



Item 9(3) - Paper D

ABSENCE AND SICKNESS POLICY

1. Introduction

The Council recognises that sickness and absence can have a big impact on both the business of the Council and the life of employees. This policy sets out how the Council will support employees during sickness absence and what action it will take, if an employee has frequent short-term sickness absences, or a prolonged period of ill health.

2. Policy

Should any employee consider they are affected by a disability or any medical condition which affects their ability to undertake their work, they should inform their line manager. The Council also reserves the right to require employees not to report for work, if it considers an employee is unfit to attend work due to sickness/ injury.

3. Notification

Should an employee be unable to work, they must inform their line manager as soon as reasonably practical, ideally on the first day of absence within one hour of their normal start time, stating the reason and the likely length of absence.

4. Line Manager

- 4.1. The Town Clerk is the line manager of all staff.
- 4.2. For the purpose of this policy, the Mayor or Deputy Mayor is the Line Manager for the Clerk.

5. Certification

- 5.1. All employees must provide the Council with a completed self-certification form for the first seven calendar days of sickness absences. The form should be completed on return to work (if the absence lasts less than seven days).
- 5.2. Should the absence extend to the eighth day (including weekends), the employee must send a fit note, issued by their GP, to the council. This note must also cover any subsequent periods of absence.

6. Fit Notes

Should a GP indicate "may be fit for work" on the fit note and identifies potential amendments; the Council will contact the employee and arrange for a meeting to discuss the suggested amendments, before they return to work.

7. Return to Work

Employees will not be allowed to return to work until their GP deems that they are fit to do so. Any requests for temporary adjustments to working conditions will be considered and accommodated, wherever possible.

8. Absence

8.1. Short-term Absence

If in any 3 month period there are 3 separate periods of absence (whether certificated or not), or if there is an unacceptable pattern of absence, for example regular time off on Mondays or Fridays When an employee returns to work from any absence (excluding holidays), the line manager will formally review the employees absence record.

8.2. Long-term Absences

Long-term absence is a period of sickness which lasts longer than 2 weeks. The Council will take a sympathetic view about genuine health problems, and will be supportive in its approach to all employees in this situation. Such absence will be monitored by telephone contact.

8.3. Problematic Absence:

If absence reaches problematic levels, the Council may have no choice but to dismiss the employee. The point, at which this action will be taken, will depend on the nature of work and the difficulties employee absence causes to the Council. The Council would regard dismissal as a last resort, following evaluation of medical information, alternative working options and employee views.

9. Medical Examinations and Reports

9.1. In order to gather information about an employee's medical condition, the council may request permission to contact the employees' doctor and ask for a medical report (the employee may request a report copy).

9.2. The Council may in the case of extended periods of absence, require employees to be examined by a medical consultant of its choice in order to seek a medical opinion. If an employee refuses to be examined, they may be dealt with under the council disciplinary procedure.

10. Holiday Sickness

Where an employee is laid up through sickness or injury during a period of pre-booked holiday, the Council will, subject to notification and certification, allow the employee to transfer to sick leave and take replacement holiday at a later date.

11. National Agreement on Pay and Conditions of Service ('Green Book')

As the Council abides by Green Book provisions, then an employee will be entitled to sick pay as defined in the employee's contract of employment.

12. Non-Compliance

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Council's Disciplinary Policy up to and including dismissal.

13. Implementation of the Policy

The Clerk will discuss the implementation of this policy with all existing employees and it will be included in the induction of all new employees

APPROVAL DATE:

REVIEW DATE:

MINUTE NUMBER:



SANDOWN TOWN COUNCIL

Closed-Circuit Television (CCTV) Policy

REAFFIRM DATE:
REVIEW DATE:
MINUTE NUMBER:

CCTV POLICY

1. Introduction

- 1.1 The Town Council has considered the need for using CCTV and has decided that it is required for the prevention and detection of crime and for protecting the safety of the public. It will not be used for other purposes.
- 1.2 Sandown Town Council (the Council) uses closed circuit television (CCTV) images to reduce crime and monitor The Broadway Centre in order to provide a safe and secure environment for members of the public and staff and to prevent the loss or damage to property.
- 1.3 The system comprises a number of fixed cameras.
- 1.4 The system does not have sound recording capability.
- 1.5 The CCTV system is owned and operated by the Town Council and the deployment is determined by the Town Clerk under guidance from the Town Council.
- 1.6 The CCTV is monitored centrally from the Community Centre offices and remotely by the Town Clerk and other staff as necessary.
- 1.7 The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998.
- 1.8 The use of CCTV and the associated images is covered by the Data Protection Act 1998. This policy outlines the Council's use of CCTV and how it complies with the Act.
- 1.9 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.
- 1.10 The council recognises that during periods where children and young adults are present in a controlled environment that parents and guardians may have concerns with the presence of live CCTV observation. An option will be made available to a designated and responsible individual to temporarily isolate CCTV coverage during applicable periods.

2. Statement of Intent

- 2.1 The Council complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published on the ICO website.
- 2.2 In areas where CCTV is used, the Council will ensure that there are prominent signs placed within the controlled area.
- 2.3 It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

3. Siting the Cameras

- 3.1 Cameras will be sited so they only capture images relevant to the purposes for which

they are installed and care will be taken to ensure that reasonable privacy expectations are not violated. The Council will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

- 3.2 The Council will make every effort to position cameras so that their coverage is restricted to the Council premises
- 3.3 Members of staff should have access to details of where CCTV cameras are situated.

4. Covert Monitoring

- 4.1 The Council may in exceptional circumstances set up covert monitoring. For example: Where there is good cause to suspect that illegal or unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct;
- 4.2 Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.
- 4.3 In these circumstances authorisation must be obtained from the Town Clerk.
- 4.4 Covert monitoring must cease following completion of an investigation.
- 4.5 Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilet cubicles.

5. Storage and Retention of CCTV images

- 5.1 Recorded data will be retained for no longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.
- 5.2 All retained data will be stored securely.

6. Access to CCTV images

- 6.1 Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.

7. Subject Access Requests (SAR)

- 7.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.
- 7.2 All requests should be made in writing to the Town Clerk. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location. The Council will respond to requests within 28 calendar days of receiving the written request and fee.
- 7.3 A fee of £25 will be charged per request.
- 7.4 The Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

8. Access to and Disclosure of Images to Third Parties

- 8.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the Council where these would reasonably need access to the data (e.g. investigators).
- 8.2 Requests should be made in writing to the Town Clerk.
- 8.3 The data may be used within the Council's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

9. Complaints

- 9.1 Complaints and enquiries about the operation of CCTV within the Council should be directed to the Town Clerk in the first instance.

10. Further Information

- 10.1 Further information on CCTV and its use is available from the following:
 - CCTV Code of Practice (published by the Information Commissioners Office)
 - Regulation of Investigatory Powers Act (RIPA) 2000
 - Data Protection Act 1998

CCTV ACCESS REQUEST FORM	
Date of Recording:	
Place of Recording:	Time of Recording:
Applicants Name and Address Post Code	Tel no
Signature of Applicant (or parent/guardian if under 18)	
Description of Applicant and any distinguishing features (e.g. clothing) A recent photograph may be necessary to aid identification.	
Reason for request (to be submitted to the Town Council)	
Received by:	Clerk's Signature
Date Received	Time Received
Fee Charged / N.A. Fee Paid:	Request Approved YES / NO
Date Applicant Informed:	



SANDOWN TOWN COUNCIL

Complaints Procedure (including Vexatious Complaints)

APPROVAL DATE:
REVIEW DATE:
MINUTE NUMBER:

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1. COMPLAINTS REGARDING COUNCILLORS

- 1.1. Pursuant to section 27 of the Localism Act 2011, Sandown Town Council ('the Council') has adopted a Code of Conduct to promote and maintain the high standards of behaviour by its Members and co-opted Members.
- 1.2. The code applies whenever they conduct the business of the Council including:
 - the business of the office to which they were elected or appointed; or
 - when they claim to act; or
 - give the impression of acting as a representative of the Council.
- 1.3. The Localism Act 2011 requires local authorities to establish arrangements to deal with allegations of breaches by councillors of the Members' Code of Conduct.
- 1.4. Therefore, any complaints against a member of Sandown Town Council are considered by the Monitoring Officer of the Isle of Wight Council.
- 1.5. Please click [on the link](#) or refer to the Isle of Wight Councils website for the [procedure for making a complaint against a councillor](#). If you would like a copy emailed or posted to you please contact the clerk.

2. INTRODUCTION

- 2.1. Sandown Town Council will do their utmost to settle complaints and satisfy any complaint made.
- 2.2. If a complaint is not settled by the Town Council, it cannot refer the complaint to any other body for settlement.
- 2.3. A complaint can however be referred to the Monitoring Officer, if the complainant considers that members of the council, while considering the complaint, breached the Member Code of Conduct.
- 2.4. The council will not tolerate abusive or bullying contacts.

3. PROCESS FOR MAKING A COMPLAINT.

3.1. Making a Complaint

- 3.1.1. Complaints in the first instance should be addressed to the clerk.
- 3.1.2. If the complainant prefers not to put the complaint to the Clerk, he or she shall be advised to put it to the Lead Member for Complaints.

3.2. Stage 1:

Oral Complaints

- 3.2.1. If a complaint about procedures or administration is notified orally to a Councillor or the Clerk and they cannot satisfy the complainant fully, the complainant shall be asked to put the complaint in writing to the Clerk.

Written Complaints

- 3.2.2. On receipt of a written complaint the Clerk or Lead Member, shall try to settle the complaint directly with the complainant.
- 3.2.3. If the complaint is about the behaviour of the Clerk, they will be notified and given an opportunity for comment on the allegation and the intended method of dealing with and resolving the complaint.
- 3.2.4. If a written complaint is dealt with to the satisfaction of the complainant, it will be reported at the next council meeting.

3.3. Stage 2:

- 3.3.1. If a complaint cannot be settled to the satisfaction of the complainant, it shall be brought to the next meeting of the Council for decision.
- 3.3.2. The complainant will be advised on which date the complaint will be considered.
- 3.3.3. The Council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public.
- 3.3.4. Any decision on a complaint shall be announced at the council meeting in public.
- 3.3.5. Council shall defer dealing with any written complaint only if:
 - (a) It is of the opinion that issues of law or practise arise on which advice is necessary; or
 - (b) Further evidence is required.
- 3.3.6. In such cases the complaint shall be dealt with at the next meeting after the advice has been received.
- 3.3.7. As soon as is reasonably possible after the decision has been made, the decision and any action to be taken shall be communicated in writing to the complainant.

4. VEXATIOUS (UNREASONABLE) COMPLAINTS AND BEHAVIOUR

4.1. Purpose of Policy in regard to Vexatious Complaints and Behaviour

- 4.1.1. This policy intends to:
 - (a) Assist in identifying and managing persons who are disruptive to the Council through pursuing an unreasonable course of conduct.
 - (b) Provide a mechanism for dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.
- 4.1.2. Habitual or vexatious questions and complainants can be problematic for council staff and councillors. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of Officer and Member time.
- 4.1.3. There are situations when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.
- 4.1.4. Examples of Contacts which might be considered unreasonable would include:
 - (a) Constant repetition of a query when reasonable answer has been given.
 - (b) Ongoing questions of details when the substance of a matter is closed.

(c) Repeated questions in relation to a matter over which the town council has no authority.

(d) The council will not tolerate abusive or bullying contacts.

4.2. In some cases, complaints made either individually or as part of a group, or a group of complainants, might be considered habitual or vexatious.

4.3. Terminology and Definitions relating to Vexatious Complaints.

4.3.1. In this policy the term habitual means 'done repeatedly or as a habit'.

4.3.2. The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'.

4.3.3. The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those Acts.

4.3.4. Sandown Town Council define unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's complaints.

4.3.5. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.

4.3.6. For the purpose of this policy the following definition of habitual or vexatious complainants will be used:

The repeated and/or obsessive pursuit of:

(a) unreasonable complaints and/or unrealistic outcomes; and or

(b) reasonable complaints in an unreasonable manner.

4.3.7. Examples include the way in which, or frequency with which, complainants raise their complaint with staff or how complainants respond when informed of the Council's decision about the complaint.

4.3.8. Features of an unreasonably persistent and/or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):

(c) Have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious).

(d) Refuse to specify the grounds of a complaint despite offers of assistance.

(e) Refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved.

(f) Refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure.

(g) Refuse to accept that issues are not within the power of the Council to investigate, change or influence.

- (h) Insist on the complaint being dealt with in ways which are incompatible with the complaint's procedure or with good practice (e.g., insisting that there must not be any written record of the complaint).
- (i) Make what appear to be groundless complaints about the staff dealing with the complaints and seek to have them dismissed or replaced.
- (j) Make an unreasonable number of contacts with the Council, by any means in relation to a specific complaint or complaints.
- (k) Make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, faxes, telephone calls or emails).
- (l) Harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language.
- (m) Raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process.
- (n) Introduce trivial or irrelevant new information whilst the complaint is being investigated and expects this to be taken into account and commented on.
- (o) Change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed.
- (p) Deny statements he or she made at an earlier stage in the complaint process.
- (q) Electronically record meetings and conversations without the prior knowledge and consent of the other person(s) involved.
- (r) Adopts an excessively 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Councillors of this and other Councils, the Council's Independent Auditor, the Standards Board, the Police or solicitors.
- (s) Refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given.
- (t) Make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that the minor differences make these 'new' complaints which should be put through the full complaints procedure.
- (u) Persistently approach the Council through different routes about the same issue
- (v) Persist in seeking an outcome which Council has explained is unrealistic for legal or policy (or other valid) reasons.
- (w) Refuse to accept documented evidence as factual.
- (x) Complain about or challenge an issue based on an historic and/or an irreversible decision or incident.

(y) Combine some or all of these features.

4.3.9. Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant.

4.3.10. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it, this should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.

4.4. Decision Making

4.4.1. Since vexatious complaints impact on council staff welfare and capacity, where complainants have been, and continue to be identified as potentially habitual or vexatious in accordance with the criteria set out in Section 3, officers will refer the matter to the Human Resources Committee for a decision on:

(a) Agreement to issue warning correspondence (Virtually).

(b) Agreement to treat the complainant as a habitual or vexatious complainant if behaviour persists (Meeting).

(c) Agreement regarding the appropriate course of action to be taken if behaviour continues (Meeting).

4.5. Vexatious Procedure – First Stage

4.5.1. Sandown Town Council will ensure that the complaint is being, or has been, investigated properly according to the adopted complaints procedure.

