Minutes of the meeting of the Staffing Committee held on **Thursday 22nd May, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, H. Kisby, N. Quinsey (Chairman).

In attendance: Amy Pinkham; Parish Clerk & RFO, no member(s) of the public.

Meeting Opened: 7:00pm

1. **To receive apologies and consider acceptance for absence.**

   Apologies received and accepted for Cllr. A. Taylor.

2. **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg 1-4].**

   None.

3. **To receive minutes of the meeting of the Staffing Committee held on 20th February 2025 for approval [Pg 5-7].**

   The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.

4. **To receive any questions or comments from members of the public on matters on the agenda.**

   None.

5. **To receive Clerk's Report on Committee matters arising from previous meetings [Pg 8-9].**

   The Committee received the report with no further questions.
   It was noted that further to item 8 of the last meeting, a re-declaration of compliance for Drayton Parish Council was submitted to the Pensions Regulator on 31st March 2025.

6. **To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure [Pg 10-12].**

   The Committee received the report with no further questions or comments.

7. **To consider amendments to staff contracts and employment documents in line with employment law changes and recommendation from HR Consultant [Pg 13-34].**

   The Committee **AGREED** to amend the staff contracts and employment documents as presented to ensure the Council continued to meet its responsibilities under the terms and conditions of service with Personnel Advice and Solutions Ltd.
   It was noted that documentation would be circulated to staff following final confirmation from Personnel Advice and Solutions Ltd. to proceed with the changes.
   It was noted that the employment documents provided by Personnel Advice and Solutions Ltd. included a Grievance Policy and Procedure that would replace the existing Grievance Policy.

8. **Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item(s) 9 and 10.**

   The Committee **AGREED** that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of items 9 and 10.

9. **To receive and agree the outcomes from the Parish Ranger's annual appraisal [Pg 35-41].**

   The Committee received the Parish Ranger's annual appraisal and **AGREED** the objectives as presented.

10. **To receive and agree the outcome of the Deputy Clerk & Facilities Manager's probation period [Pg 42-47].**

    The Committee received the Deputy Clerk & Facilities Manager's probation record and **AGREED** the recommendation as presented.

11. **To note exchange of information.**

    The Committee noted its thanks to the Parish Clerk for carrying out the appraisal and probation in a timely manner.
    It was noted that the Lone Working should be prioritised for review at the next meeting.

12. **To note the date and time of the next meeting is scheduled to take place on 21st August 2025 at 7pm at KGV.**

    The Committee noted that a number of Committee members were unable to attend the next scheduled meeting and **AGREED** to reschedule to 4th September 2025.

    Meeting Closed: 7:31pm

Paper	**S2:** Declarations of Interest.
Meeting	Staffing Committee
Date	22nd May 2025
Author	Parish Clerk & RFO

Summary

Declarations of Interests

All members of parish councils are required by law to register their disclosable pecuniary interests and other registerable interests to avoid conflicts of interests when making decisions.

At the start of the meeting, Committee members are given the opportunity to declare any interest in the items on the agenda. However, if you are not aware of a potential interest until you reach an item then you must declare it as soon as it becomes known to you to ensure the council's decision-making process is fair and transparent.

Per the Council's adopted Code of Conduct, if an agenda item relates to one of your registered interests, you must not take part in the discussion or vote and must leave the room.

You are personally responsible for deciding whether you should declare an interest at a meeting and the attached flowchart is provided to assist you in assessing whether you must declare an interest.

If in doubt, you should always seek advice from the monitoring officer at monitoringofficer@southnorfolkandbroadland.gov.uk. While advice can be given at meetings by the Parish Clerk, seeking advice prior to a meeting is preferable to be sure thorough and informed advice can be given.

For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.

Dispensation Requests

In certain circumstances you may wish to apply for a dispensation to allow you to take part in Council business where this would otherwise be prohibited because of your disclosed interests.

Per section 13 of the Council's adopted Standing Orders, dispensation requests shall be made in writing and submitted to the Parish Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

A decision as to whether to grant a dispensation shall be made by a meeting of the Council for which the dispensation is required and that decision is final.

For more information on what to include within a dispensation request and criteria for granting such a request please see section 13 of Drayton Parish Council's Standing Orders available on our website.

Recommendation

The Committee is asked to note the paper for information.

