


## Ilminster Town Council

Dear Councillor

A meeting of the **FINANCE & POLICY COMMITTEE** which you are summoned to attend will be held on **Tuesday 29<sup>th</sup> January 2013**. The meeting will be held in the Council Chamber, Council Offices, North Street, Ilminster starting at 19:30hrs.

The business to be transacted at the meeting is outlined on the Agenda below. Any reports listed as "to follow" will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

Yours sincerely

  
Joy Norris  
Town Clerk

23.1.13  
Date

### FINANCE & POLICY AGENDA

1. **Apologies for absence**  
To receive apologies for absence from Councillors unable to attend the meeting.
2. **Declarations of Interest**  
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.
3. **Minutes**
  - a) To confirm the minutes of the meeting held on 13th November 2012 as a correct record.
  - b) To consider the action list relating to the Finance & Policy committee (attached).
4. **Budget & Precept for 2013/14**  
To consider the Town Council's budget for 2013/14 and make a recommendation to Council regarding the 2013/14 precept.
5. **Grants**  
To consider the Council's grant policy and procedure for 2013/14.
6. **Grant application.**  
To consider grant application made by Ilminster Football Club for the dismantling of the football stand (attached).



## **Iminster Town Council**

- 7. Cemetery Fees**  
To consider cemetery fees for 2013/14 and make a recommendation to Council (Report attached)
- 8. HR Policies**  
To consider recommending the adoption of whistle blowing, discipline, and grievance policies (Policies attached)
- 9. Budget Monitoring.**  
To receive information about the Council's expenditure and commitments to date, when compared to the 2012/13 budget (Report to follow).
- 10. Health & Safety Training.**  
To consider the provision of Health and Safety Training for Iminster Town Council employees (Report attached).



# ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **FINANCE & POLICY COMMITTEE** held in the Council Chamber, Ilminster on Tuesday 13<sup>th</sup> November 2012 at 7:30 p.m.

## Present

**Chairman:** Cllr D Miller

**Councillors:** Cllr P Burton, Cllr C Goodall, Cllr A Shearman, Cllr J Southern, Cllr R Swann, and Cllr E J Taylor

## In Attendance:

Miss M Clayton (Senior Administrator), Mrs M Shelley (Deputy Town Clerk)  
Miss J Norris (Town Clerk)

## Members of the Public

Two members of the public attended the meeting.

## 1. Minutes of the Previous Meeting

**RESOLVED** that the minutes of the Finance and Policy Committee meeting held on 2<sup>nd</sup> October 2012 be approved and signed as a correct record subject to the following amendments

- Item 6 – Queens Jubilee  
Changes to the list of outstanding payments. The "Bar- Cricket Club" should be amended to "awaiting payment" not "awaiting invoice".
- Item 6 - Queen's Jubilee  
Delete "Bar- Cricket Club" from the resolved to recommend. (ii)
- Item 6 – Queen's Jubilee  
Lesson Learnt – should read that "Cllr Taylor stated that for any future events the Town Council were playing to run, they need to ensure there are clear and transparent written agreements with organisations on the splitting of revenue from activities linked to the event rather than gentleman's agreements".

## 2. Apologies for absence

Apologies for absence were received from Councillors Austin, Lawson, Pallister, Sainsbury, Shepherd, Vjeh and Whaites.

## 3. Declarations of Interest

No declarations of interest were made in respect of any item on the agenda

## 4. Matters arising from the Minutes

As discussed in item 1

## 5. Budgets

The Chair informed the committee that the budgeted figures have been based on a potential 2% increase of the Precept for 2013/14.