4.5.2. Prior to considering its implementation the Council will send a summary of this policy to the complainant to give them prior notification of its possible implementation.

4.5.3. The Clerk will contact the complainant in writing, or by email, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the council may take if they do not comply (the Warning).

4.5.4. If the disruptive behaviour continues, the Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the Town Council in future will be restricted (second Warning).

4.6. Vexatious Procedure – Second Stage

4.6.1. If the disruptive behaviour continues a meeting of the Human Resource Committee will be called.

4.6.2. A decision will be made on:

(a) Treat the complainant as a habitual or vexatious due to behaviour persisting.

(b) Appropriate course of action to be taken.

4.6.3. Following a decision by the committee to declare the complainant as habitual or vexatious:

(a) The Clerk on behalf of the Town Council will notify complainants, in writing or by email, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken.

(b) The correspondence will include:

- Why the decision has been taken;
- What procedures have been put in place and;
- The duration of that action.

4.6.4. The Isle of Wight Council will also be informed that a constituent has been designated as a habitual or vexatious complainant.

4.6.5. The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

4.6.6. Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time that the restriction will be in place for.

4.6.7. In most cases restrictions will apply for between 3-6 months, but in exceptional cases, this may be extended. In such cases the restrictions would be reviewed on a quarterly basis.

4.6.8. The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council.

4.7. Vexatious Procedure – Further Actions

4.7.1. Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with the Complaints Committee may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

4.7.2. Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, eg the reporting of the matter to the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

4.8. Restrictions

Restrictions will be tailored to deal with the individual circumstances of the complainant and may include (the list is not exhaustive):

- (a) Restricting the complainants contact with officers by telephone to through a third party e.g. a solicitor, a Councillor or a friend acting on their behalf.
- (b) Prohibiting the complainant from sending emails to individual and/or all Council Officers and insisting they only correspond through a nominated councillor, usually the Mayor.
- (c) Requiring contact to take place with one named member of staff only.
- (d) Requiring contact to take place through a single medium.
- (e) Restricting telephone calls to specified days and/or times and/or duration.
- (f) Requiring any personal contact to take place in the presence of an appropriate witness.
- (g) Informing the complainant know that Sandown Town Council will not reply to, or acknowledge any further contact, from them on the specific topic of that complaint (in

this case, a designated member of staff will be identified who will read future correspondence)

4.9. New complaints from complainants who are treated as abusive, vexatious or persistent

4.9.1. New complaints from people who have come under this policy will be treated on their merits. The Clerk and the Human Resources Committee will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint.

4.9.2. A blanket policy is not supported, nor is ignoring genuine service requests or complaints where they are founded.

4.10. Review

4.10.1. The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the Clerk, and the Human Resources Committee after three months, and at the end of every subsequent three months within the period during which the policy is to apply.

4.10.2. The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

4.11. Record Keeping

4.11.1. The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

- (a) The name and address of each complainant considered abusive, vexatious or persistent.
- (b) Detail of any warnings issued (date, if response received).
- (c) The start and end date of any period of restriction.
- (d) The nature of the restriction.
- (e) The date of the decision.
- (f) The date the complainant and Council were notified.

4.11.2. The Council will be provided with an annual report giving information about members of the public who have been treated as vexatious/persistent as per this policy.

4.12. Right of Appeal

4.12.1. A complainant declared Vexatious by the Human Resources Committee may appeal the decision by requesting the matter be brought to the next meeting of Full Council.

4.12.2. This request must be made via email or in writing.

4.12.3. The complainant will be notified of the date of the meeting.

4.12.4. The relevant documents will be circulated to all members.

4.12.5. A decision will be made at the start of the Agenda item if the matter will be debated or if Council supports the Committees decision without further discussion.

4.12.6. The complainant will be notified in writing of the outcome of the meeting.



SANDOWN TOWN COUNCIL

Member's Code of Conduct

Updated 2017

REAFFIRMATION DATE:
REVIEW DATE:
MINUTE NUMBER:

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Introduction

Pursuant to section 27 of the Localism Act 2011, Sandown Town Council ('the Council') has adopted this Code of Conduct to promote and maintain the high standards of behaviour by its Members and co-opted Members whenever they conduct the business of the Council including the business of the office to which they were elected or appointed or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a Member of the Council, but who is either a Member of any committee or sub-committee of the Council, or a Members of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees or sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a Member of the Council includes a co-opted member of the Council.

Member Obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in such a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of Interests

6. Within 28 days of this Code being adopted by the Council, or the Member's election or the co-opted Member's appointment (where that is later), he/she shall register all interests which fall within the categories set out in Appendices A and B.
7. Upon the re-election of a Member or the re-appointment of a co-opted Member, he/she shall within 28 days re-register any interests in Appendices A and B.
8. A Member shall register any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
9. A Member need only declare on the public register of interests the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the Member or a person connected with the Member to be subject to violence or intimidation.

Declaration of Interests

10. Where a matter arises at a meeting which relates to an interest in Appendix A the Member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if not already entered on the Member's register of interests or if he/she has not notified it to the Monitoring Officer.
11. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the Member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the Member shall disclose he/she has an interest but not the nature of it.
12. Where a matter arises at a meeting which relates to an interest in Appendix B, the Member shall withdraw from the meeting. He/she may speak on the matter before withdrawing only if members of the public are also allowed to speak at the meeting.
13. A Member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter before withdrawing. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate, the Member shall disclose the nature of the interest and withdraw from the meeting. He/she may speak on the matter before withdrawing only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the Member shall declare the interest but not the nature of the interest.

Dispensations

15. On a written request made to the Council's Proper Officer, the Council may grant a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of Members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the Member to take part or it is otherwise appropriate to grant a dispensation.

MC February 2017

Appendix A - Interests described in the table below

Subject	Description
Employment, office trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council – a) Under which goods or services are to be provided or works are to be executed; and b) which has not been fully discharge
Land	Any beneficial interest in land held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge) – a) the landlord is the Council; and b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest held by the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners in securities* of a body where – a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and b) either - i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii) if the share capital of that body is of more than one class, the total nominal value of the shares of one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*director' includes a member of the committee of management of an industrial and provident society.

*securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Appendix B

An interest which relates to or is likely to affect:

1. any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
2. any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which the member of the Council is a member or in a position of general control or management;
3. any gifts or hospitality worth more than an estimated value of £50.00 which the member has received by virtue of his or her office.



Dignity at Work and Bullying & Harassment Policy

1. PURPOSE AND SCOPE

1.1 Statement

In support of our value to respect others Sandown Town Council will not tolerate bullying or harassment by, or of, any of their employees, officials, members, contractors, visitors to the Council or members of the public from the community which we serve. The Council is committed to the elimination of any form of intimidation in the workplace.

This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment.

The council will issue this policy to all employees as part of their induction and to all members as part of their Councillor Pack. The Council may also share this policy with contractors, visitors and members of the public.

Bullying and harassment is most likely to be complained about when individual elected members or members of the public criticise Town Council employees, often without objective evidence and in environments which are open to the public such as Town Council meetings, or by way of blogs, Facebook comments, Twitter and other social media (cyber bullying)

1.2 Definitions.

1.2.1 These definitions are derived from the ACAS guidance on the topic. Both bullying and harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct rather than one off incidents.

1.2.2 Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness, absence, lack of respect for others, turnover, damage to the council's reputation and ultimately, Employment Tribunal or other court cases and payment of unlimited compensation.

Bullying

1.2.3 "Bullying may be characterised as a pattern of offensive, abusive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power which makes the recipient feel upset, threatened, humiliated or vulnerable which tends to undermines their confidence which may cause them to suffer stress".

Harassment

1.2.4 Harassment is unwanted conduct that isolates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

1.2.5 This policy cover, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

1.3 **Examples.**

1.3.1 Examples of unacceptable behaviour are as follows (this list is not exhaustive). Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, deliberately undermining a competent worker by overloading work and/or constant criticism, preventing an individual's promotion or training opportunities.

1.3.2 Bullying and harassment may occur face-to-face, in meetings, through written communication, including e-mail, by telephone, social media or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

1.4 **Penalties.**

1.4.1 Bullying and harassment are considered examples of serious misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the council for employees or through referral to the Standards Committee of the IOW Council as a contravention of the Members' Code of Conduct which may result in penalties against the member concerned.

1.4.2 In extreme cases, harassment can constitute a criminal offence and the council should take appropriate legal advice, sometimes available from the council's insurer, if such matter arises.

1.5 **The Legal position.**

1.5.1 Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health & Safety at Work Act 1974. Under the following laws, bullying or harassment may be considered unlawful discrimination; Sex Discrimination Act 1995, Race Relations Act 1976, Disability Discrimination Act 1995, Employment Equality (Sexual Orientation) Regulations 2003, Employment Equality (Religion or Belief) Regulations 2003, Employment Equality (Sex Discrimination) 20095, Employment Equality (Age) Regulations 2006.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. In addition, a harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal for sexual, racial, disability or age discrimination.

2. **PROCESS FOR DEALING WITH COMPLAINTS OF BULLYING AND HARASSMENT**

2.1 **Informal Approach**

Anyone; employee, contractor, member or visitor, who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour that their conduct is unacceptable, offensive or causing discomfort.

2.2 Formal Approach

Employees

- 2.2.1 Where the employee feels unable to resolve the matter informally, any complaint about harassment or bullying can be raised confidentially and informally, initially with the Mayor or other Councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion with the Councillor, as this will enable the formal Grievance Procedure to be invoked.

Others

- 2.2.2 False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee /member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure and/or a referral to the Monitoring Officer.
- 2.2.3 If elected members are bullying or harassing town council employees, contractors, fellow councillors or members of the public, a referral to the Monitoring Officer as a contravention of the Code of Conduct may be an initial appropriate measure. If this is unsuccessful then referral to the town council's solicitors may follow.
- 2.2.4 If any employee is experiencing bullying or harassment from a member of the public the Town Council will act reasonably in upholding its duty of care towards its own employees. Such complaints will be taken seriously and will be pursued with the third party concerned, exercising whatever sanctions are available. In some cases, harassment can constitute a criminal offence and the Town Council will take appropriate legal advice and action if such an issue arises.
- 2.2.5 A member of the public who feels he/she has been bullied or harassed by any members or officers of the council should use the council's official Complaints Procedure details are found on the Council's website.

REAFFIRM DATE:

REVIEW DATE:

MINUTE NUMBER:



Disciplinary Policy

1. 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.

2. PRINCIPLES

- 2.1. No disciplinary action will be taken against an employee until the case has been fully investigated
- 2.2. 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.
- 2.3. 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.
- 2.4. 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.
- 2.5. An employee will have the right to appeal against any disciplinary penalty imposed.
- 2.6. The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

3. MISCONDUCT and GROSS MISCONDUCT

Misconduct

- 3.1. The following list provides examples of misconduct which will normally give rise to formal disciplinary action:
 - a) Unauthorised absence from work
 - b) Persistent short-term and/or frequent absences from work without a medical reason
 - c) Lateness for work or poor time keeping

- d) Inappropriate standard of dress
- e) Minor breaches of Health and Safety or other Society rules or procedures
- f) Failure to perform your job to the standard expected or in line with your job
- g) description/objectives
- h) Time wasting
- i) Disruptive behaviour
- j) Misuse of the council's facilities (e.g. telephones, computers, email or the internet)
- k) Refusal to carry out reasonable requests or instructions
- l) Smoking in unauthorised areas
- m) Failure to follow an agreed council procedure

3.2. 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.

Gross Misconduct

3.3. The following list provides examples of offences which are normally regarded as gross misconduct:

- n) Theft, fraud, deliberate falsification of records, or other acts of dishonesty
- o) Fighting, assault on another person
- p) Deliberate damage to property of the council, its workers or members
- q) Gross incompetence in the conduct of work
- r) Gross negligence which results in the council or employees being put at risk.
- s) Being under the influence of illegal drugs or excessive alcohol
- t) 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
- u) Serious acts of insubordination
- v) Serious breach of duty to keep information of the council, its service providers and its clients confidential
- w) Unauthorised entry to computer records
- x) Serious breach of the council's Security Policy, Health & Safety Policy, Confidentiality or email and Internet Policy
- y) Any action, whether committed on or off the premises, that is likely to or does bring the council into disrepute
- z) Serious negligence which causes or might causes significant loss, damage or injury
- aa) Accepting bribes or incentive payments from suppliers
- bb) Unauthorised use of Council funds or credit

cc) Working with an external agency to provide information which would be detrimental to and cause commercial risk to the council.

3.4. 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.

4. PROCEDURES

Suspension

4.1. If you are accused of an act of gross misconduct, you may be suspended from work on full pay while the council investigates the alleged offence. Only the appropriately convened committee 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.

4.2. 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.

Informal Action

4.3. 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 Clerk being the individual against whom there is a complaint or allegation the matter should be handled discreetly by members of the Staffing (or similar) committee 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:

Formal Action

4.4. 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.

Disciplinary Letters

4.4.1. 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.

- 4.4.2. 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.

Disciplinary Meetings

- 4.4.3. 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 Clerk being disciplined, the Chair of the hearing 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.
- 4.4.4. 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.

5. OUTCOMES AND PENALTIES

Stage 1 - Oral Warning

- 5.1. In the instance of a first complaint that conduct does not meet acceptable standards, the employee will normally be given a formal ORAL WARNING. He or she will be advised of;
- a) the reason for the warning,
 - b) that it is the first stage of the disciplinary procedure,
 - c) the improvement that is required and the timescales for achieving this improvement,
 - d) together with a review date and any support available (where applicable) and
 - e) his or her right of appeal.

- 5.2. 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

- 5.3. 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.
- 5.4. 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

- 5.5. 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.
- 5.6. A copy of this final written warning will be kept by the Line Manager (or in the case of the Clerk being disciplined by the Chair of the Hearing 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

- 5.7. 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.
- 5.8. Only the appropriately convened hearing panel can take the decision to dismiss an employee.
- 5.9. 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.
- 5.10. 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.
- 5.11. 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.

6. APPEALS

- 6.1. 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.
- 6.2. An employee who wishes to appeal against a disciplinary decision should inform the Chair/Mayor (or Chair of the relevant committee) within five working days, in writing and

giving reasons for the appeal. An Appeal may be raised if:

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

6.3. Where possible the Appeal will be heard by 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.

6.4. 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.

7. THE RIGHT TO BE ACCOMPANIED

7.1. 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.

7.2. 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. present.

7.3. 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.

8. HEARING PANELS

8.1. The town council will 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.

9. NOTE-TAKING

9.1. 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.