Interests Flowchart

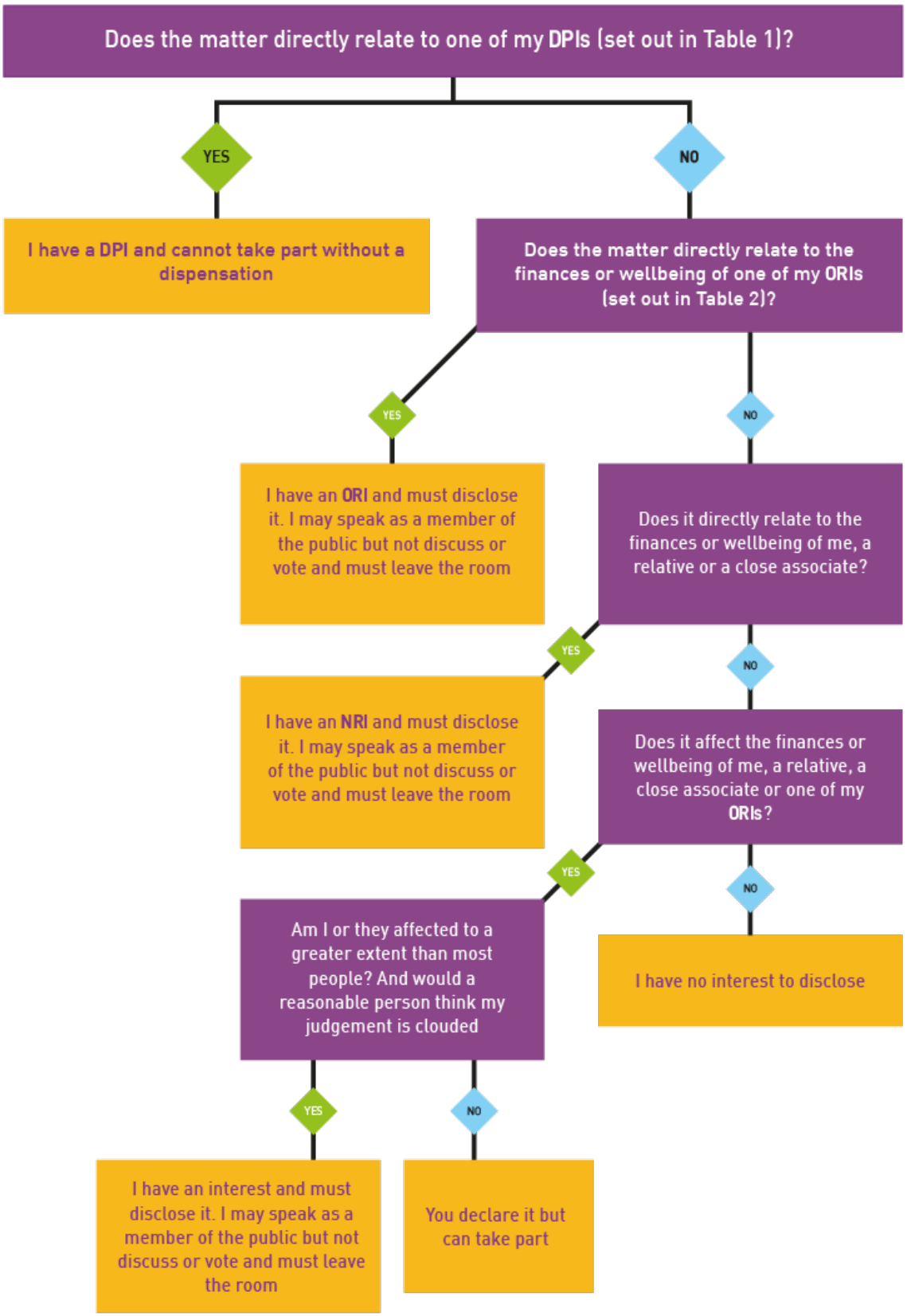

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, 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 councillor or his/her spouse or civil partner or the person with whom the councillor 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 discharged
Land and Property	Any beneficial interest in land 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 councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor 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 in securities* of a body where— (a) that body (to the councillor'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 any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have 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.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Paper	**S3:** To receive minutes for approval.
Meeting	Staffing Committee
Date	22nd May 2025
Author	Parish Clerk & RFO

Summary

Per section 12 of the Council's adopted Standing Orders, Committee members are asked to confirm by resolution the accuracy of the draft minutes of the previous meeting.

The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.

A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

Confirmed minutes shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

For information

Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;
ii. the names of councillors who are present and the names of councillors who are absent;
iii. interests that have been declared by councillors and non-councillors with voting rights;
iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
vi. if there was a public participation session;
vii. and the resolutions made.

Recommendation

The Committee is asked to confirm the accuracy of the minutes of the last meeting of the Committee.

Minutes of the meeting of the Committee to be held on **20th February 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, H. Kisby, N. Quinsey (Chairman), A. Taylor.

In attendance: Amy Pinkham, Parish Clerk & RFO, 1 member of the public.

Meeting Opened: 7:00pm

1. **To receive apologies and consider acceptance for absence.**

   None.

2. **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.**

   None.

3. **To receive minutes of the meeting of the Staffing Committee held on 24th October 2024 for approval [S1].**

   The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.

4. **To receive any questions or comments from members of the public on matters on the agenda.**

   Under item 13 of the agenda, a member of the public shared comments for consideration by the Committee. Feedback was recorded in a separate report.
   Thanks were noted to members of the Staffing Committee for their time and effort in the recent recruitment drive.

5. **To receive Clerk's Report on Committee matters arising from previous meetings [S2].**

   The Committee received the report with no further questions or comments.

6. **To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure [S3].**

   The Committee received the report with no further questions or comments.

7. **To review Terms of Reference and consider recommendations for amendment for approval by Council [S4].**

   The Committee **AGREED** to recommend the following amendments to the Terms of Reference; to delegate authority to amend staff contracts relating to Green Book updates, and update the Clerk details.

8. **To note legal duties for re-enrolment and deadline for re-declaration of compliance [S5].**

   The Committee noted the report with no further questions of comments.

9. **To note Staffing policies scheduled for review in 2025-26 [S6].**

   The Committee noted the report with no further questions. Per the Terms and Conditions of Service with the Council's appointed HR Consultant, it was noted that the consultant template policies should be used and updated accordingly.

DRAFT

10. **Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item(s) 11 to 13.**

    The Committee **AGREED** that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of items 11 to 13.

11. **To receive and note completion of the Deputy Clerk & Facilities Manager induction record [S7].**

    The Committee received the report and noted its thanks to the Clerk for developing a thorough induction programme for the new Deputy Clerk & Facilities Manager and conducting this in a timely manner.

12. **To receive and agree outcomes from the Parish Clerk's annual appraisal [S8].**

    The Committee received the Parish Clerk's annual appraisal and the Clerk left the meeting at 7:21pm for deliberations.
    The Clerk returned at 7:26pm and the Committee **AGREED** the objectives as presented.

13. **To receive and agree outcomes from the Deputy Clerk & Facilities Manager 3-month probation review [S9].**

    The Committee received the Deputy Clerk & Facilities Managers 3-month probation review and **AGREED** the outcomes as presented. The Committee noted its thanks to the Clerk for developing a thorough process for probation review.

14. **To note exchange of information.**

    It was noted that the Parish Ranger's annual appraisal was due in March 2025 and a request for feedback from Councillors would be circulated in due course.
    Cllr. A. Taylor noted their apologies for the May meeting of the Committee.

15. **To note the date and time of the next meeting is 22nd May 2025.**

    The Committee noted the date and time of the next meeting of the Staffing Committee.

