be taken into account including witness statements. All matters shall remain confidential within the investigation and the result shall only be made known to those involved.
- 2.11** Nothing in the foregoing shall over-ride the normal responsibility of a citizen to involve the police and / or other emergency / statutory services or local authority where there is an immediate apprehension of danger.
- 2.12** Nothing in the foregoing will over-ride the Parish Council's existing reporting procedures for accidents and incidents.



People Committee – Overtime Report

27th February 2024

April (4 weeks)

Employee	Basic Hours	Basic Hours in Month	OT Hours in Month
Clerk	37	148	0.25
RFO	15	60	0
Assets	30	120	2.5
Projects	10	40	16

May (4 weeks)

Employee	Basic Hours	Basic Hours in Month	OT Hours in Month
Clerk	37	148	3.5
RFO	15	60	0
Assets	30	120	2.5
Projects	10	40	24

June (5 weeks)

Employee	Basic Hours	Basic Hours in Month	OT Hours in Month
Clerk	37	185	0
RFO	15	75	0
Assets	30	150	0

July (4 weeks)

Employee	Basic Hours	Basic Hours in Month	OT Hours in Month
Clerk	37	148	0.5
RFO	15	60	0
Assets	30	120	1

August (5 weeks)

Employee	Basic Hours	Basic Hours in Month	OT Hours in Month
Clerk	37	185	0
RFO	15	75	0
Assets	30	150	3

September (4 weeks)

Employee	Basic Hours	Basic Hours in Month	OT Hours in Month
Clerk	37	148	0
RFO	15	60	0
Assets	30	120	0

October (4 weeks)

Employee	Basic Hours	Basic Hours in Month	OT Hours in Month
Clerk	37	148	0
RFO	15	60	0
Assets	30	120	4.25

November (5 weeks)

Employee	Basic Hours	Basic Hours in Month	OT Hours in Month
Clerk	37	185	0
RFO	15	75	0
Assets	30	150	0

December (3 weeks)

Employee	Basic Hours	Basic Hours in Month	OT Hours in Month
Clerk	37	111	0
RFO	15	45	0
Assets	30	90	2

January (6 weeks)

Employee	Basic Hours	Basic Hours in Month	OT Hours in Month
Clerk	37	222	1.5
RFO	15	90	0
Assets	30	180	0.5

Total this year (44 weeks)

Employee	Total Basic Hours	Total OT Hours
Clerk	1628	5.75
RFO	660	0
Assets	1320	15.75
Projects	80	40



People Committee – Clerk’s Report

27th February 2024

Staff

Interest in the allotments vacancy is building with several applications already in. We look forward to assessing the candidates once the deadline arrives.

Work is almost complete on transferring the fixed asset register onto the AdvantEDGE module which will tie assets directly into the Council finances.

Staff are still working well as a unit, but having a central base that we can all return to is becoming more urgent as the pressure builds.

Contractors

Recent play area cleaning and some other work has been undertaken by Infinity Playgrounds. The play area cleaning in particular looks fantastic. The tree work resulting from the tree survey last year has been allocated to Shawyers.

Priorities

Recent staff meetings have focussed on narrow goals such as preparing for the budget and subsequently the internal audit, as well as working on training needs.

New goals added are completing the transfer of our fixed asset register to the AdvantEDGE software; the transition of all allotment plot holders onto the new tenancy agreements and the wheels park project on Glebe Meadow. Other recent achievements include the Assets Officer taking over responsibility for receiving the quarterly play area inspections and ordering necessary work from them, as well as assuming control of the tree stock, the tree survey and the resulting tree work.

Training

The Assets Officer has completed training on Water Compliance & Legionella Control; Cemetery Matters (Looking to the Future); Closed Churchyards and Exhumation. The RFO has completed training with AdvantEDGE on the use of the Allotments module and all staff have completed training on the Assets module.