10. GRIEVANCES RAISED DURING DISCIPLINARY PROCESSES

10.1. 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. It is recommended that 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 specialist advice should be sought if this arises.

11. CRIMINAL CHARGES OR CONVICTIONS

11.1. 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.

12. GETTING IT WRONG

12.1. 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%.

12.2. 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.

APPROVAL DATE:

REVIEW DATE:

MINUTE NUMBER:

SANDOWN TOWN COUNCIL

Document Retention Policy

APPROVAL DATE:
REVIEW DATE:
MINUTE NUMBER:

SANDOWN TOWN COUNCIL

POLICY FOR RETENTION OF DOCUMENTS

- The table identifies when the retention period of records is due to expire and how immediate action will be taken to ensure the disposal of documents is undertaken in a proper and secure manner.
- When the information reaches the expiry date for retention, the Town Clerk will ensure that all copies of that information are permanently destroyed. If the information is held in more than one media the information must be removed from all the Councils record systems.
- The Town Council will endeavour to minimise the amount of paperwork both produced and received, notwithstanding this there will still be a certain amount of paperwork to process.
- To avoid confusion the method of destruction of all paper documents, with the exception of junk mail which will be returned to sender, is that it will be treated as confidential waste and will be shredded by a registered waste disposal operator and a certificate of destruction obtained.
- The method of destruction for all electronic data will be electronic erasing and in the case of CD or DVD the method of disposal will be by a registered waste disposal operator with a certificate of destruction obtained
- Electronic copies will be completely deleted from any memory source or other media

2. STORAGE OF DOCUMENTS.

- Archived records will be stored at the Broadway Centre from 1st April 2108
- Minutes will be kept in the Clerk's office and all other retained documents will be stored in archive boxes in the Broadway Centre
- If records need to be kept indefinitely, the Town Clerk will consider the most effective way of storage taking into account any space restrictions.
- At the time of writing this policy, the form of media for storage of the majority of documents is electronic.
- The Town Clerk may consider all forms of media for storage to accommodate the needs of the Council provided reproduction from that media is legally acceptable.

DOCUMENT RETENTION POLICY

RECORD	ACTION	MINIMUM RETENTION PERIOD	REASON
Agendas	Preserve	Indefinite	Archive
Byelaws and orders	Preserve	Indefinite	Archive
Councillors Declarations of acceptance of Office	Preserve	Indefinite	Archive
Councillors Register of interest	Destroy	1 year after member leaves Council	
Routine correspondence	Destroy	One month	
Correspondence and papers on important local issues	Preserve	Indefinite	Archive
Draft Minutes	Destroy	Destroy when minutes approved	
Gifts and Hospitality Records	Preserve	Indefinite	Challenge
Health and Safety Records	Preserve	Indefinite	Challenge
Insurance policies	Preserve	Forty years	Challenge
Leases, licenses and agreements.	Preserve	Indefinite.	Archive
Minutes (signed) of the Council, Committees, sub committees and working groups.	Preserve	Indefinite	Archive
Personnel – recruitment records Employee records	Destroy Destroy	3 months after appointment for applicant feedback if requested 6 months after termination of contract	Limitation period
Quotations and tenders for works	Destroy	20 years	Statute of limitation
Property registers including plans for allotments, open spaces, gardens, amenity areas	Preserve	Indefinite.	Archive
Scales of fees and charges	Destroy	Five years	Management

FINANCIAL			
RECORD	ACTION	MINIMUM RETENTION PERIOD	REASON
Audit returns to external auditor	Preserve	Indefinite	Archive
Bank Statements	Destroy	20 years	Audit and grant funding
Bank paying in book and cheque book stubs	Destroy	8 years	Audit and grant funding
Borrowing	Preserve	Indefinite	Audit management
Hiring records of properties	Destroy	7 years	VAT
Internal Audit Management	Preserve	Indefinite	Audit Management
Investments	Preserve	Indefinite	Audit Management
Members allowances register	Destroy	7 years	Tax limitation
Paid invoices	Destroy	7years	VAT / grant funding
Paid cheques	Destroy	7 years	Limitation period/ grant funding
Petty Cash records	Destroy	7 years	VAT
Precept requests	Destroy	Retain as long as of value	
Project management records	Preserve	Indefinite	Archive /Audit/ grant funding
Receipt books of all kinds	Destroy	7 years	VAT
Receipts and Payments records	Preserve	Indefinite	Archived
Salaries records	Destroy	7 years	Limitation period
Staff time sheets	Destroy	7 years	Audit
VAT records	Destroy	7 years	VAT

OTHER INCLUDING PLANNING			
RECORD	ACTION	MINIMUM RETENTION PERIOD	REASON
General historic information relating to Sandown	Preserve	Indefinite	Archive
Legal papers	Preserve	Indefinite	Archive
Planning documents relating to Sandown generally	Destroy	After comment made by Town Council	Available on IWC website
Planning documents relating to Sandown Council <ul style="list-style-type: none"> • Town Plans • Design Statements • Policies 	Preserve	Indefinite	Archive

This Policy was originally adopted at Sandown Town Council meeting held on 15th January 2018 and amended on 4 June 2018.

SANDOWN TOWN COUNCIL
EQUALITY AND
DIVERSITY POLICY

APPROVAL DATE:
REVIEW DATE:
MINUTE NUMBER:



EQUALITY AND DIVERSITY POLICY

STATEMENT OF INTENT - Our Commitment to Equality and Diversity

Sandown Town Council is committed to providing and promoting equal opportunities, eliminating discrimination and encouraging diversity in the community.

Sandown Town Council will comply with current legislation with regard to diversity and equality. We believe that meeting the needs of our residents and staff can only be achieved through recognising the value of every individual. Our aim is to create an environment that respects the diversity of staff and service users and enables them to achieve their full potential, to contribute fully, and to derive maximum benefits and enjoyment from their involvement with the Town Council.

To this end the Town Council acknowledges and strives to embed in all its activities the following basic rights for all:

- To receive a professional and appropriate service
- To be treated with respect and dignity
- To be treated fairly with regard to all procedures, assessments and choices
- To receive encouragement to reach their full potential

These rights carry with them responsibilities, not just for Sandown Town Council as a corporate body, but also its staff, volunteers, service users and those who supply services on our behalf. We must all recognise and uphold these rights and act in accordance with them in dealings with others. Councillors and any employees have a personal responsibility for fostering a fully integrated community, at work, by adhering to the principles of equal opportunity and maintaining racial harmony in the provision of dedicated services to people on equitable terms

Our statutory duty under the Equality Act 2010

As a public body leading and speaking on behalf of the community the Town Council must play its part in making society fairer by tackling discrimination and providing equality of opportunity for all. The Equality Act 2010 places a new Equality duty on the Town Council to work to:

- Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between persons who share a protected characteristic and persons who don't share it
- Foster good relations between persons who share a relevant protected characteristic and persons who don't share it

No individual will be unjustifiably discriminated against. This includes, but is not limited to, discrimination because of the following characteristics (known as protected characteristics under the Act)

- Age
- Disability
- Gender
- Marital status and civil partnerships
- Pregnancy and maternity
- Race
- Religion and beliefs
- Sexual orientation
- Ethnic origin
- Nationality

Sandown Town Council is aware that the above list is not exhaustive and that there are other forms of discrimination that should not be tolerated

We will engage with people to ensure the service is relevant and meets their needs.

We will empower people to recognise and counter discrimination, and be supportive in doing so.

No form of intimidation, bully or harassment will be tolerated.

This Policy was initially adopted at the meeting of the Town Council held on 15th

January 2018



GENERAL DATA PROTECTION REGULATION POLICY

Purpose of the policy and background to the General Data Protection Regulation

This policy explains to Councilors', staff and the public about GDPR. Personal data must be processed lawfully, fairly and transparently; collected for specified, explicit and legitimate purposes; be adequate, relevant and limited to what is necessary for processing; be accurate and kept up to date; be kept only for as long as is necessary for processing and be processed in a manner that ensures its security. This policy updates any previous data protection policy and procedures to include the additional requirements of GDPR which apply in the UK from May 2018. The Government have confirmed that despite the UK leaving the EU, GDPR will still be a legal requirement. This policy explains the duties and responsibilities of the council and it identifies the means by which the council will meet its obligations.

Identifying the roles and minimising risk

GDPR requires that everyone within the council must understand the implications of GDPR and that roles and duties must be assigned. The Council is the data controller and the Town Clerk /RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the council, the issuing of privacy statements, dealing with requests and complaints raised and also the safe disposal of information.

GDPR requires continued care by everyone within the council, Councilors' and staff, in the sharing of information about individuals, whether as a hard copy or electronically. A breach of the regulations could result in the council facing a fine from the Information Commissioner's Office (ICO) for the breach itself and also to compensate the individual(s) who could be adversely affected. Therefore, the handling of information is seen as medium risk to the council (both financial and reputation) and one which must be included in the Risk Management Policy of the council. Such risk can be minimised by undertaking an information audit, issuing privacy statements, maintaining privacy impact assessments (an audit of potential data protection risks with new projects), minimising who holds data protected information and the council undertaking training in data protection awareness.

Data breaches

One of the duties assigned to the DPO is the investigation of any breaches. Personal data breaches should be reported to the DPO for investigation. The DPO will conduct this with the support of the Town Council. Investigations must be undertaken within one month of the report of a breach. Procedures are in place to detect report and investigate a personal data breach. The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality, or any other significant economic or social disadvantage. Where a breach is likely to result

in a high risk to the rights and freedoms of individuals, the DPO will also have to notify those concerned directly.

It is unacceptable for non-authorized users to access IT using employees' log-in passwords or to use equipment while logged on. It is unacceptable for employees, volunteers and members to use IT in any way that may cause problems for the Council, for example the discussion of internal council matters on social media sites could result in reputational damage for the Council and to individuals.

Privacy Notices (Appendix A)

Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR). The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what a council does with their personal information. A privacy notice will contain the name and contact details of the data controller and Data Protection Officer, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time, withdraw their agreement for the use of this information. Issuing of a privacy notice must be detailed on the Information Audit kept by the council. The council will adopt a privacy notice to use, although some changes could be needed depending on the situation, for example where children are involved. All privacy notices must be verifiable.

Information Audit

The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, and so the information audit will be reviewed at least annually or when the council undertakes a new activity. The information audit review should be conducted ahead of the review of this policy and the reviews should be minuted.

Individuals' Rights

GDPR gives individuals rights with some enhancements to those rights already in place:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- right to data portability
- the right to object
- the right not to be subject to automated decision-making including profiling.

The two enhancements of GDPR are that individuals now have a right to have their personal data erased (sometime known as the 'right to be forgotten') where their personal data is no longer necessary in relation to the purpose for which it was

originally collected and data portability must be done free of charge. Data portability refers to the ability to move, copy or transfer data easily between different computers.

If a request is received to delete information, then the DPO must respond to this request within a month. The DPO has the delegated authority from the Council to delete information.

If a request is considered to be manifestly unfounded then the request could be refused or a charge may apply. The charge will be as detailed in the Council's Freedom of Information Publication Scheme. The Town Council will be informed of such requests.

Children

There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the council requires consent from young people under 13, the council must obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children age 13 plus, must be written in language that they will understand.

Summary

The main actions arising from this policy are:

- The Council must be registered with the ICO.
- A copy of this policy will be available on the Council's website. The policy will be considered as a core policy for the Council.
- An information audit will be conducted and reviewed at least annually or when projects and services change.
- Privacy notices must be issued.
- Data Protection will be included on the Council's Risk Management Policy.
- The Town Council will manage the process.

This policy document is written with current information and advice. It will be reviewed at least annually or when further advice is issued by the ICO.

All employees, volunteers and Councilors' are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.

APPROVAL DATE:

REVIEW DATE:

MINUTE NUMBER:



SANDOWN TOWN COUNCIL

GENERAL PRIVACY NOTICE

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Sandown Town Council which is the data controller for your data.

Other data controllers the council may work with:

- Local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by the council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications,
- Where you pay for activities such as use of the council’s facilities, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers,

- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

We may process sensitive personal data including, as appropriate:

- your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- In order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances: in limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email or telephone

- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;

- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner’s Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

8) Transfer of Data Abroad

- Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

Further processing

- If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

- We will keep this Privacy Notice under regular review and we will place any updates on this web page: <http://www.sandowntowncouncil.gov.uk>

Contact Details

- Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Protection Officer
 Clerk to Sandown Town Council
townclerk@sandowntowncouncil.gov.uk

I have read the above Privacy Notice and give permission for Sandown Town Council to retain my personal information in relation to the contract held between us.

Signed.....

Date



SANDOWN TOWN COUNCIL

Grant Award Policy

APPROVAL DATE:
REVIEW DATE:
MINUTE NUMBER:
Adopted 20-May-24

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1. INTRODUCTION

- 1.1. The Council can use Section 137 of the Local Government Act 1972 to award grants.
- 1.2. An allocated amount is included in the budget each year to facilitate this.
- 1.3. The following policy sets out how Sandown Town Council considers and makes grant awards.
- 1.4. The policy enables the council to make an informed and fair assessment of grant applications, so that decisions made in relation to grant applications within the allocated grant budget are made in a way which is fair and transparent.

2. GENERAL PRINCIPLES

- 2.1. Grants will only be awarded for activities and projects that are:
 - (a) In the interests of the town; or
 - (b) For the benefit for some, or all, of the residents of Sandown; or
 - (c) Improve the range of services in the town.
- 2.2. Grants can be awarded to voluntary groups, charitable bodies, and community organisations, including new organisations or bodies being established.
- 2.3. Generally, only one grant will be awarded to an organisation in any financial year.
- 2.4. The award of a grant in any given year does not set a precedent for or preclude the award of a grant in a subsequent year.
- 2.5. Applications from organisations with substantial unallocated resources will not be considered a priority for funding.
- 2.6. Decisions made by the Council on grant applications are solely a matter for and at the discretion of the Council.
- 2.7. The Town Council reserves the right to decline any application or to apply conditions to the grant.
- 2.8. Recognition of the grant from Sandown Town Council must be made in any publicity details of the grant award will be published by the council in its accounts and other published documents.
- 2.9. The Town Council recognises that for smaller organisations with lesser levels of governance and financial management or recently formed with little history, a small grant can make a major difference. To cater for this, there will be a lesser burden of information required for small grants up to £200. Whilst for larger grants, the Council needs to be assured of a higher level of governance and financial management, and a more detailed level of information will be required to consider a grant application.
- 2.10. Applications submitted without the required supporting information, will not be considered.

3. AMOUNTS AWARDED

- 3.1. There are no upper or lower limits set for the amount of any grant, but generally they will be restricted to a level of £500.