    Meeting closed: 7:45pm

DRAFT

Paper	**S5:** To receive the Clerks Report on Committee matters arising from previous meetings.
Meeting	Staffing Committee
Date	22nd May 2025
Author	Parish Clerk & RFO

Summary

It is considered good practice for the Clerk to maintain a log of matters arising from previous meetings to ensure actions progress as resolved and in a timely manner.

Matters arising shall include a record of the following:

1. The meeting date
2. The minute reference
3. The agenda item
4. The resolution
5. Status update

The Clerks Report on Committee matters arising from previous meetings is intended as a verbal update on progress only or to note the completion of an action for information. It is not intended for detailed discussion or decision.

If the item requires a substantial paper for discussion and decision by the Committee the item will appear under its own agenda item.

Matters arising from previous meetings will continue to appear under matters arising until such a time that the item is complete where it will then be removed from the report.

Recommendation

The Committee is asked to receive the report for information.

Meeting Date	Minute Ref.	Agenda Item	Resolution (extract from the minutes for ALL resolutions)	Status Update
20/02/2025	3	To receive minutes of the meeting of the Staffing Committee held on 24th October 2024 for approval	The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.	**Complete:** Approved minutes published on the Council's website.
20/02/2025	7	To review Terms of Reference and consider recommendations for amendment for approval by Council	The Committee **AGREED** to recommend the following amendments to the Terms of Reference; to delegate authority to amend staff contracts relating to Green Book updates, and update the Clerk details.	**Ongoing:** Recommendation to be presented at the Annual Meeting of the Parish Council for approval.
20/02/2025	12	To receive and agree outcomes from the Parish Clerk's annual appraisal	The Committee **AGREED** the objectives as presented.	**Complete:** Annual appraisal signed by both parties and filed for review of progress at the next annual appraisal.
20/02/2025	13	To receive and agree outcomes from the Deputy Clerk & Facilities Manager 3-month probation review	The Committee **AGREED** the outcomes as presented.	**Complete:** Deputy Clerk & Facilities Manager notified of outcomes and filed for review of progress at the 6 month probation meeting.

Paper	**S6:** To receive statement of receipts and payments to date and explanation of variance.
Meeting	Staffing Committee
Date	22nd May 2025
Author	Parish Clerk & RFO

Summary

Background

Budget reports within Scribe Accounts are a key financial reporting feature. The report adjusts the annual budget according to routine payments and planned activity throughout the year, producing an accurate comparison between budgeted and actual expenditure per quarter.

Budget reports are available live from Scribe and presented as a standing item for all Committees to promote informed decision-making and enhanced financial transparency.

The Committee is asked to receive the statement of receipts and payments to date and explanation of variance for information.

Quarterly Reports

In addition, the Finance & General Purposes Committee will receive quarterly reports for all Committees of the Council with the aim of:

- Monitoring financial performance, helping to identify potential issues or inefficiencies throughout the year
- Refining budgeting and forecasting processes over time
- Gaining an informed understanding of financial performance as affected by various factors
- Creating more accurate and flexible budgets that better anticipate Council's future needs and adapt to different circumstances
- Streamlining variance reporting required for Year-End

The Finance & General Purposes Committee reviewed the Staffing Committee budget report for Q4 at the April 2025 meeting with no recommendations for actions.

For Information

Please note, budget reports do not include year-end adjustments and Scribe plans to update the reporting feature sometime in the future.

Recommendation

The Committee is asked to receive the statement of receipts and payments to date and explanation of variance for information.

Drayton Parish Council - Quarter 1
(01/04/2025 to 30/06/2025 - Cost Centre 30)

	1st.Quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
6. Staffing						
61 Salaries			(N/A)	20,765.17	6,538.74	14,226.43(68%)
65 Employer Pension Contributions			(N/A)	4,672.16	1,503.92	3,168.24(67%)
68 Staff Training & Development			(N/A)	562.50		562.50(N/A)
69 Recruitment			(N/A)			(N/A)
601 Expenses/Mileage			(N/A)	722.07	210.14	511.93(70%)
602 Consultancy Services			(N/A)	315.00	100.00	215.00(68%)
8529 Locum Clerk Services			(N/A)			(N/A)
8531 Employer NI Contributions			(N/A)	2,552.28	793.16	1,759.12(68%)
Sub Total for 6. Staffing			**(N/A)**	**29,589.18**	**9,145.96**	**20,443.22(69%)**
TOTALS.....			**(N/A)**	**29,589.18**	**9,145.96**	**20,443.22(69%)**

NET Variance Quarter 1 ..... 20,443.22

Created by Scribe

Explanation of Material Variances 2025-26			
ID#	**Cost Code**	**Q#**	**Explanation***
61	Salaries	**Q1**	None required.
		Q2	
		Q3	
		Q4	
8531	Employer NI Contributions	**Q1**	None required.
		Q2	
		Q3	
		Q4	
65	Employer Pension Contributions	**Q1**	None required.
		Q2	
		Q3	
		Q4	
68	Staff Training & Development	**Q1**	CiLCA registration scheduled for payment at the end of Q1.
		Q2	
		Q3	
		Q4	
69	Recruitment	**Q1**	None required.
		Q2	
		Q3	
		Q4	
601	Expenses/Mileage	**Q1**	None required.
		Q2	
		Q3	
		Q4	
602	Consultancy Services	**Q1**	None required.
		Q2	
		Q3	
		Q4	
8529	Locum Clerk Services	**Q1**	None required.

Paper	**S7:** Employment Contracts Review
Meeting	Staffing Committee
Date	22nd May 2025
Author	Parish Clerk & RFO

Summary

Background

At the October 2021 meeting of the Staffing Committee, it was agreed to retain HR Services from Personnel Advice and Solutions Ltd.

Per the Terms and Conditions of Service, Personnel Advice and Solutions Ltd. are responsible for the production and/or updating of employment contracts, staff handbooks and other employment related documents.

The Council has a responsibility to implement and utilise these employment documents. Any deviation from the Terms and Conditions, Policies and Procedures, or not to apply them in part or at all, invalidates the services provided by the HR Consultant.

Employment Contracts

The Council currently utilises the NALC 2019 Model Employment Contract standard. The contracts have been reviewed against the latest versions of the employment contracts issued by Personnel Advice and Solutions Ltd. and, based on their advice a number of amendments have been identified to ensure contracts remain accurate and up to date.

The amendments have been summarised below and a track-change version of the template contract is attached for consideration of adoption.

- Contract Cover Page
- Terms of Continuous Service following a break
- Probation Terms
- Pro-rata calculations
- Arrangements for days to be worked
- Annual leave year and calculations
- Additional Section highlighting terms and conditions found in Staff Handbook*
- Declaration

Staff Handbook

The employment contract template provided by Personnel Advice and Solutions Ltd. includes reference to a number of procedures omitted from the current template. For this reason, it is recommended to adopt the Staff Handbook attached including relevant procedures affecting terms and conditions of employment.

For Information

Should the Committee agree to adopt the changes (subject to approval of revised Terms of Reference), a memo including a copy of the revised employment contracts and staff handbook will be issued to all staff confirming that the new document contains no changes to the Terms and Conditions they have been working under, and that continuity of service is unaffected. Staff will have an opportunity to read through the documents and ask any questions they may have and return a signed and dated copy for our records.

Please note changes are pending final confirmation from Personnel Advice and Solutions Ltd. prior to circulation to staff.

Recommendation

It is recommended that the Staffing Committee adopt the changes as presented to ensure the Council continues to meet its responsibilities under the terms and conditions of service with Personnel Advice and Solutions Ltd.

Recommendation

The Committee is asked to consider amendments to staff contracts and employment documents for approval.

CONTRACT OF EMPLOYMENT

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

The Employer	Drayton Parish Council King George V Pavilion Drayton High Road Drayton NR8 6AW
The Employee	
Date of Issue	
Revisions	

1. COMMENCEMENT DATE

1.1 Your employment with [ ] Council began on [ ] ("the commencement date").

2. CONTINUOUS SERVICE

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

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

2.3 Where an employee returns to local government service following a break for maternity reasons, or reasons concerned with caring for children or other dependents he or she will be entitled to have previous service taken into account in respect of the sickness and maternity schemes provided that the break ion service does not exceed 8 years and that no permanent paid full time employment has intervened. For the purpose of the calculation of entitlement to annual leave, the 8 years' time limit does not apply provided that no permanent full time employment has intervened.

3. CONDITIONS OF SERVICE

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

4. PROBATION

4.1 Your appointment is subject to satisfactory completion of a probationary period of not less than 6 months. At the end of this period, their Contract of Employment will either be confirmed as permanent, or the Probationary period will be extended for a period of time that is at the discretion of the Council.

4.2 If an Employee's performance and/or conduct has been unsatisfactory during the probationary period, a decision may be made to terminate employment at this point.

4.3 Full induction training is provided at the start of the Probation Period.

5. JOB TITLE

5.1 You are employed as [ ].

6. JOB DUTIES

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

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

7. DECLARATION OF OTHER EMPLOYMENT

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

8. PLACE OF WORK

8.1 The role is office-based and on-site in Drayton with flexibility to work from home. Your usual place of work is the Council's office address: King George V Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW. There will be the need to provide an office presence between yourself and other office members. You will be required to attend Council meetings, mostly held during the evening.

OR

8.2 The role is office-based with flexibility to work from home. Your usual place of work is the Council's office address: King George V Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW. There will be the need to provide an office presence between yourself and other office members. You will be required to attend Council meetings, mostly held during the evening.

OR

8.3 Your usual place of work is the Council's office address: King George V Pavilion, King George V Playing Field, Drayton High Road, Drayton, NR8 6AW. There will be the need to travel throughout the parish of Drayton to undertake work commensurate with your job description.

9. SALARY

9.1 Your salary is £[ ] per annum (full time equivalent) being the current salary point [ ] within the [ ] range in scale [ ] as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. Pro-rata salary is calculated using the standard working week for local government staff of 37 hours.

9.2 Subject to satisfactory performance, you will progress automatically through the range [ ] in salary scale [ ] by annual increments until you reach the maximum salary in the range. Your first increment will be payable on 1st April [ ] and thereafter on the 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.

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

- The Certificate in Local Council Administration
- The Certificate of Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- The Diploma in Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- BA (Hons) Degree in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire.

9.4 Your salary will be paid to you by bank transfer to your bank or Building Society on the last working day of each month.

10. EXPENSES & CAR ALLOWANCE

10.1 Mileage at the standard HMRC rate will be paid (currently 45p per mile) for any necessary authorised travel outside the parish. The Council will not pay for travel to and from work or for evening meetings.

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

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

10.4 You shall be entitled to claim for the use of your private vehicle under the Casual/Essential Care User Scheme. You will need to provide evidence to the Council of appropriate insurance verifying the vehicle can be used for "business use".

11. ~~WORKING AT HOME –~~ INSURANCE

11.1 You shall notify your insurers that your home is your secondary place of work and that in the course of your employment members of the public may attend at your home.

11.2 You shall provide the Council with evidence that you have the correct insurance cover for the circumstances set out in clause 11.1.

11.3 The Council shall pay for any additional insurance premiums arising from the arrangements for working at home set out in clause 11.2.

12. APPRAISAL

12.1 You will receive an annual appraisal.

13. HOURS OF WORK

13.1 You are required to work [ ] hours per week. Some additional hours may be required when necessary (e.g. for training and whilst learning the role), subject to approval in advance for additional hours.

13.2 Days to be worked as well as start and finish times are flexible and variable, and are confirmed between the Employee and the Council at least one week in advance of the hours being worked.

14. ADDITIONAL HOURS

14.1 If you work more than your normal working hours, then subject to the Council's approval, you may take time off in lieu at a time to be agreed between you and the Council.