- 3.2. The total amount of grants awarded in any one financial year will not exceed the sum allocated in that year budget for disbursement as grants.
- 3.3. The Town Council will normally expect to distribute grants to a variety of organisations. This may mean a smaller amount is awarded than that requested.
- 3.4. The Council will normally only fund up to a maximum of 50% of a project cost.
- 3.5. Grants will not be awarded to cover costs that have already been incurred.

4. ELIGIBLE PARTIES

4.1. Grants can be applied for by:

- (a) Not-for-profit groups operating for the benefit of the community in Sandown.
- (b) Groups set up for charitable purposes,
- (c) Groups of people, not necessarily constituted who have specifically come together to run a project.
- (d) A new group being set up. For new groups information will be required on:
 - Why the group is being started the group and how it will be continued
 - If there is any support from people wanting to join or run the group
 - How it has been established there is a need for the proposed activity or project.
- (e) Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs.
- (f) Applications from health, education or social services will be considered where there are benefits to the wider community and the project is in addition to statutory services.
- (g) Grants may only be awarded to branches of regional or national organisations which clearly demonstrate how the funding is to be used to specifically benefit the people of Sandown.

5. INELIGIBLE PARTIES

- 5.1. Sandown Town Council is prevented by law from giving financial assistance to individuals.
- 5.2. Sandown Town Council will not provide a grant to aid commercial organisations which aim to generate a profit.

6. ELIGIBLE PROJECTS OR ACTIVITIES

- 6.1. Grants will be awarded, at the discretion of the Sandown Town Council, to organisations and projects which provide or improve:
 - (a) Safety
 - (b) Recreation
 - (c) Community pride
 - (d) Sports
 - (e) Art, culture or heritage
 - (f) Services for children and young adults

- (g) Services for the elderly
- (h) Services for people with disabilities or;
- (i) Other projects or services which the Council considers will be of benefit to the local community or Sandown's residents.

7. IN-ELIGIBLE PROJECTS OR ACTIVITIES

- 7.1. Grants will not be awarded for projects or activities that:
 - (a) Are statutory responsibilities.
 - (b) Could reasonably be expected to be funded from other sources.
 - (c) Could reasonably be expected to be funded from membership subscriptions.
 - (d) Are political in nature.
 - (e) Seek to promote or oppose a religious viewpoint or activity.
 - (f) Seek to fund professional services.
 - (g) Seek to fund salary, routine or other administration costs.
- 7.2. Grants cannot be awarded in relation to church buildings and other property owned by religious institutions.

8. APPLICATIONS

- 8.1. Applications are accepted at any time throughout the year but will not be considered until the next meeting of council.
- 8.2. Applications are considered in accordance with the policy and criteria set out above.
- 8.3. Grant applications will only be considered if:
 - 8.3.1. Submitted using Sandown Town Councils Grant Application Form
 - Form A – Lower-Level Grants
Grant applications up to and including £200
 - Form B – Upper-Level Grants
Grant applications in excess of £500
 - 8.3.2. Supported with all requested/relevant documentation.
 - 8.3.3. All the questions on the application form are answered as fully as possible to provide a detailed picture of the proposed project or of the activities and of your organisation within the town.
- 8.4. Amounts over £500 will be given only in exceptional circumstances. If you feel you may have a special case, please discuss this with the Clerk in the first instance.
- 8.5. Grants applications should be submitted at least 14 days before the next meeting of council or will be considered at the following meeting.

9. CONSIDERATION OF APPLICATIONS

- 9.1. The council will consider if funding requested is commensurate to the benefit obtained by the residents of Sandown, including:
 - (a) How well the grant will meet the needs of the community.
 - (b) How effectively the grant will be used by the applicant.
 - (c) If the costs are reasonable and expected contributions that have been or are being raised locally are realistic.
 - (d) If the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
 - (e) The constitution and management of the applicant.
- 9.2. The council reserved the right to seek additional information in relation to the application and the applicant including undertaking checks and balances.
- 9.3. Groups working with young people and/or vulnerable adults are required to have protection policies in place staff must have been subject to the required safeguarding checks.
- 9.4. Applicants will need to demonstrate that they have adequate public liability or other insurance for the planned activity or project.
- 9.5. If funding has previously been awarded for the same project or activity, the Council must be satisfied that the project or service was delivered to a satisfactory level.

10. AWARD OF GRANTS

- 10.1. Applicants will be informed of the decision on their grant application within two weeks of council considering the application.
- 10.2. Grant awards will by preference be paid by bank transfer into the bank account of the organisation. Payments will not usually be made to individuals, with the exception of the lower level grants where the organisation does not have/intend to have a bank account for the organisation can satisfy the Council that monies will be and have been appropriately spent.
- 10.3. The grant can only be awarded to the value approved by council.

11. GRANT AWARD CONDITIONS

- 11.1. Grant awards are made subject to the following conditions:
 - 11.1.1. The grant award must be used for the purpose detailed in the application.
 - 11.1.2. Monies must be used within one year of award. The council recognises that project timescales can slip for valid reasons. In such circumstances, the council expects to be informed of any issues.
 - 11.1.3. If a project does not ultimately proceed as planned, grant monies will be returned.
 - 11.1.4. Proof of purchase will be made available to the council if an award relates to a specific item.
 - 11.1.5. The applicant will provide to the council all such assistance as is reasonably necessary to enable the council to comply with its requirements under the freedom of information action.

11.1.6. The applicant will acknowledge the contribution made by the council when arranging promotional activity or literature including press releases relating to the application.

12. REPAYMENT OF GRANTS

12.1. Sandown Town Council will require repayment of monies if the applicant is unable to use the award for the stated purpose.

12.2. The council reserves the right to recover the grant and/or moveable equipment purchased with grant monies if:

- The organisation to which the grant was awarded ceases to exist
- The grant is not used for the purposes specified, or the applicant does not comply with the conditions of the grant.

12.3. Should dishonesty be found in relation to the application or spending the grant, the matter will be reported to the police and the Council will press for prosecution.

13. DATA PROTECTION

13.1. By submitting the application form, you give permission for Sandown Town Council to use the information that you provide for purposes including but not limited to:

- Establishing entitlement to a grant; and
- Inclusion in the council's records, including those which by law must be published.

13.2. Sandown Town Council aims to make the grant making and assessment process as open and clear as possible. Therefore, meetings are held in public and individual applications may be discussed in front of the public and press.

13.3. In certain circumstances the council recognises this is not appropriate and consideration is given to what information it would be appropriate to reveal, recognising the need to maintain the confidentiality of vulnerable groups and individuals, and their details will not be made public in any way, except as required by law.

13.4. If you think your application falls within this category, please notify the clerk on application.

14. CONTACT DETAILS

RFO: Jennifer Armstrong
The Broadway Centre,
1 Broadway,
Sandown,
Isle of Wight
PO36 9GG

Tel: (01983) 408 287/ 300 329

Email: rfo@sandowntowncouncil.gov.uk



SANDOWN TOWN COUNCIL

Grant Application - Form A

Lower Level Grants - Up To £200

Please complete this form as clearly as possible. You may continue onto additional sheets, if necessary, but please indicate where you are doing so and ensure they are securely fastened to this form on submission. Please refer to our grant policy, before completion of this form.

Applicant Details

A1. Name of Club/Organisation

Please give the name of your organisation as it appears on your constitution or set of rules if you have them.

A2. Name of Contact

This should be the main contact in respect of this application.

A3. Address

This should be the address of the organisation or the main address for correspondence.

A4. Additional Contact Details

Please provide daytime contact details for your organisation.

Phone:
Mobile:
Email:

A5. Club/Organisation Description

Briefly describe your organisation's activities/intended activities. Please include your aims and objectives and tell us how long your club/organisation has been in existence. If you are recently formed, please state that and whether your application relates to a one off project or a longer/ongoing activity.

--

A6. Link to the Sandown Community

Briefly explain how your organisation is linked to Sandown and supports its community.

--

A7. Membership (if you have one) - number of individuals involved in the organisation/activities.

Total Membership:	Adults:	Children:
Sandown Residents Membership:	Adults:	Children:

A8. Registered charity no (if applicable)

No:	Not Applicable:
-----	-----------------

A9. VAT Registered

No:	Not Applicable:
-----	-----------------

C2. Additional Funding

Please give details (including amounts and dates) of all other sources of funding you have secured for what this grant is going towards. This may include funding received from other bodies applied to for grant aid, own funds that will be contributed towards the project and contributions in kind received for this purpose. Sandown Town Council will usually not fund more than 50% of a project.

C3. Previous Applications

If your organisation has previously applied for a grant from Sandown Town Council, please provide the grant ID and details of the grant and what it was used for.

--

Additional Information

D1. Additional Information

Please use this section to provide us with any further information you feel is important to the consideration of your claim.

--

Declaration

I certify that, to the best of my knowledge, all the information I have given in this application is correct and understand that any grant awarded and used for any other purpose than that detailed in this application or unused within 6 months must be returned in full to Sandown Town Council as set out in the Application Guidelines.

Signed

Date of Application

Name (in capitals)

Position in Club/Organisation

Please return completed forms to:

Town Clerk
Sandown Town Council
The Broadway Centre
S1 Broadway
Sandown
IW
PO36 9GG

Email signed forms to: rfo@sandowntowncouncil.gov.uk



SANDOWN TOWN COUNCIL

Grant Application - Form B

Upper Level Grants - Over £200

Please complete this form as clearly as possible. You may continue onto additional sheets, if necessary, but please indicate where you are doing so and ensure they are securely fastened to this form on submission. Please refer to our grant policy, before completion of this form.

Applicant Details

A1. Name of Club/Organisation

Please give the name of your organisation as it appears on your constitution or set of rules if you have them.

A2. Name of Contact

This should be the main contact in respect of this application.

A3. Address

This should be the address of the organisation or the main address for correspondence.

A4. Additional Contact Details

Please provide daytime contact details for your organisation.

Phone:

Mobile:

Email:

A5. Club/Organisation Description

Briefly describe your organisation's activities/intended activities. Please include your aims and objectives and tell us how long your club/organisation has been in existence. If you are recently formed, please state that and whether your application relates to a one off project or a longer/ongoing activity.

A6. Link to the Sandown Community

Briefly explain how your organisation is linked to Sandown and supports its community.

--

A7. Membership (if you have one) - number of individuals involved in the organisation/activities.

Total Membership:	Adults:	Children:
Sandown Residents Membership:	Adults:	Children:

A8. Registered charity no (if applicable)

No:	Not Applicable:
-----	-----------------

A9. VAT Registered

No:	Not Applicable:
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Grant Details

B1. Description

Please briefly describe the project, scheme or service for which this grant is intended. Only applications for specific projects will be considered. Expenses linked to the day to day running of an organisation will not be funded.

--

C3. Previous Applications

If your organisation has previously applied for a grant from Sandown Town Council, please provide the grant ID and details of the grant and what it was used for.

Additional Information

D1. Additional Information

Please use this section to provide us with any further information you feel is important to the consideration of your claim.

D2. Checklist

In order to consider your claim for a small grant the following materials must be submitted to Sandown Town Council with this completed form:

- A copy of your club/organisation's constitution or set of rules
- A copy of your bank statement and recent accounts
- A copy of any quotations as specified in section C1

Declaration

I certify that, to the best of my knowledge, all the information I have given in this application is correct and understand that any grant awarded and used for any other purpose than that detailed in this application or unused within 6 months must be returned in full to Sandown Town Council as set out in the Application Guidelines.

Signed

Date of Application

Name (in capitals)

Position in Club/Organisation

Please return completed forms to:

Town Clerk
Sandown Town Council
The Broadway Centre
S1 Broadway
Sandown
IW
PO36 9GG

Email signed forms to: rfo@sandowntowncouncil.gov.uk



GRIEVANCE PROCEDURE

1. PURPOSE AND SCOPE

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

2. PRINCIPLES

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

3. PROCEDURE

- 3.1 Wherever possible, any grievance should be raised informally with the Employee's line manager, or if this is inappropriate with the next level of management. In the case of the Clerk to the council raising a grievance this should be directed to the Chair or Mayor of the council unless the complaint is about the Chair or Mayor in which case another Member can be identified to handle the Clerk's concerns. The recipient of the grievance from a clerk should share the grievance with the relevant committee established to handle employment matters and the issues should be treated with discretion and confidentiality at all times.
- 3.2 **Written Statement:** If the employee does not consider it appropriate to raise the grievance informally, or if requested by the person the employee spoke to informally, then the employee should submit a formal grievance in writing to their line manager, or if this is inappropriate to the next level of management.
- 3.3 **Meeting or Hearing:** Generally, within a reasonable period of time e.g. five working days of receipt of a written complaint, the line manager or Chair of the appropriately convened committee or hearing panel will arrange a meeting with the employee.

The Hearing Manager will endeavor to make the meeting arrangements mutually convenient and will arrange a confidential location, free from interruptions. The manager will investigate the substance of the complaint and hear submissions from the employee concerned together with such other submissions or evidence as 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 Hearing Manager will advise the decision to the employee in writing and, where appropriate, include an action plan to assist in the resolution of the problem. Councils which handle internal disputes effectively generally consider the options and costs in a timely fashion, then agree and publicise the workable solutions, monitor, review and learn from the experience. There may be some value in exploring Mediation as a way in which to resolve differences between two parties.

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 Mayor with written notice within five working days of the decision.

An Appeal may be raised if:

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

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

3.6 **Bullying or Harassment:** If a grievance concerns alleged bullying or harassment the matter should be reported promptly to the employee's Line Manager, or Mayor or Deputy 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 Monitoring Officer of the Isle of Wight Council. Refer to the Dignity at Work 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 Council will 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 Process

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 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 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.

APPROVAL DATE:
REVIEW DATE:
MINUTE NUMBER:



SANDOWN TOWN COUNCIL

Health and Safety Policy

APPROVAL DATE: 20-May-24
REVIEW DATE: May-25
MINUTE NUMBER: 9-2024/25

Adopted 20-May-24

1. PURPOSE

- 1.1 Sandown Town Council takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its activities and attending its premises. This policy is intended to help the Council achieve this by clarifying who is responsible for health and safety matters and what their responsibilities are.
- 1.2 This is a statement of policy only and does not form part of your contract of employment. This policy may be amended, by the Council, at any time at its absolute discretion. The Council will review this policy at regular intervals to ensure it is achieving its aims effectively.

2. WHO IS RESPONSIBLE FOR HEALTH AND SAFETY?

- 2.1 Achieving a healthy and safe workplace is a collective task shared between the Council and staff. This policy and the rules contained in it apply to all staff of the Council, irrespective of seniority, tenure, and working hours. It includes all employees and officers, consultants and contractors, casual agency staff, trainees, homeworkers, fixed-term staff and any volunteers. Specific responsibilities of staff are set out below in the section headed "Responsibilities of all staff" below.

3. COUNCIL RESPONSIBILITIES

- 3.1 The Council is responsible for:
 - a. Taking reasonable steps to safeguard the health and safety of staff, people affected by the Council's business activities, and people visiting its premises.
 - b. Identifying health and safety risks and finding ways to manage or overcome them.
 - c. Providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation.
 - d. Providing and maintaining safe working areas, equipment, and systems and, where necessary, appropriate protective clothing.
 - e. Providing safe arrangements for the use, handling, storage and transport of equipment and substances.
 - f. Providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work.
 - g. Ensuring any health and safety representatives receive appropriate training to carry out their functions effectively.
 - h. Providing a health and safety induction and safety training appropriate to your role.
 - i. Promoting effective communication and consultation between the Council and staff concerning health and safety matters.
 - j. If an epidemic or pandemic alert is issued, providing instructions, arrangements, and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection.
 - k. Regularly monitoring and reviewing the management of health and safety at work, making necessary changes, and bringing those to the attention of all staff.

- 3.2 The Council will give you the opportunity to ask questions and advise who best to contact regarding health and safety or if you are unsure about how to safely carry out your work.
- 3.3 Overall responsibility for health and safety lies with the Council. They have appointed the Clerk as the Health and Safety Officer with day-to-day responsibility for health and safety matters.
- 3.4 Any concerns about health and safety matters should be communicated to the Health and Safety Officer.

4. RESPONSIBILITIES OF ALL STAFF

General Staff Responsibilities

- 4.1 All staff must
- a. Take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
 - b. Co-operate with the Health and Safety Officer and the Council generally to enable compliance with health and safety duties and requirements.
 - c. Comply with any health and safety instructions and rules, including instructions for safe use of equipment.
 - d. Keep health and safety issues in the front of their minds and take personal responsibility for health and safety implications of their own actions and omissions.
 - e. Keep the workplace tidy and hazard free.
 - f. Report all health and safety concerns to the Health and Safety Officer promptly, including any potential risks, hazards, however minor or trivial they may seem.
 - g. Co-operate in the Council's investigation of any incident or accident which either has led to injury or which, in the Council's opinion, could have led to injury.

Staff responsibilities relating to equipment.

- 4.2 All staff must:
- a. Use equipment as directed, following any instructions given by representatives of management or contained in any written operating manual or instructions for use, and adhering to any relevant training.
 - b. Report any fault with, damage to, malfunctioning equipment, or concern about any equipment (including health and safety equipment) or its use to the Health and Safety Officer, who is responsible for ensuring the maintenance and safety equipment.
 - c. Ensure that health and safety equipment is not interfered with.
 - d. Not attempt to repair equipment unless authorised to do so.

Staff responsibilities relating to accidents and first aid.

- 4.3 All staff must:
- a. Promptly report any accident at work, however trivial, involving personal injury, and on any of the Council's premises, to the Health and Safety Officer so details can be

recorded in the Accident Book. They must also co-operate with any associated investigation.

- b. Familiarise themselves with the details of first aid facilities and trained first aiders, which are: The Clerk, The RFO and the Administrator.
- c. If an accident occurs, seek help from a first aider.
- d. The Health and Safety Officer is responsible for investigating any injuries or work-related illnesses, preparing, and keeping, accident records, and for submitting reports under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2023 (RIDDOR) where required.

Staff responsibilities relating to national health alerts, including the Coronavirus (Covid-19) pandemic.

- 4.4 If an epidemic or pandemic alert is issued all staff must comply and co-operate with all instructions, arrangements and advice issued by the Council as to the organisation of business operations and steps to be taken by staff to minimise the risk of infections. Any questions should be referred to the Health and Safety Officer.
- 4.5 Given the outbreak of Coronavirus (Covid-19), it is important that all staff members follow guidelines set out in this policy to ensure maximum safety and to minimise the risk infections. We will review these guidelines regularly to ensure they are kept up-to date with Government guidance.
- 4.6 Please see the section headed "Staff returning to work - Coronavirus (Covid-19)" below for health and safety measures which specifically address the Coronavirus (Covid-19) pandemic.

Staff responsibilities relating to emergency evacuation and fire

- 4.7 All staff must:
 - a. Familiarise themselves with the instructions about what to do if there is a fire which are located on the notice board displayed in the Clerk's office.
 - b. Ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency.
 - c. Comply with the instructions of the fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios).
 - d. Co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same). Fire drills will be held at least once every 12 months.
 - e. Ensure that fire exits, fire notices or emergency exit signs are not obstructed or hidden at any time.
 - f. Notify the Clerk immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation or fire. This will allow the Clerk to discuss a personal evacuation plan for you, which will be shared with fire wards and colleagues working near you.
- 4.8 On discovering a fire, all staff must:
 - a. Immediately trigger the nearest fire alarm and, if time permits, call the Clerk and notify them of the location of the fire.

- b. Attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers.

4.9 On hearing the fire alarm all staff must:

- a. Remain calm and immediately evacuate the building, walking quickly without running, and following any instructions from the fire wardens.
- b. Leave without stopping to collect any personal belongings.
- c. Stay out of any lifts.
- d. Remain out of the building until notified by a fire warden that it is safe to re-enter.

4.10 The Clerk is responsible for ensuring that fire risk assessment taken place, that changes are made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage, and emergency lighting.

5. RISK ASSESSMENT, HAZARDOUS SUBSTANCES AND MANUAL HANDLING

- 5.1 Risk assessments are essentially a careful examination of what in the workplace could cause harm to people. The Council will assess any risk and consider measures to best minimise any risks. The Council will carry out general workplace risk assessments when required or as reasonable requested by staff. Managers must ensure that any necessary risk assessments take place and the resulting recommendations are implemented. The Clerk is responsible for workplace risk assessments and any measures to control risks.
- 5.2 The use of hazardous substances will be avoided where possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided where required.
- 5.3 Personal Protective Equipment (PPE) is provided where risks cannot be otherwise effectively controlled.
- 5.4 Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Health and Safety Officer and where necessary training will be provided by the Council, but the Council will try to minimise or avoid the need for manual handling where there is a risk of injury.

6. STAFF RETURNING TO WORK – CORONAVIRUS (COVID-19)

6.1 Although Government restrictions introduced in response to the Coronavirus (COVID-19) pandemic have been lifted, the pandemic is ongoing and appropriate safety measures must be adhered to. Employees must adhere to the Coronavirus (COVID-19) mitigation provisions which are still relevant to our workplace. These include:

A household member has a positive test for Covid-19.

- 6.2 If a household member tests positive for Covid-19, the employee is asked to complete a Lateral Flow Tests and advise the Clerk of the result.
 - a. If the result is negative, a risk assessment will be taken to determine if it is safe/possible for the employee to attend the work place or work from home. The Clerk will advise the employee of the decision.
 - b. If the employee is attending the work place the employee is asked to complete a lateral flow test before doing so for the next five days.

An employee tests positive for Covid-19

- 6.3 If the employee tests positive for Covid-19 the employee should not attend the workplace for 5 days.
- a. If they are well enough and their role enables them to, they may work from home but are not obligated to whilst unwell.
 - b. They should take a further lateral flow test after 5 days and the following day. They can return to the workplace if both tests are negative.
 - c. If the results are still positive the employee should not return to work until they have two consecutive negative tests.

Hygiene practices at work

- 6.4 Staff must follow all hygiene measures which we implement. When appropriate, these may include frequency of hand washing, wearing protective clothing, sanitising workstations and desks.
- 6.5 We will provide adequate handwashing facilities (or hand sanitiser where not possible) at entry/exit points and when appropriate we expect all staff to use these facilities frequently whenever entering and exiting the workplace.
- 6.6 If you suspect you have Coronavirus (COVID-19) you must take a lateral flow test and if positive work from home to protect vulnerable centre users and members of staff.

Mental health whilst working during Coronavirus (COVID-19)

- 6.7 We take the health of our staff seriously, including their mental well-being. Whether you are working remotely or returning to the workplace, we strongly encourage you to speak to your line manager, a colleague, or a member of the HR committee regarding any concerns or issues you have.
- 6.8 If you are working remotely from home or returning to the workplace, we encourage staff to:
- a. Connect with their fellow colleagues for informal chats or video calls.
 - b. Get regular exercise and sunlight outdoors.
 - c. Take regular breaks away from their workstation.
 - d. Ensure to drink sufficient water and eat properly.

7. NON-COMPLIANCE WITH HEALTH AND SAFETY RULES

- 7.1 Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Council's disciplinary policy, up to and including immediate dismissal.



SANDOWN TOWN COUNCIL

LONE WORKER POLICY

1. Statement of Policy

Sandown Town Council will take every practicable step to protect the health, safety and welfare of its Employees and Councillors whenever they are required by the nature of their duties to work alone and without direct support and supervision.

The Council's employees are expected to work alone and for some staff lone working is the norm. Whilst working alone is not in itself unsafe there may be circumstances where working alone can increase risks. The Council recognises that there may be increased risks to staff who are required to work alone. The implementation of this policy should help to reduce these risks.

The policy applies to employees and Councillors and for the purposes of this policy lone working is defined as any activity or function performed on behalf of Sandown Town Council without any close supervision or with other employees.

2. Organisation and Arrangements

Sandown Town Council is responsible for:

- The lone working arrangements of employees;
- Determining the contents of this policy;
- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with loneworking;
- Ensuring compliance with the policy and providing resources for putting the policy into practice;
- Making sure that employees and councillors are aware of this policy;
- Making sure that appropriate support is given to employees and Councillors involved in any incident.

The Clerk to the Council is responsible for:

- Making sure that risk assessments are carried out and reviewed regularly;
- Reporting annually to the Full Council on any incidents and actions taken in response.

All Employees and Councillors engaged in lone working are responsible for:-

- Taking reasonable care of themselves and other people who may be affected by their actions;
- Follow all rules and regulations laid down by the Town Council;
- Report all incidents that may affect the health and safety of themselves or others;
- Taking part in training designed to meet the requirements of this policy;

- Report any dangers they identify or any concerns they might have;
- Record full details of their lone working time;
- Recognise and assess potentially high risk activities before carrying out any work activity and put in place appropriate arrangements to carry out the identified task safely to mitigate risk associated with working alone;
- In addition, and if appropriate, complete a form detailing visits from aggressive or potentially violent people. Any such forms or reports should be provided to the Clerk for appropriate action to be taken.

3. Lone Worker Guidance

- Lone workers must carry their mobile telephone.
- Lone workers must carry any personal alarm supplied by the Town Council.
- Employees and Councillors must take reasonable care not to put themselves at undue risk. If they feel that they would be at particular risk unless additional precautions are taken then they should discuss this with the Clerk in the first instance.
- Plan the visit – let someone know time of leaving, where going and estimated time of return.
- Try to avoid confrontation. If a situation does become heated try to stay calm. If violence is threatened it is best to withdraw.
In the event that an officer suspects that a violent attack is imminent it may be possible to use a mobile telephone to summon assistance (e.g. 999 for the police). Heated arguments can suddenly escalate to the point at which violence is used and in practice there may be little time to call for help.
- Officers who find themselves in a violent situation may activate their personal alarms. It may be that activation of an alarm is enough to bring an attacker to their senses and persuade them to break off the attack.
- Note, personal attack alarms are not weapons and should be used only to startle an attacker and alert passers-by. Aggressive use of such alarms may actually inflame a situation.
- Personal attack alarms are not toys! They can emit a piercing noise and could damage hearing if held close to someone's ear. Do not use them for practical jokes
- Ensure that you are properly trained and have the skills and knowledge to do your job safely and without risks to health. If you feel that you need extra training then discuss this with the Clerk.

APPROVAL DATE:
REVIEW DATE:
MINUTE NUMBER:



Sandown Town Council Medium Term Financial Strategy

This strategy is an overarching medium term financial strategy that the Council will follow when making financially relevant decisions.

1. Value for Money.

The Council will always seek to obtain best value for money in all its financially relevant decisions (this does not necessarily mean accepting the lowest tender in any contract).

2. Maintaining its assets

The Council will budget monies to provide anticipated maintenance cost for all the facilities the Council runs (2021, 2022 & 2023 budget decision).

3. Replacement of facilities and equipment

The Council will make financial provision for the replacement of facilities and equipment. Money will be budgeted and placed in council reserves for the replacement of facilities/equipment the council operates, based on an anticipated life of the facility/equipment (2021, 2022 & 2023 budget decision).

4. Reserves.

- (i) The Council will hold a minimum of 3 months of net revenue expenditure in general reserves¹.
- (ii) Monies allocated to the above provision (3 above) to be ringfenced for that provision and detailed in the Council budget reserves. Monies may, exceptionally, be vired from these reserves by a Council decision.

5. Broadway Centre.

The Broadway is a community asset, and whilst hire charges to users will defray running costs, it is not expected to be run as profit centre. Hire charges will be reviewed and adjusted, if necessary, on an annual basis.

6. Public Toilets.

The Council will look to offset running cost of its various facilities by charging a reasonable charge (not necessarily to make a profit/cover running costs).

7. Grant Funding.

The Council will look to obtain grant funding at all opportunities.

8. Inflationary Budget Increases.

The Council will budget to deal with inflationary increases in running costs so that it does not cut services (2021, 2022 & 2023 budget decision).

9. Investments:

See [Reserves and Investments](#) policy.

¹ As outlined by the [Joint Panel on Accountability and Governance Practitioners Guide 2022](#) sections 5.32 – 5.34.



SANDOWN TOWN COUNCIL

Publication Scheme

(Freedom of Information Act)

REAFFIRMATION DATE:
REVIEW DATE:
MINUTE NUMBER:

PUBLICATION SCHEME

1. INTRODUCTION

1.1. **The Freedom of Information Act 2000**

The Freedom of Information Act grants to members of the public rights of access to a variety of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioners Officers at www.ico.gov.uk .

1.2. **Publication Scheme**

1.2.1. The Act requires every public authority to adopt and maintain a generic model publication scheme. This policy is designed to provide everyone with a comprehensive guide to the information that the council will automatically or routinely publish, or otherwise make available to the public.

1.2.2. The model scheme is Appendix A of this document.

1.3. **Sandown Town Council's Commitment to the Act**

The Town Council believes in maintaining the transparency of the Council and strives to maintain an open approach to its business.