15. ANNUAL LEAVE

15.1 Subject to clause 2.2 of the contract, the calculation of your annual leave commences from the first day of your employment. You are entitled, in addition to the normal bank and public holidays, to 23 working days' leave in each leave year (pro rata for part time employees).

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

15.3 Your leave entitlement will increase to 26 working days per year (pro rata for part time employees) when you have five years' continuous service immediately prior to the commencement of the leave year.

15.4 If your employment commenced or terminates part way through the leave year (1st April to 31st March), your leave entitlement will be calculated on a pro rata basis. Deductions from your final salary payment will be made for any leave taken in excess of your entitlement.

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

15.6 For salaried staff all annual leave payments will be based on salary detailed in paragraph 9.

16. SICKNESS ABSENCE

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

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

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

17. SICK PAY

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

Length of Continuous Service	**Council Sick Pay Entitlement**	
	Full Pay	**Half Pay**
During 1st year of service (after 4 months)	1 month	2 months
During 2nd year of service	2 months	2 months
During 3rd year of service	4 months	4 months
During 4th & 5th year of service	5 months	5 months
After 5 years' service	6 months	6 months

18. MATERNITY /PATERNITY /ADOPTION LEAVE

18.1 Your entitlement to maternity/paternity/adoption leave is as set out in the ~~relevant legislation.~~Staff Handbook.

19. INJURY OR ASSAULT

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

20. PENSIONS

20.1 The Council is a member of the Local Government Pension Scheme, which operates a contributory pension scheme which you are entitled to join. You have been provided with details in the booklet provided. There is in force a contracting out certificate for the purposes of the Pensions Scheme Act 1993 stating that the employment is contracted-out employment.

21. NOTICE OF TERMINATION OF EMPLOYMENT

During probationary period

21.1 Either party may terminate the contract by giving one week's notice in writing.

After completion of probationary period

21.2 The length of notice which you are obliged to give to the Council to terminate your employment is one month in writing.

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

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

22. DISPUTE RESOLUTION

22.1 ~~You have been provided with a copy of the Council's~~ Dispute resolution procedures are set out in the Staff Handbook. ~~grievance and disciplinary procedures~~.

~~22.2 If you have a grievance arising from your employment, you should raise it with [line manager/Chairman of the Staffing Committee]. If you are dissatisfied with any disciplinary decision made against you, you should raise it with [line manager/the Chairman of the Staffing Committee].~~

23. HEALTH AND SAFETY

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

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

24. EQUAL OPPORTUNITY POLICIES

24.1 You must comply with the Council's Equal Opportunity Policies. You will be given a copy of these Policies.

25. TRAINING AND DEVELOPMENT

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

26. INDEMNITY

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

27. STAFF HANDBOOK

27.1 The following terms and conditions of employment are detailed in the Staff Handbook:

- **Maternity Leave**
- **Adoption Leave**
- **Breastfeeding / Expressing Milk Policy**
- **Parental Leave**
- **Time off for Dependents**
- **Paternity Leave**
- **Shared Parental Leave**
- **Flexible Working Time Requests**
- **Grievance & Disciplinary Procedure**
- **Settlement Agreements**
- **Redundancy**

28. DECLARATION

I have read the Terms and Conditions of employment with Drayton Parish Council and agree to be bound by them during my employment with the Council.

Signed: **Dated:**

Employee Name:

Signed: **Dated:**

Employer Name:

On behalf of Drayton Parish Council

Please note that Drayton Parish Council may need to alter these Terms and Conditions when circumstances require it. When possible, all changes will ideally be with the mutual agreement of staff. However, where unilateral changes are made, you will be given notice equal to that of your statutory notice entitlement.

STAFF HANDBOOK

The Staff Handbook should be read in conjunction with your employment contract and contains the following details concerning your Terms and Conditions of Employment:

CONTENTS

MATERNITY LEAVE 1
ADOPTION LEAVE 1
BREASTFEEDING / EXPRESSING MILK POLICY 1
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MATERNITY LEAVE

All female Employees are entitled to 52 weeks Maternity Leave, which consists of 9 months ordinary paid leave (if eligible) and an optional 3-months additional unpaid leave.

Statutory Maternity Pay will be paid for the first 9 months if the Employee's average weekly wage exceeds the National Insurance lower earnings limit and has been employed for a period of 6 months at the 15th week prior to the due date of the birth of their child. Employees need to discuss all arrangements with their line manager prior to beginning this leave, including providing their line manager ~~Clerk/Council with~~ a copy of the MAT B1 by week 16 of the pregnancy.

The remaining three months Additional Maternity Leave is optional and unpaid.

Employees will need to give the ~~Clerk/~~Council 8 weeks prior notice if they wish to return to work early from Maternity Leave within the first nine months.

Employees are required to give the ~~Clerk/~~Council twenty-eight days' notice prior to their intended return date from ordinary Maternity leave at the end of none months. No notice is required from Employees who have taken 12 months Maternity Leave.

Employees on Maternity Leave will be able to arrange up to 10 'Keep in Touch Days' with ~~Management~~their line manager, to return to work for short periods during their leave and receive their normal rate of pay on these working days, without damaging their entitlement to Maternity Pay.

ADOPTION LEAVE

Employees with more than six months continuous employment (by the week in which an approved match with the child is made) are entitled to 39 weeks paid Adoption Leave. Employees with more than 12 months continuous employment (by the week an approved match with the child is made) will be able to take an additional 13 weeks of adoption leave, and return to work at any time up until the end of 52 weeks from the Sunday before the child was placed for adoption. Statutory Adoption Pay (SAP) is payable for a maximum of 39 weeks.

Whilst on adoption leave, 'Keeping in Touch' days will allow employees to do up to 10 days work (with pay at their normal rate) without ending that leave or affecting the right to Statutory Maternity Pay. Work can include training and any part of a day equates to one day.

Employees with more than six months continuous employment are entitled to attend up to 2 adoption appointments with their partner after they have been matched with a child.

BREASTFEEDING / EXPRESSING MILK POLICY

Purpose

The purpose of this policy is to set out the Council's stance on the support given to new mothers who return to work after maternity leave whilst continuing to breastfeed or express milk.