1.4. **Freedom of Information Requests and the Publications Scheme**

1.4.1. The purpose of this publication scheme is to set out the information that is routinely available. Information that is not listed in the Information Available Guide of this document can still be requested and will be made available unless there is a reason for it to be legitimately withheld.

1.4.2. Application for any information not included in the guide below can be made by making a written request to the Town Clerk who will reply within 20 working days after receipt of the request.

2. INFORMATION AVAILABLE FROM SANDOWN TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME.

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Who's Who on the Council and any Committees	Website Hard Copy from Clerk
Contact details for Town Clerk and Council members (named contacts with email address)	Website Notice Board Hard Copy
Location of main council office and accessibility details	Website Notice Board
Staffing structure	Website

Information to be published	How the information can be obtained
Class 2 – What we spend and how we spend it. (Financial Information - Current and previous financial year)	
Annual return form and report by auditor	Notice board Hard Copy Website
Finalised budget	Website Hard Copy
Precept (In Minutes & Accounts)	Website Hard Copy
Borrowing Approval letter	Hard Copy
Financial Standing Orders and Regulations	Website Hard Copy
Grants given and received	Website (Minutes) Transparency Code Hard Copy
List of current contracts awarded	Website Transparency Code Hard Copy
Members' allowances and expenses, if applicable	Hard Copy
Class 3 – What are our priorities and progress (Strategies and plans, performance indicators, audits, inspections and reviews)	
Local charters drawn up in accordance with DCLG guidelines	No Charters/Not available
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Website
Agendas of meetings (as above)	Website Notice board
Minutes of meetings	Website Hard Copy
Reports presented to council meetings (current meeting only)	Website
Responses to consultation papers (current meeting only)	Website (Minutes) Hard Copy
Responses to planning applications	Website (Minutes) IWC Planning Portal
Bye-laws	None/Not available
Class 5 – Our policies and procedures Current information only Information	
Committee - Terms of Reference	Website (Minutes) Hard Copy
Delegated authority in respect of officers (if applicable)	Hard Copy
Code of Conduct	Website
Other Policy statements	Website

Information to be published	How the information can be obtained
<i>Internal policies relating to the delivery of services:</i>	
Equality and diversity policy	Website
Health and safety policy	Website
Recruitment policies	Website Email
Policies and procedures for handling requests for information	Website Hard Copy
Complaints procedure	Website Hard Copy+B16
Records management policies (records retention, destruction and archive)	Website
Data protection policies	Website
Schedule of charges (for the publication of information)	Website
Class 6 – Lists and Registers (Currently maintained only)	
<i>Any publicly available register or list:</i>	
Assets Register	Hard Copy
Disclosure log	None
Register of members' interests	Website iwight.com
Register of gifts and hospitality	Viewing only (Clerk)
Class 7 – The services we offer (Current information only)	
Broadway Centre Meeting rooms and hall hire	Website Transparency Code
Recreation Facilities at Sandham Gardens Skate Parks MUGA Steven Jenkins Playground Adizone	Assets Register (viewing only)
Seating	Assets Register (viewing only)
Public conveniences Yaverland Toilets St John's Road Toilets Eastern Gardens Toilets	Assets Register (viewing only) Transparency Code
Los Altos Park public open space	Assets Register (viewing only) Transparency Code

3. CHARGES

Method	Charge
Assets Register (viewing only)	Free
Email	Free
Hard Copy	10 p per page plus postage at standard Royal Mail charge.
Notice board	Free
Transparency Code	Free
Viewing only (Clerk)	Free
Website	Free
Staffing structure	Free
Hard Copy (black & white)	10 p per page Postage at standard Royal Mail 2nd Class.

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

SANDOWN TOWN COUNCIL

Protocol and Guidance for Recording, Photography and use of Social Media at Sandown Town Council Meetings

Guidance

This guidance applies to any council or committee meetings that are open to the public.

The Council allows any member of the public or press to report on all public meetings subject to limited exceptions outlined below. The term reporting includes the taking of photographs, filming, audio-recording, tweeting, blogging or generally reporting on proceedings.

Those wishing to undertake any reporting of meetings are asked to advise the Clerk in advance of the meeting of their intention to do so, as explained below, in order to allow necessary arrangement to be made if required.

The chair of the meeting shall advise members of the public and members that the meeting may be recorded if notice has been received that reporting is happening.

The purpose of this protocol is to provide guidance, particularly, for members of the press or public on reporting of any Town Council meeting which is held in public.

Although there is a legal right to allow reporting of Council meetings the proceedings of that meeting must not be disrupted by the use of any equipment or the manner in which the reporting is undertaken. It is also important that reporting does not inhibit community involvement in the proceedings.

Guidelines for Reporting

Any member of the public or of the media wishing to report a public meeting should ensure that:

1. Any photography or audio / visual recording must take place from a fixed position in the meeting room approved by the Chairman so as to minimise disruption to the proceedings
2. The use of flash photography, additional lighting, sound booms or other equipment that may, in the chairs opinion, be likely to be intrusive or in any way interfere with proceedings will only be allowed if agreed in advance with the Chairman.
3. If the Chairman feels that any photography, audio or visual recording is disrupting the meeting in any way then the operator of the equipment will be required to stop reporting.
4. If during the meeting a motion is passed to exclude the press and public, because confidential or exempt information is likely to be disclosed, then all rights to report the meeting cease and the operator of the equipment will be required to stop reporting and leave the meetings taking all reporting equipment with them.

5. They comply with any request made by the Chairman regarding respecting the public's right to privacy.

6. People seated in the public seating area should not be photographed, filmed or recorded without the consent of the individuals concerned. This also applies to those individuals who may ask a public question, present a petition or make a representation at a Council meeting open to the public and who are not seated in a "public seating area".

7. Photographs, audio, and visual recordings should not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being recorded in a way that may ridicule or show lack of respect.

Notices advising the public that the public meeting may be reported on will be displayed in or directly outside the relevant meeting room and this will be noted on the agenda. The Chairman will also make an announcement that the meeting may be photographed, recorded or filmed.

What if I don't want to be recorded?

If as a member of the public you do not wish to be photographed, filmed or recorded please inform the Clerk in advance of the meeting. If you are concerned for your personal safety it may be possible to make alternative seating arrangements.

What is the procedure prior to the Meeting for those wishing to Record or Photograph a Meeting?

Members of the public wishing to report on a public meeting should wherever possible contact the Clerk for the meeting concerned two working days before the meeting or advise the Clerk before the meeting starts.

The request should include the following information:

1. Which meeting this refers to;
2. The name, organisation (if applicable) and contact details of the person making the request;
3. What equipment it is intended will be used (e.g. camera/audio recorder/video camera, tri-pod etc);
4. What the photographs, or audio / visual recording will be used for and / or where the information is to be published.

What is the procedure for reporting during the meeting?

All reporting equipment must be set up before the meeting starts to avoid disrupting the meeting.

If the Chairman feels the photography/ audio / visual recording is disrupting the proceedings the operator of the equipment will be required to stop reporting.

If the person continues reporting after having being requested to desist then the Chairman will ask the person to leave the meeting. If the person refuses to leave then the Chair may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

Anyone asked to leave a meeting because they have refused to comply with the Chairman's requests may be refused permission to report at future Council meetings that are open to the public.

If during the meeting a motion is passed to exclude the press and public, because confidential or exempt information is likely to be disclosed, then all rights to record the meeting are removed. All equipment shall be removed from the meeting room when members of the public and press are excluded.

If a meeting for which agreement is given to report is adjourned by the Chairman then any reporting should stop at the point at which the meeting is adjourned.

Social Media

There are no restrictions placed on anyone at the meeting using Twitter, blogs, Facebook or similar "social media" provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

If the Chairman feels the use of social media is at the time disrupting the proceedings the Councillor, member of the public or media representative may be required to stop.

If use continues the Chair will ask the person to leave the meeting. If the person refuses to leave then the Chair may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

What is disruptive behavior?

Essentially, this could be any action or activity which disrupts the proper conduct of meetings. Examples could include:

- moving to areas outside the areas designated for the public or press without the consent of the Chairman,
- excessive noise in recording or setting up or re-siting equipment during the debate/discussion,
- intrusive lighting and use of flash photography; and
- Asking for people to repeat statements for the purposes of recording.

Can I leave recording equipment in a public meeting room and record without being present?

There is no legal prohibition, however, under this guidance and council standing orders the committee may require any such recording to stop if at any stage the meeting became a private meeting and so someone is required to be present to stop the equipment. In addition the Council will not be responsible for the security of any equipment left unattended.

Are there any limits to what I can say in a tweet or video or report I publish?

The law of the land applies including the law of defamation and the law on public order offences. Freedom of speech within the law should be exercised with personal and social responsibility, showing respect and tolerance towards the views of others.

Will I be able to provide commentary during the meeting?

Any person can provide written commentary during a meeting, as well as oral commentary outside or after the meeting.

The new rules do not permit oral commentary during a meeting as this would be disruptive to the good order of the meeting.

REAFFIRMATION DATE:
REVIEW DATE:
MINUTE NUMBER:

Sandown Town Council

Redundancy Policy

Adopted 1st April 2019

REAFFIRM DATE:
REVIEW DATE:
MINUTE NUMBER:

Manage staff redundancies

A redundancy plan will help you manage each stage of the redundancy process. It should show how you'll:

- avoid compulsory redundancies
- consult staff
- select staff for redundancy
- give staff notice
- work out redundancy pay
- support staff and plan for the future

You should work with staff representatives – for example trade unions – to develop your plan if it's a large or complex redundancy situation.

Having an agreed plan allows you to easily share information with all your staff and help them understand what's happening. It's particularly useful when you explain your proposed changes during the consultation phase.

You can avoid job losses by planning ahead and looking at other options.

Before making redundancies you should see if you can:

- offer voluntary redundancy or early retirement
- agree to flexible working
- temporarily reduce staff working hours
- ask staff to stop working for a short time
- retrain staff to do other jobs in your business
- let go of temporary or contract staff
- limit or stop overtime
- not hire any new staff

2. Offer voluntary redundancy or early retirement

Your offer needs to cover the whole workforce and it must always be the employee's choice to volunteer. Make sure you do not pressure anyone or single a person out. For example you could be accused of age discrimination if you only offer early retirement to your older workers.

You do not have to select an employee just because they volunteer. For example if your most experienced employee volunteers you can explain that you're not selecting them.

It's a good idea to make clear to staff early on that voluntary redundancy or early retirement is not automatically given.

You must have a fair way of selecting who does get voluntary redundancy or early retirement.

You can offer extra redundancy pay if you want to encourage staff to volunteer.

Agree to flexible working

You can agree to update employment contracts to allow more flexible working.

This could include staff:

- working fewer hours
- homeworking
- job sharing
- working compressed hours

Ask staff to temporarily stop working or reduce hours

If it's included in employment contracts you can ask staff to:

- stop working for a while (known as a 'temporary lay-off')
- work fewer hours (known as 'short-time' working)

It must be a temporary solution and not a permanent change to agreed working hours.

If it's not included in employment contracts

You can ask to update an employee's contract to include these options. They do not have to accept.

See the Acas guide on [lay-offs and short-time working](#).

Move staff into other jobs

You should try and move staff into other jobs within your organisation before you start the redundancy process.

Once you've made someone redundant

If you're looking to fill another role that is suitable for the person you're making redundant, you should offer it to them instead of redundancy. The redundancy could be judged an 'unfair dismissal' if you do not.

If you do offer them another job it needs to be:

- in writing
- made before their contract ends
- a different job to the one they're doing – you'll need to explain how it's different

They should not have to apply for the job. The new job must start within 4 weeks of their previous job ending.

Employees have the right to a 4-week trial period if they accept a new role. The trial period should start after they've worked their notice period and their previous contract has ended.

This avoids any confusion or disputes over dates if the trial does not work out. It's a good idea to set out the dates for the trial in writing.

If you both agree it is not working out they can still claim redundancy pay. You can agree to a longer trial period but it must be agreed in writing.

Related content

[Download guidance for handling collective redundancies](#)

[Download guidance for lay-offs and short-time working](#)

Consultation is when you sit down with staff to explain your planned changes and get their feedback and input. Your plans must not be finalised at this stage and you should aim to include any staff suggestions or ideas you agree with.

3. Who you must consult

You must discuss your planned changes with each member of staff who could be affected. This can include staff who are not actually losing their jobs.

You must sit down with each employee individually to explain changes and get their ideas and feedback. The meeting can take place over the phone if you both agree to it and there is a clear need, for example if someone works remotely.

When you must consult elected representatives

You must also consult trade unions or employee representatives during 'collective' redundancies. A collective redundancy is when you're making 20 or more redundancies within 90 days in a single establishment.

This means you must discuss redundancy changes with both elected representatives and individual members of staff in collective redundancies.

How to consult

There are set rules for collective redundancies which you must follow. There are no set rules for consultations with fewer than 20 redundancies

but it's good practice to follow the same process.

You can read [the Acas guide to handling collective redundancies](#).

An employment tribunal could accept a claim for unfair dismissal if you can't show you've consulted an employee or employee representatives.

You must consult staff who are on maternity leave.

Prepare for the consultation

You should get the information ready that you're going to share.

During the consultation period you must let staff know in writing:

- why you need to make redundancies
- the number of people and which jobs are at risk
- how you will select employees for redundancy
- how you plan to carry out the redundancies, including timeframes
- how you will calculate redundancy pay
- details of any agency workers you're using

You should also have:

- a trained person to lead the consultation
- a clear way of presenting your redundancy plan
- question and answers document

Call Acas on 0300 123 1150 to find out about training courses for your staff.

When to begin your consultation

It's important you do not present a finalised redundancy plan to your employees. You must leave enough time to include any suggestions you agree to.

Number of redundancies	When to begin consultation
Under 20	No set rules
20 to 99 redundancies within 90 days in one establishment	30 days before the first redundancy
100 or more redundancies within 90 days in one establishment	45 days before the first redundancy

You must include in your total:

- voluntary redundancies
- employees you're moving into other roles

You only need to include employees on fixed-term contracts if you're making them redundant before the end of their contract.

Notify the Redundancy Payment Service (RPS)

For collective redundancies you must let the RPS know your plans before the consultation starts.

Fill in [form HR1 on GOV.UK](#) and send it to the RPS address on the form.

You can be fined if you do not notify the RPS.

How long the consultation lasts

There are no rules for how long the consultation should last. It can last longer than the minimum periods listed above if it's a large or complex redundancy situation.

You do not need to reach agreement for the consultation to come to an end. You simply need to show that the consultation was genuine and that you aimed to reach agreement. You must be able to show that you've listened to your employees and that you responded to questions and suggestions.