Legal background

The Council takes its obligations under health and safety legislation seriously and views the welfare of its employees as a priority. An element of this is to carry out risk assessments where

it is deemed that an employee's role may pose a risk to their welfare. Risk assessments will always be carried out in respect of employees who have returned from maternity leave and are breastfeeding/expressing milk.

Risks identified must be addressed. The Council will seek ways to eliminate the risk fully or alternatively a reduction in the risk where this is acceptable. Adjustments will be made to the employee's role in order to eliminate or reduce the risk for the period that the employee continues to breastfeed/express milk.

If no adjustments can be made which have the desired effect, the Council will seek suitable alternative work to be offered to the employee on a temporary basis until the risks are removed or breastfeeding/expressing milk ends. Maternity suspension on full pay will be the last resort should no alternative work be available.

The risk assessment will focus on all relevant areas including physical, biological and chemical agents and any operational methods adopted by the Council.

Provision for expressing milk at work
Employees who are breastfeeding/expressing milk at work should, wherever possible, do this during their contractual rest breaks (e.g. lunchtime). If this is not possible a time should be agreed between the employee and the line manager.
Private facilities for breastfeeding/expressing milk will be provided. If milk is to be kept in a communal fridge, it must have a clearly visible label.

Time off to breast feed
An employee may make a request for flexible working in order to take time off for the purposes of breastfeeding her baby. ~~This may be the case if the baby is on the premises at the Council crèche, for example).~~ However, the Council policy is to agree a permanent change to working hours as a result of a flexible working request and therefore this may not be in the employee's best interests.

Any other arrangements regarding time off for the employee to breastfeed must be discussed and agreed in advance with her line manager. The arrangements must be reviewed and a date of the review set if working hours have been reduced as part of the arrangements.

Dismissal
Dismissal for reasons related to breastfeeding or expressing milk is automatically unfair. In addition, a woman must not suffer any detriment because she is breastfeeding or expressing milk.

PARENTAL LEAVE

Employees with more than 12 months continuous employment and who are parents of children aged under 18 years old are entitled to 18 weeks unpaid leave; pro rata for part time staff.

This entitlement can be taken as a minimum of one week per annum, up to a maximum of four weeks per annum.

When taking Parental Leave, the Council needs to be given the same period of notice as for holidays, and informed that it is specifically Parental Leave that you are taking.

TIME OFF FOR DEPENDENTS

Employees are entitled to reasonable unpaid time off where:

1. A dependant is ill
2. Death of a dependant
3. Disruption occurs to the care of a dependant
4. Unexpected occurrences to your child

~~Drayton Parish~~The Council~~'s Management~~ recognises a dependant as: an Employee's children, partner, parent, or other member of their immediate family. Should an Employee care for other dependants who do not fall within this definition, they should discuss the matter with the ~~Clerk/Personnel Committee~~their line manager.

The Council recognises that most of these events can occur without a great deal of warning; however, we request that Employees provide as much notice as possible in the event of taking time off for dependants.

Bereavement Leave
All Employees are entitled to up to two weeks Bereavement Leave in the event of the death of a dependent child aged from week 24 of the pregnancy up to 18 years old.

For those with 26 weeks continuous employment payment will be equal to that of Statutory Maternity Pay.

Carers Leave
Employees are entitled to up to 4 weeks unpaid leave per annum to care for a Dependent with long term care needs.

Request can be for the whole 4 weeks at one time or in separate weeks, as well as individual or half days.

Requests to take this leave must be made in writing, giving the Council at least twice as much notice as the amount of leave requested.

If the Council is unable to accommodate the dates requested, the Employee will be informed before it was due to begin and it will be rescheduled by mutual agreement within one month of the initial Employee request.

The Council recognises a dependent for the purposes of this leave as an Employee's child, partner, parent of other member of the immediate family who has long term care needs.

PATERNITY LEAVE

New Fathers with more than six months continuous employment are entitled to two weeks paid paternity leave, paid at the same rate as SMP.

This leave must be taken within the first eight weeks of the child's birth.

Employees are required to show their line manager ~~Council's Management~~ a relevant MAT B1 when making a request to take this leave.

SHARED PARENTAL LEAVE

Parents who both have 26 weeks or more continuous employment, and who earn above the National Insurance Lower Earnings Limit, can take SPL.

Both Parents can share a total of 37 weeks statutory paid leave and 12 week's unpaid leave, following their child's birth.

Mothers must take two weeks compulsory Maternity leave immediately after the birth, (four weeks for manual workers). Following that compulsory period, both Parents can request dates to take leave totalling 37 weeks paid (35 for manual workers) and 12 weeks unpaid.

Leave can be taken by both Parents at the same time, or in alternating periods.

To take leave:

1. Both Parents must qualify in terms of earnings and length of service. An Employee's partner must have been an employed or self-employed earner in Great Britain for a total 26 weeks (not necessarily continuously) in the period of 66 weeks leading up to the week in which the child is due.
2. The Mother must give her Employer eight weeks' notice that she is ending her Maternity Leave. This can be done as early as eight weeks before the birth, (starting from February 2014).
3. The Council requires eight weeks prior notice of the dates an Employee wishes to take SPL.
4. The Council requires the following evidence that an Employee's Partner/Spouse is also entitled to SPL:
    - The Partner/Spouse's name.
    - Their National Insurance number.
    - Copies of the Partner/Spouse's pay slips for the past eight weeks.
    - A letter from the Partner/Spouse's Employer to confirm that they are entitled to SPL.
5. The Council will automatically allow any requests for just one continuous period of leave.
6. If an Employee requests two or more separate/discontinuous periods of SPL, the Council can discuss dates with the Employee, which are unacceptable for business reasons.
7. The Council will discuss problem dates with an Employee during the first two weeks of the eight-week notice period.
8. If agreement cannot be reached, the Employee will be entitled to one continuous period of SPL, starting from the date the discontinuous leave request was due to start.
9. Parents are paid at the same rate as Statutory Maternity Pay when taking SPL.