What to discuss at the consultation

Consultations allow you to explain why you're planning on making redundancies.

In return it allows employees to discuss:

- ways to avoid or reduce redundancies
- how to reduce the impact of redundancies
- how the organisation can restructure or plan for the future
- how people are selected for redundancy

You must consider and respond to any suggestions made by employees. You can reject any ideas you do not think are reasonable but you should explain why. It's important to document all discussions and the reasons for your decisions.

You might not always be able to avoid redundancies but by working with employees you'll often be able to save jobs and come away with a better idea of how your business can plan for the future.

What information to share

You should be as open as possible with unions and employee representatives. This will allow employees to feel part of the conversation.

Not providing enough information often leads to frustration and mistrust and can sometimes mean the consultation is invalid.

You should aim to provide the right level of detail for staff to understand your proposals. The information should not be so long or complex that a specialist is needed.

Consult staff individually

You would normally consult individuals after you've completed consultation with employee representatives. You can choose to overlap with individual consultations if needed.

Related content

[Download guidance on handling collective redundancies](#)

You must select employees for redundancy in a fair way and not discriminate against any individuals or groups.

It's a good idea to use selection criteria to help you choose which employees to make redundant.

You should base the criteria on:

- standard of work
- skills, qualifications or experience
- attendance record (do not include absence relating to disability or maternity)
- disciplinary record

You must not select staff because of their:

- age
- disability
- gender reassignment
- race
- sex
- sexual orientation
- religion or belief
- marriage or civil partnership status
- pregnancy or maternity leave – see [the Acas guide to redundancy for pregnant employees or those on maternity leave](#)
- family related leave – for example parental, paternity or adoption leave
- role as an employee or trade union representative
- membership of a trade union
- part-time or fixed-term employee status
- pay and working hours, including the Working Time Regulations, annual leave and the National Minimum Wage

Make sure your criteria does not indirectly discriminate against any of these groups. For example if you use flexible working as a criteria you could be discriminating against women. You would need to show that

flexible working is no longer possible after your business has changed.

4. Agree criteria with staff

You should consult employees to identify and agree selection criteria. For example you could sit down with employees to work out the skills and experience needed for your business in the future.

The more open and collaborative your selection process is the more your employees will trust that it is fair.

Select staff in a fair way

It's a good idea to score employees against all the agreed selection criteria. This will help you avoid relying on one particular criteria and can lower the risk of discriminating against employees.

It will also help you:

- be objective when selecting employees
- easily share with staff how the selection process works
- explain your decisions at tribunals

Ask staff to reapply for their jobs

You can ask staff to reapply for their jobs to help you decide who to select. You should still use criteria when you interview staff to make sure you're selecting people in a fair way.

How to score employees

You can decide how much you want to score each criteria. You should also provide written evidence to support your score.

You don't have to use the points system used in this guide, it's just an example. The 'standard of work' criteria could look like:

Criteria: standard of work	Score	Evidence
Outstanding	15	
Exceeds objectives for the role	12	
Meets all objectives for the role	9	
Meets some objectives of the role	6	

Criteria: standard of work	Score	Evidence
Fails to meet objectives for the role	3	

Decide which criteria are most important

You can adjust the points you give for each criteria. For example if it's agreed that 'attendance record' is less important you can allocate fewer points. This creates a 'weighting' which allows you to be more flexible in how you score staff.

Apply the selection criteria to the group of employees at risk of redundancy. This is sometimes known as the 'pool of selection'.

Set up an appeals process

You should set up an appeals process for employees who feel they have been unfairly selected. This can reduce the chances of someone making a claim against you to an employment tribunal.

You should explain in your redundancy plans how someone can appeal. You might meet with staff face-to-face to listen to their concerns or ask them to write a letter or email explaining why they do not agree with your decision.

Related content

[Download guidance on handling collective redundancies](#)

[Download guidance on managing redundancy for pregnant employees or those on mat...](#)

You can only make an employee redundant once you've finished consulting staff.

It's best to tell an employee face-to-face that you're making them redundant. You should also let them know in writing.

You should include in the letter:

- their notice period
- leaving date
- how much redundancy pay they're due
- how you calculated the redundancy pay
- any other pay you owe them (for example holiday pay)
- when and how you'll pay them
- how they can appeal

You must give them at least the statutory notice period. This is based on how long they've worked for you.

How long they've worked for you	Minimum statutory notice
One month up to 2 years	A week
Between 2 and 12 years	One week per year
12 years or more	12 weeks

You should also check your employment contracts – they might include a longer notice period.

When the notice period starts

The notice period starts when your employee gets the letter or email telling them they've been selected for redundancy. You should make sure you know when this happens.

It's a good idea to give them the letter at work or send it by recorded delivery. If you send it by recorded delivery make sure only the employee can sign for it.

Related content

[Download guidance for handling collective redundancies](#)

You must pay redundancy to employees who have:

- an employment contract
- worked for 2 full years

6. How to calculate redundancy pay

You must pay at least the statutory amount to your employees.

Use the [GOV.UK redundancy pay calculator](#) to work out an employee's statutory redundancy pay.

How much redundancy pay each employee gets depends on their age and how long they've worked for you. It's capped at 20 years – working backwards from the date you made them redundant. You must pay:

- 1.5 weeks pay for each year of work after their 41st birthday
- 1 week pay for each year of work after their 22nd birthday
- half a week for each year of work before their 22nd birthday

The limit for weekly pay is £525. The maximum total amount of statutory redundancy pay is £15,750.

You should check your employment contracts as you might need to pay more than the statutory amount.

You can choose to pay higher amounts if you want to encourage voluntary redundancies.

If your employee's pay changes from week to week

Calculate the average weekly pay for the previous 12 weeks from the date you made them redundant.

If they did not work for a whole week during that time – for example they were on holiday or off sick – replace it with an earlier week.

You must share in writing with employees how you've calculated redundancy payments.

When you must pay redundancy

You must pay redundancy on an employee's last day. You can pay shortly after on a set date if you both agree in writing.

You should clearly communicate when and how the payment will be made. For example let employees know if payments will be included in their monthly pay or as separate payments.

If you cannot afford to pay redundancy

If making redundancy payments puts your business at risk you can ask the Redundancy Payments Service (RPS) for financial help.

If you're insolvent you can get RPS to make your redundancy payments and recover the debt from your assets.

Call the RPS helpline to discuss your options.

RPS helpline: 0330 331 0020

Related content

[Redundancy pay calculator on GOV.UK](#)

[Download guidance on handling collective redundancies](#)

Redundancy can create difficult situations and conversations in your organisation.

You should think about how to support:

- employees at risk of redundancy
- managers who are breaking the news
- the people leading the consultation
- employee representatives
- staff that are staying on

It's often forgotten that those staying on experience stress from seeing colleagues and friends being made redundant. They will also be part of a

changing organisation and might feel uncertain about what the business and their roles will look like in future.

You can support staff by providing:

- counselling
- additional face-to-face meetings
- help getting financial advice
- clear plans for the future of your organisation
- help finding work for another company

7. Help staff find another job or training

You must allow staff a reasonable amount of time off to look for another job or training if:

- you're making them redundant
- they've worked for 2 full years (including the notice period)

Paying staff who take time off to look for another job

You must pay employees who take time off to look for new work. The most you need to pay for the whole notice period is 40% of one week's pay. This is the total amount and not the amount per week.

For example if an employee gets paid £500 a week for a 5 day working week, the most you would have to pay them for their time off is £200 (40% of their weekly pay). This stays the same even if they take more than 2 days off.

Contact Jobcentre Plus

Jobcentre Plus offers a 'Rapid Response Service' to help people get straight back into work. They can also help employees write or update CVs.

To get help using the Rapid Response Service email:

rrs.enquiries@jobcentreplus.gsi.gov.uk

You need to include in the email:

- your contact details
- the town and postcode your business is based in
- the location of the redundancies

They can also give you useful information about finding work to pass on to your staff.

Support the people breaking the bad news

You should make sure that anyone breaking the news to staff:

- understands in detail the organisation's plans
- knows why redundancies are being made
- is trained (at least in how to hold difficult conversations)
- is not over-worked (their role often involves long hours)
- has a group of colleagues they can turn to for support
- understands the support they can get from trade unions

Staff will have lots of questions about what's happening – it's important the person telling them they're being made redundant understands the changes and plans in detail.

Line managers often have to break the news to staff about redundancies. You should give line managers training and support to help them manage these difficult conversations.

They can then offer support and help to staff who are being made redundant. This in turn helps staff who are staying on believe that the organisation has dealt with the situation fairly and will be a good place to work in the future.

If the situation is handled in the right way it can make a big difference to:

- how staff react and cope with being made redundant
- the morale of staff who are staying on
- the success of the planned changes and future of the organisation

Related content

[Download guidance on handling collective redundancies](#)



SANDOWN TOWN COUNCIL

Reserves and Investments

APPROVAL DATE:
REVIEW DATE:
MINUTE NUMBER:

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1. INTRODUCTION AND RELEVANT GUIDANCE

- 1.1. This policy has been developed in accordance with:
 - 1.1.1. Statutory Guidance on Local Government Investments (3rd Edition) issued under section 15 (1)(a) of the Local Government Act 2003 and effective for financial years commencing on or after 1 April 2018
 - 1.1.2. The Treasury Management Code issued by CIPFA – “Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes, 2017 Edition”.
 - 1.1.3. Joint Panel on Accountability and Governance (JPAG) Practitioner’s Guide – March 2022 edition.
- 1.2. The key principles of the guidance are transparency and democratic accountability.
- 1.3. The guidance is statutory for parish councils, providing their total investments exceed or are expected to exceed £100,000 at any time during the financial year.
- 1.4. Council should approve its Investment Strategy at least annually before the start of the financial year.
- 1.5. The guidance states that local authorities who hold treasury management investments should apply the principles set out in the CIPFA Treasury Management Code.
- 1.6. There are 3 key principles within section 4 of the Code which are:
 - 1.6.1. The Council should put in place formal and comprehensive objectives, policies and practices, strategies and reporting arrangements for the effective management and control of their treasury management activities.
 - 1.6.2. Policies and practices should make clear that the effective management and control of risk are prime objectives of their treasury management activities and that responsibility for these lies clearly within their organisations.
 - 1.6.3. Their appetite for risk should form part of their annual strategy, including any use of financial instruments for the prudent management of those risks, and should ensure that priority is given to security and portfolio liquidity when investing treasury management funds.
- 1.7. The Council should acknowledge that the pursuit of value for money in treasury management, and the use of suitable performance measures, are valid and important tools for responsible organisations to employ in support of their business and service objectives; and that within the context of risk management, their treasury management policies and practices should reflect this.

2. USE OF INDICATORS

- 2.1. The guidance states that where authorities are holding treasury management investments for more than 12 months, they should include quantitative indicators that allow Councillors and the public to assess a local authority’s total risk exposure as a result of its investment decisions.
- 2.2. The authority should consider the most appropriate indicators to use, given their risk appetite and capital and investment strategies. The indicators used should be consistent from year to year and should be presented in a way that allows elected members and the

general public to understand a local authorities' total risk exposure from treasury management and other types of investment.

- 2.3. Where a local authority has entered into a long term investment or has taken out long term debt to finance an investment, the indicators used should allow Councillors and the general public to assess the risks and opportunities of the investment over both it's payback period and over the repayment period of any debt taken out.

3. RESERVES POLICY

- 3.1. The Town Council will only maintain reserves for the following reasons:

General (non-earmarked) Reserve

- 3.1.1. A General (non-earmarked) Reserve will be maintained to provide a contingency for unforeseen circumstances. A sum approximately equal to 25% - 50%, depending on financial circumstances, of it's Net Revenue Expenditure will be maintained.

Capital Reserve

- 3.1.2. A Capital Reserve will be built up to meet any needs identified in its Medium-Term Financial Forecasts or for unexpected expenditure or emergencies.

Earmarked Reserves

- 3.1.3. Other Reserves which are earmarked for special purposes or future development, or to meet commitments, will be maintained as necessary.

4. INVESTMENT STRATEGY 2022

- 4.1. The Town Council acknowledges the importance of prudently investing the surplus funds held on behalf of the community.
- 4.2. The guidance states that the Council's Investment Strategy should be publicly available on a local authority's website.

Definitions of treasury management activities

- 4.3. The Council defines its treasury management activities as:
 - 4.3.1. The management of the Council's cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.
 - 4.3.2. The Town Council holds investments for treasury management purposes. The contribution that these investments make to the objectives of the Town Council is to support effective treasury management activities.
 - 4.3.3. Yields that are generated from financial investments will be added to the councils income on a regular basis to contribute towards the future needs identified in the capital program.
 - 4.3.4. This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks.

Investment Policy Investment objectives

- 4.4. A prudent investment policy has two underlying objectives:
 - 4.4.1. Security (protecting the capital sum from loss)
 - 4.4.2. Liquidity (keeping the money readily available for expenditure when needed)
- 4.5. Once proper levels of security and liquidity are determined it will then be reasonable to consider a third objective, what level of yield can be obtained consistent with the first two objectives.

Investment Priorities

- 4.6. The Town Council's investment priorities therefore are:
 - the security of its reserves, and
 - the adequate liquidity of its investments, and
 - the return (yield) on investment - the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- 4.7. All investments of money under the control of the Council shall be in the name of Sandown Town Council.
- 4.8. The Department for Communities and Local Government maintains that the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.
- 4.9. Where external investment managers are used they will be contractually required to comply with the Strategy.

Security

- 4.10. In order to diversify an investment portfolio largely invested in cash, investments will be placed with a range of approved financial institutions to minimise risk.
- 4.11. Financial investments can fall into one of three categories:

Specified Investments

- 4.11.1. Specified investments are those offering high security and high liquidity.
- 4.11.2. All investments will be made in sterling.
- 4.11.3. Specified investments are not long term, the local authority has contractual right to repayment within 12 months.
- 4.11.4. The investment is made with a body or in an investment scheme described as high quality or will one of the following bodies:
 - The United Kingdom Government
 - A local authority in England or Wales (as defined in section 23 of the 2003 Act) for a similar body in Scotland or Northern Ireland; or
 - A parish council or community council.
- 4.11.5. The Council will only invest in institutions of high credit quality – based on information from approved credit rating agencies (Moody's Investors Service Ltd, Fitch Ratings Ltd or Standard and Poor's).
- 4.11.6. High credit quality is defined as a body or investment scheme with an 'A' or P1 rating.

- 4.11.7. The Town Council will assess the risk of loss before entering into, and whilst holding, an investment and will monitor the risk of loss on investments by review of credit ratings on a quarterly basis.

Loans

- 4.11.8. The guidance states that a local authority may choose to make loans to local enterprises, local charities, wholly owned companies and joint ventures as part of a wider strategy for local economic growth even though those loans may not all be seen as prudent if adopting a narrow definition of prioritising security and liquidity.
- 4.11.9. There are specific conditions that the local authority must be able to demonstrate in order to undertake this type of investment and the guidance contains a detailed explanation.
- 4.11.10. The Town Council will not participate in such investments in FY2022/23.

Other Non-Specified Investments

- 4.11.11. Non-Specified Investments are those which are not a loan, nor does it meet the criteria to be treated as a specified investment. Examples may be long term investments (longer than 12 months) and investment in stocks and shares.
- 4.11.12. Given the unpredictability and uncertainty surrounding investments in stocks and shares, The Town Council will not participate in such investments.

Liquidity

- 4.11.13. The Council's policy on liquidity states that only short-term investments will be held. The Town Clerk/RFO and Chairman of Finance Committee will determine the maximum period for which funds may prudently be invested, so as not to compromise liquidity.
- 4.11.14. The Town Council's policy will include short-term investments (no longer than 12 months) and ensure liquidity.
- 4.11.15. The Town Council will invest through its bank where appropriate by a series of linked accounts which allow transfer of money not immediately required to successfully higher interest investment.

Reporting

- 4.11.16. The Council will report on the return on investments within the annually produced Investment Position Statement as an indicator of investment performance.
- 4.11.17. At the end of the financial year, the Town Clerk/RFO will provide a report on the performance of the Council's investments and an Investment Position Statement to full council at their first meeting of the new financial year.
- 4.11.18. Within the annually produced Investment Position Statement, the Council will report on:
- Return on investments as an indicator of investment performance
 - Debt to net revenue expenditure (gross debt as a percentage of net revenue expenditure, where net revenue expenditure is a proxy for the size and financial strength of a local authority)

5. REVIEW

- 5.1. The Council shall be able to amend or make variations to this document at any time following consideration of recommendations from the Town Clerk/RFO
- 5.2. A local authority should prepare at least one Investment Strategy which needs to contain the disclosures and reporting requirements specified in the guidance.
- 5.3. The Strategy should be approved by the full Council.
- 5.4. The Secretary of State recommends that the Strategy should be presented for approval prior to the start of the financial year.
- 5.5. Where a local authority proposes to make a material change to its Investment Strategy during the year a revised Strategy should be presented to full council or equivalent for approval before the change is implemented Treasury Management Advice.
- 5.6. The Town Council recognises that neither members or officers are experts in the field of treasury management. As such, the Council should:
 - review it's level of investment on an annual basis and assess if there is a requirement to obtain independent, external, expert 'Treasury Management' advice in reviewing the Investment Strategy and the allocations of Specified Investments.
 - Treasury Management advice may potentially be sourced from the principal local authority or a specialist treasury management advisory firms who specialises in local authority and local town and parish councils.
- 5.7. On this basis, this document will be reviewed annually by the Council prior to the start of the financial year.

6. BANKING ARRANGEMENTS

- 6.1. The Council will periodically review its banking arrangements by a competitive process which balances returns, high street presence, accessibility of funds, service level, bank charges and ethical credentials

Staff Recruitment and Retention Policy

Staff Recruitment

- 1.1 Any vacancy will have a Job Description and Person Specification prepared for it and this will be available to any prospective candidate by way of the Town Council website or a recruitment pack.
- 1.2 Application for vacancies will be by means of standard application forms
- 1.3 All applications received by the deadline will be viewed and assessed against the job description and person characteristics appertaining to the specific vacancy. A shortlist will be drawn up for those candidates selected for interview. Any variation to 1.1 and/or 1.3 will be informed to the Council and minuted.
- 1.4 Candidates will be selected taking full account of the provisions of any Equality legislation in force at the time.
- 1.5 Offers of employment following the selection process described above will normally be made initially by telephone and followed up by a letter.
- 1.6 Unsuccessful candidates will be informed of the outcome by letter and feedback will be made if requested.
- 1.7 All offers of employment are made subject to satisfactory references being received and are subject to a three month probationary period..
- 1.8 That references taken up will be from the current employer or immediate past employer. The Town Council will also check on the candidate's right to work in the UK according to Home Office rules.
- 1.9 The Town Council will also need to verify any qualifications which are relevant to the position being offered through sight of the appropriate original documentation.
- 1.10 All staff employed by the Town Council will be required to sign the Town Council's formal Contract of Employment on appointment and not later than 2 months into their service with the Town Council.
- 1.11 All staff are paid in accordance with the nationally negotiated local government pay scales in force at the time, and subject to the NJC terms and conditions

Staff Retention

- 2.1 All staff employed by the Town Council will be subject to an annual appraisal process.
- 2.2 The appraisal process provides a method of identifying any further training and development needs as well as monitoring staff performance and aiding in the retention of valuable members of staff.
- 2.3 Staff training will enhance the aim of high quality service provision by the Town Council. The Town Council regards the provision of training for individual employees' as opportunities for personal advancement, primarily within the organisation, where those opportunities exist.

REAFFIRMATION DATE:

REVIEW DATE:

MINUTE NUMBER:



SANDOWN TOWN COUNCIL

Training and Development Policy

APPROVAL DATE:
REVIEW DATE:
MINUTE NUMBER:

1. INTRODUCTION:

- 1.1. Sandown Town Council believes in supporting and investing in councillor and staff training and development; enabling them to replenish their knowledge and learn new skills, to realise their full potential, which benefits the community they serve.

2. SCOPE

- 2.1. This policy applies to
 - 2.1.1. The councils 12 elected (or co-opted) councillors
 - 2.1.2. The Clerk/RFO, Deputy Clerk, Caretaker and Litter Picker.
 - 2.1.3. Any other permanent, full-time or part-time, employees of the council.
- 2.2. Employees with temporary/short-term contracts might attend trainings at the clerks discretion.
- 2.3. This policy doesn't cover contractors or consultants.

3. INDUCTION

1.1. Staff

All new members of staff joining the Council will receive an induction consisting of:

- 3.1.1. A walk around the ward and councils provisions.
- 3.1.2. Council Induction pack and briefing session including but not limited to:
 - Standing Orders
 - Financial Regulations
 - Members Code of Conduct
 - All policies of the Council
 - Budget information
 - Map of the wards.
 - Other information deemed relevant.
- 3.1.3. Training in the skills and knowledge for the job
 - 3.1.4. An annual performance review which will include consideration of additional training for personal development and additional skills to support the council's objectives.
- 3.1.5. A copy of the council's provisions management document

1.2. Councillors

All new Councillors, within their first six months on joining the Council, will receive an induction consisting of;

- 3.1.6. A walk around the ward and councils provisions with the Clerk and Mayor

- 3.1.7. A Councillor Welcome Pack containing copies of key documents and policies such as:
- Standing Orders
 - Financial Regulations
 - Members Code of Conduct
 - All policies of the Council
 - Budget information
 - Map of the wards.
 - Other information deemed relevant.
- 3.1.8. On becoming a member of any Committee - appropriate briefing on the Terms of Reference, and detailed knowledge required to be an effective member of the committee.
- 3.1.9. Council will ensure sufficient budget allocation to support this policy.

4. GENERAL ACTIVITIES

- 4.1. The Clerk will alert members of staff and Councillors when new training opportunities are available.
- 4.2. Training needs identified will take into consideration the overall objectives of the Council as well as the needs of the individual. This will be monitored by the relevant parties during staff appraisals, formal and informal conversations and any other methods as appropriate.
- 4.3. The council will budget for training and development of councillors and staff.
- 4.4. The Council will encourage training and pay expenses arising from approved training.
- 4.5. There will be a library of relevant publications offering information on all aspects of local government in the town councils offices.
- 4.6. The Council is committed to networking with other Councils as an effective means of sharing information and linking in with each other's training events.
- 4.7. The Council is committed to the Clerk being a member of the Society of Local Council Clerks
- 4.8. The Parish Council is committed to being members of the Hampshire Association of Local Councils and recognises the training opportunities it offers.
- 4.9. Requests for training and development should be made via the clerk (or deputy clerk)
- 4.10. Additional training needs will also be reviewed if:
- The council obtains new equipment.
 - The council delivers new services.
 - There are changes to legislation effecting the council.
 - New, relevant qualifications are offered.

4.11. Additional training will also be considered following an accident, complaint, mistake, or similar instance.

5. TRAINING FOR COUNCILLORS

- 5.1. The Council will ensure that all new Councillors receive adequate training at the earliest opportunity either in house or externally if appropriate training is available.
- 5.2. Attendance of induction session explaining the role of a Councillor.
- 5.3. Access to relevant courses
- 5.4. Circulation of documentation such as briefings and newsletters/magazines.

6. TRAINING FOR THE CLERK AND OR OTHER ADMINISTRATIVE STAFF

- 6.1. Induction session explaining the relevant role and other staff members.
- 6.2. The opportunity to gain the Certificate in Local Council Administration (CILCA) within 24 months of appointment to maintain Local Council Award Scheme recognition.
- 6.3. Subscription to relevant publications and advice services.
- 6.4. Provision of Local Council Administration by Charles Arnold Baker, the SLCC Clerks Manual other relevant publications.
- 6.5. Regular training including but not limited to:
 - Equality and Diversity
 - Health and Safety at Work
 - Workplace Hazards
 - The Reporting of Injuries, Diseases and Dangerous Occurrences
 - Lone Working
 - Fire Safety Awareness
 - Risk Management
 - Risk Assessment
 - VAT for Local Council's (Clerk/RFO and deputy)
- 6.6. The annual appraisal will be used to help identify any additional training relevant to the discharge of duties.

7. TRAINING FOR THE CARETAKER

- 7.1. Induction session explaining the role.
- 7.2. A tour of the relevant site(s) from the Clerk.
- 7.3. Regular training in including but not limited to:

- Equality and Diversity
- Health and Safety at Work
- Workplace Hazards
- Control of Substances Hazardous to Health
- The Reporting of Injuries, Diseases and Dangerous Occurrences
- Lone Working
- Fire Safety Awareness
- Manual Handling

7.4. Other training as highlighted during appraisals.

8. TRAINING FOR THE LITTER PICKER.

8.1. Induction session explaining the role.

8.2. A tour of the relevant site(s) from the Clerk.

8.3. Regular training in including but not limited to:

- Equality and Diversity
- Health and Safety at Work
- Workplace Hazards
- The Reporting of Injuries, Diseases and Dangerous Occurrences
- Lone Working
- Manual Handling

8.4. Other training as highlighted during appraisals.

SANDOWN TOWN COUNCIL

VOLUNTEER POLICY 2018

This Policy applies to volunteers working on behalf of, but not employed by, Sandown Town Council.

1. Volunteers must be adequately trained to be able to carry out the role required. The exact nature of the training will depend on the role. It is not possible to detail what constitutes 'adequacy' as requirements will vary according to:

- ❖ The job or activity
- ❖ The existing competency of volunteers
- ❖ The circumstances of the work (e.g. the degree of supervision)
- ❖ The tools and/or equipment being used

The training standard, however, must be sufficient to ensure the Health & Safety of volunteers and any people who might be affected by the work, as far as reasonable practicable. Responsibility for providing training rests with the individual to whom authority has been provided by Sandown Town Council to undertake the work.

2. Volunteers, if working for only a few hours to help at an event or similar, must still be informed about the task and its purpose, health and safety and supervision arrangements. Responsibility for this rests with the individual to whom authority has been provided by Sandown Town Council to undertake the work.

3. Volunteers expect to be treated equally, regardless of their gender, race, age, faith/religion, disability or sexual orientation. Volunteers must be accommodated from all walks of life.

4. Volunteers must undergo an induction appropriate for the task(s) being undertaken. This must include health and safety, what to do if there is a problem and an introduction to other relevant individuals. Responsibility for the induction rests with the individual to whom authority has been provided by Sandown Town Council to undertake the work.

5. A risk assessment must be undertaken in order to identify risks that might be faced and how they will be managed. If an area of activity presents a significant risk, consideration must be given to reducing or stopping the activity which gives rise to the risk. Sandown Town Council, through the offices of its Clerk or other person(s) as advised, must receive a copy of such risk assessment records. Responsibility for undertaking the risk assessment rests with the individual to whom authority has been provided by Sandown Town Council to undertake the work. Risk assessments and their associated paperwork must comply with current Health and Safety at Work legislation.

6. So far as insurance is concerned, on condition that volunteers are working at the sole request of and under the sole control of Sandown Town Council then they will

be insured under the Town Council's Public Liability and Employers' Liability cover. Reporting to Sandown Town Council in respect of work which is of an ongoing nature is not necessary on each occasion and does not require formal approval of Sandown Town Council on each occasion.

7. Volunteers must carry out only less hazardous work involving, for example, path maintenance and grass cutting, with the use of non-powered tools only, other than lawnmowers/grass cutting equipment and strimmers, when stout footwear must be worn and safety goggles in case of strimmers. If there are serious issues with regards to trees, this work must be carried out a qualified tree surgeon with their own public liability cover of no less than £5,000,000.

Prior to work commencing, a visual inspection must be carried out to ensure that there are no obvious hazards such as litter, glass or stones. Responsibility for undertaking the inspection rests with the individual to whom authority has been provided by Sandown Town Council to undertake the work. Remedial action must be taken immediately and these inspections are to be recorded.

If volunteers use their own tools, the Sandown Town Council cannot be held liable for any injury caused by them through the use of faulty equipment/tools. Cleaning materials must not be stronger than those available on shop shelves. High visibility vests or other appropriate clothing must be worn where appropriate.

8. Jewellery, necklaces, watches and the like must not be worn if they might compromise the safe working environment for the volunteer.

9. Generally trainers, open-toed shoes, heeled shoes or sandals must not be worn if by so doing the safe working environment for the volunteer is compromised.

10. Long hair must be tied up if it is long enough to compromise health and safety requirements.

11. All work undertaken by volunteers shall have regard to the Health and Safety at Work Act 1974 and all other Health & Safety Legislation.

12. If Sandown Town Council is required to make a decision, a detailed and fully costed proposal must be submitted to the Clerk by no later than the Monday of the week preceding the Town council meeting.

13. Expenses will be paid only with the prior approval of Sandown Town Council and after receipt by the Town Council of paper receipts in respect of same. They will not include safety equipment or clothing.

14. Volunteers must inform Sandown Town Council of the work they intend to undertake before commencing such work, preferably in writing to the Clerk.