FLEXIBILE WORKING TIME REQUESTS

Employees are able to request changes to their start and finish times, amount of working hours each week and where they work from day one of their employment.

The Council will not be obliged to accept this request; however refusal will be based on one or more of the following:

1. The additional costs to the Council.
2. Reduced ability to meet the needs of the Council, its Members and the public.
3. Inability to share the person's workload amongst other staff.
4. Potentially damaging effects upon the quality of work produced.
5. Potentially damaging effects upon performance.
6. Inability to recruit extra staff to provide cover.

Employees are able to submit up to two requests within a rolling twelve-month period. Requests must be submitted to ~~either the clerk or Chair of the relevant Committee/Full Council.~~the line manager. Requests to change working hours must be made in writing.

Upon receipt of a request the Council will initiate a two-to-three-week consultation period with the Employee to assess how their request impacts on the six points detailed above.

Should the outcome of the consultation process be to reject the Employee's request for one or more of the above six statutory reasons, the Employee is able to appeal to the Chair of the ~~Full Council.~~Staffing Committee.

The process of addressing a request and providing a written response should take no more than two months.

GRIEVANCES & DISCIPLINE

Informal Grievances

If you are unhappy with an element of your employment with the Council, you should initially discuss the matter with ~~the Clerk/Chair of HR~~your line manager on an informal basis.

If you are uncomfortable about talking to ~~the Clerk/Chair of HR~~your line manager, you should approach the Chair of the ~~Council~~Staffing Committee.

Employee Conduct / Performance

Should the Council be unhappy with either an Employee's conduct or performance, they will initially discuss their concerns with that Employee on an informal basis.

The purpose of this meeting will be to provide guidance and support to address the problem. For this reason, notes will be taken during this meeting, and all present will be asked to sign the notes.

A Panel from the Council and the Employee will attend this meeting. There will be no entitlement to be accompanied.

Mediation

In the event that an Employee is unhappy with the outcome of the Informal Grievance Procedure, or either party do not feel that performance / conduct issues are being addressed effectively, either the Employee or the Council request that the matter be subjected to mediation.

This will involve the use of a third-party Mediator. In its simplest form, Mediation will involve the Mediator talking to either party individually, to listen to their side of the issue. If the Mediator feels that a resolution to the problem is possible, a meeting will be arranged between all parties

at which the Mediator will set out their assessment of the issues and invite both parties to reach their own resolution.

The resultant action plan should have the agreement and support of both parties, be set out in writing and be signed by all involved in the Mediation process.

Formal Grievances
In the case of Grievances not being fully resolved at the informal stage, a formal written approach is required to the Council. As a consequence, a formal Grievance Hearing will be held to address the matter, within twenty-eight days of receipt of the Employee's letter.

The Hearing will be conducted by a Panel of between two and three Elected Members who will be appointed by the ~~Council or the HR~~Staffing Committee.

At this meeting Employees are entitled – and encouraged – to be accompanied by a work colleague from the Council or Trade Union Representative. Employees will be informed in writing of the outcome of the meeting within seven days.

If the Employee making the grievance is unhappy with the response to the meeting, they can issue an appeal, in writing. This Appeal must be submitted within seven days of receiving the response to the original grievance meeting.

Please Note
Any Formal Grievance complaint, which concerns the conduct of a Councillor, will be addressed as a Code of Conduct complaint by the Council and will be referred to the District Council's Monitoring Officer. This Council will not address the Employee's Formal Grievance against an Elected Member. It will be addressed by the Monitoring Officer.

The Process

1. Upon receipt of any complaint, the ~~Council or appropriate~~ Staffing Committee should conduct an informal investigatory meeting with the Employee to establish if there are any issues that can be addressed by the Council, or is it solely concerned with the Code of Conduct. This should be arranged within seven days of receipt of the complaint.

2. If there are non-Code related issues, such as work environment, or hours of work, the Council could conduct a Formal or Informal Grievance process to address those problems.

3. However, Code of Conduct related complaints could be referred to the Monitoring Officer by the Council, in accordance with guidance from the Committee on Standards in Public Life's.

4. The Council should keep the Employee fully informed of the progress of the complaint.

Formal Discipline (for Employees with two years or more continuous employment)
If an issue regarding an Employees conduct, behaviour or performance is not fully addressed by informal discussions, the Council will pursue the matter through its formal Disciplinary Procedures. Typical examples of areas of concern may be poor performance, unacceptable and unexplained absenteeism, poor conduct and behaviour at work, or lack of capability by an Employee to carry out their job.

This is a four-step procedure, which increases in the severity of its outcome if the issue is not resolved at the previous step. Each step involves a formal meeting between the affected Employee and a Disciplinary Panel, at which the Employee will be given every opportunity to put their side of the issue. Meetings will be conducted as soon as reasonably possible after the incident(s), which are being investigated to ensure that facts and witness statements are clear and up to date. At this meeting Employees are entitled - and encouraged - to be accompanied by a work colleague from the Council, or Trade Union/SLCC Representative.

If the allegation of misconduct is proven, the meeting may result in the following action being taken by the Council Management against the Employee:

STEP No	ACTION TAKEN	LIVE PERIOD	MANAGER RESPONSIBLE
1	Formal Oral Warning	Six months	Disciplinary Panel
2	Formal Written Warning	Twelve months	Disciplinary Panel
3	Final Written Warning	Twelve months	Disciplinary Panel
4	Termination of Contract of Employment	N/A	Disciplinary Panel

Particularly severe acts of indiscipline may result in the ~~Management~~ Council bypassing Steps 1 and 2.

Employees will be informed by letter that they are required to attend a formal disciplinary meeting. This letter will include details of the allegation they are to answer, the date, time and venue of the meeting, and also inform them of their right to be accompanied by a work colleague from the Council, or Trade Union Representative if they hold such membership.

Gross Misconduct
Acts of Gross Misconduct, if proven after an appropriate investigation and a Disciplinary Hearing, will result in Dismissal without notice.

Employees accused of Gross Misconduct will be suspended on full pay and receive a written invitation to a Formal Disciplinary Hearing, giving them details of the allegation they are to answer, the date, time and venue of the meeting, and also inform them of their right to be accompanied by a work colleague from the Council or trade union/SLCC representative. The letter will provide a minimum of 2 working days prior notice to the meeting.

The Council recognises the following as acts of Gross Misconduct. (This is not an exhaustive list)~~:-~~

1. Theft.
2. Abusive or threatening behaviour of any nature.
3. Being under the influence of alcohol or drugs.
4. Dishonesty in dealings with Management.
5. Sexist, racist or any other behaviour against an individual, which could be classed as creating a hostile, intimidating or threatening environment.
6. Breach of confidentiality.

7. Failing to carry out reasonable Management instructions.
8. Fighting and acts of aggression.
9. Deliberately damaging Council property.
10. Deliberate breaches of Council Health and Safety procedures.
11. Unauthorised access to Council computer files, software or any other such breach of confidentiality.

Employees who have been dismissed for acts of Gross Misconduct do have a right to Appeal against their dismissal. Appeals should be submitted within a reasonable timescale following the dismissal, and addressed to the Chair of the Council. A reasonable timescale would normally be no longer than a week following the dismissal. Employees submitting an appeal must make it clear that they are appealing against the decision to dismiss them, and set out the reasons for their appeal.

Once the ~~Management~~ Council has~~ve~~ received notice of the Employee's decision to Appeal, they will follow the Appeal Procedure detailed below.

Appeal Procedure
Employees have the right to Appeal against a decision made at any Formal Disciplinary step. Appeals should be made to the Chair of the Council in writing, and submitted within seven working days of the disciplinary meeting having occurred.

A Formal Appeal Hearing, involving the Employee and an Appeal Panel, will be held within fourteen days of receipt of the appeal request. At this meeting, Employees are entitled - and encouraged - to be accompanied by a work colleague from the Council or a Trade Union/SLCC representative.

The Employee making the appeal will be informed in writing of the outcome of the Appeal Hearing within seven days.

SETTLEMENT AGREEMENTS
Either the Council or the ~~Clerk/~~Employee may wish to terminate their employment with the Council by way of a Settlement Agreement.

The Council may wish to address problems of poor performance, conduct or any other reasonable employment problem by offering an Employee who has been employed for two years or more, a mutually agreed cash incentive to terminate their employment:

- The ~~Clerk/~~Employee is not obliged to accept this offer.
- If they do wish to consider an offer, they have ten days to do so.
- An Employee who has been offered a Settlement Agreement must be able to take legal advice on the offer, paid for by the Council at a reasonable expense. Agreements will not be implemented unless endorsed by the Employee's Legal Adviser in the form of an Adviser's Certificate.
- Once an offer has been accepted by both parties the employment contract will terminate with full and final effect, without prejudice to either party, and a mutually agreed sum of money will be paid at an agreed date to the Employee.
- The offer of a Settlement Agreement is made by the Council on a Without Prejudice basis.

REDUNDANCY

It is the aim of the Council to avoid making Employees redundant wherever possible. Ideally, this will be achieved through finding an alternative position within the Council.

Should redundancy be unavoidable, the Council will follow the following procedure:

1. Issue a Notice of Threat of Redundancy; this will include notice of a period of consultation and the date Consultation will begin.
2. Provide those individuals affected with a period of Consultation. During this period the Council will discuss with the affected Employees:
    - Finding alternative work within the Council.
    - Reasons for the redundancy.
    - Calculating the amount of redundancy compensation Employees with two or more years continuous employment are entitled to, based on the Statutory Formula.

Statutory Formula	
Employees Aged 18 – 21 years old	½ week's pay for every year employed under the age of 22
Employees Aged 22 – 40 years old	1 week's pay for every year employed over the age of 21
Employees Aged 41 + years old	1 ½ weeks' pay for every year employed over the age of 40
Maximum weekly wage limit - £700	Up to a maximum of twenty years

3. After the period of Consultation, a Formal Meeting will be arranged to discuss the outcome of the Consultation. Individuals will be invited by letter to this meeting and informed of their right to be accompanied.
4. Conduct an Appeal against the Formal Decision, should the affected Employee wish to do so. Appeals must be submitted in writing within 7 days of the Formal Meeting.
5. Employees on or returning from Maternity/Adoption leave will be given priority option of being appointed to any suitable alternative positions for up to 18 months following the birth/adoption of their child.

Paper	**S9:** Parish Ranger's annual appraisal.
Meeting	Staffing Committee
Date	22nd May 2025
Author	Parish Clerk & RFO

Summary

<u>Background</u>

Per the Staffing Committee's Terms of Reference, the Committee oversees the annual staff appraisal process for all staff.

In line with the Council's Appraisal Policy, the annual appraisal for the Parish Ranger was carried out by the Parish Clerk on 24th March 2025 and is attached for reference.

<u>For information</u>

Please note, supporting papers have been redacted from the published papers due to the confidential nature of the business to be transacted.

Recommendation

The Committee is asked to receive the Parish Ranger's appraisal and agree the outcomes and any recommendations for action.

Paper	**S10:** Deputy Clerk & Facilities Manager 6-month Probation.
Meeting	Staffing Committee
Date	22nd May 2025
Author	Parish Clerk & RFO

Summary

Background

Per the Staffing Committee's Terms of Reference, the Committee oversees the recruitment and onboarding processes including probation.

Under the Council's adopted employment contracts, all staff are subject to a satisfactory completion of a probationary period of not less than 6 months.

The 6-month probation review for the Deputy Clerk & Facilities Manager took place on 6th May 2025 and is attached for reference.

For information

Please note, supporting papers have been redacted from the published papers due to the confidential nature of the business to be transacted.

Recommendation

The Committee is asked to receive the Deputy Clerk's 6-month probation and agree outcomes and any recommendations for action.