Cllr Miller started discussions in the following order:

**Renewals and Reserves 2013/14 figures** - Discussions included the following:

- In regards to Vehicles and Attachments – The Chair explained that the

# ILMINSTER TOWN COUNCIL

Open Spaces committee would have to carry out deeper investigations as to what they have and what they need

- Deputy Clerk explained that items under protective clothing did not include items that are replaced frequently.
- Councillors agreed that dredging of the canal would be very expensive , but proposed to rename this budget heading as maintenance of the canal, and decrease the funds to £3,500
- Councillors discussed the need to increase the funds for the cemetery wall. Councillor Goodall explained that if major work was need, the Council would look for funding from additional sources.
- Other minor adjustments were made to the Renewals and Reserves 2013/14 figures and these amended figures will be taken to the next Finance and Policy meeting.

## **Budget 2013/14 figures** - Discussions included the following:

- The budget of £500 for the Mayor expenses includes an allowance for the Civic evening and entertainment expenses and should be kept at this amount
- The Town Clerk advised Councillors that the budget for members expenses is there for them to claim back any monies they have spent out of their own funds.
- The Town Clerk informed the committee that she had requested the budget for Community Engagements as this is a valuable part of the Council's duty to get involved with the community e.g. Easter egg hunts, newsletter, etc and activities like these have been well received in the community. It was agreed to increase the budget to £2,000.
- A 4% increase had been allotted for sports club fees.
- Concerns were raised over the budget allowance for machinery expenditure being too low. It was agreed to increase this amount to £5,000
- The budget for tools has been overspent this year due to replacement of old item and personal items being used. Most tools have now been replaced. It was agreed to increase the budget to £500.
- Grants need to be looked at in further detail and put as a separate item on the next Finance and Policy agenda. The Town Clerk is at present looking at our grant policy and will report back at the next meeting. Councillor Goodall has been approached regarding a grant for £20,000 for the Youth Club. The committee agreed that the Youth Club need to apply in writing if they want the Council to discuss their request.

With the above amendments it was agreed that these budgets should go forward to the next Finance and Policy meeting with the presumption that they would be accepted when setting the Council Tax.

## **Reserves 2012/13 Forecast** - Discussions of the reserves forecast were in the context of informing the Council of the possible expenditure; they included the following:

- The amount for £100,000 for land acquisition is a figure put together at the Recreation Review of what they might need.

Chair's Initials

# ILMINSTER TOWN COUNCIL

- The expenditure figure for the skate park includes the money the Council are holding back until the snagging has been completed.
- Ilminster Sports Initiative needs to be kept until it is required.

**Budget 2013/14** – Discussions included the following:

- An amount for the cemetery maintenance needs to be added and was agreed to be set at £500.

## 6. Committee Documentation

Councillors have read and approved the documentation.

**RESOLVED to RECOMMEND** that the committee documentation be approved at full Council

## 7. Funding request for Ilminster Community Pool at Greenfyld

A letter has been received from Brendan Moran Vice Chair of FrOGS, requesting a grant for the purchase of replacement floats and armbands for the Ilminster community pool as their supply has become badly damaged by mould.

**RESOLVED** that a grant of £300 be given to FrOGS for the replacement of floats and armbands for the community pool.

## 8. Staff Policies

The documentation drafted by the Town Clerk had been circulated with the agenda.

**RESOLVED to RECOMMEND** that the Council approve and adopt

- (i) The Employee Handbook
- (ii) The Employee Code of Conduct
- (iii) Protocol On Member/Officer Relations

## 9. Website

The Town Clerk informed the committee that she had been looking at the Council's current website. It is very basic and cumbersome. A new version is available which provides additional functionality but the current supplier would require a payment in excess of £500 to make the new version available.

The Town Clerk has met with a new supplier, Somerset Webservices and negotiated a substantial discount. Councillors Taylor and Lawson also saw the new website and agree that it is user friendly and information can be updated without additional costs.

**RESOLVED to RECOMMEND** that

- (i) Approval in principle be given to procuring a new website with a maximum budget of £2,000
- (ii) Discussions continue with Somerset Webservices as the preferred supplier to establish that they can offer a product that meets the Council's requirements.

## 10. Town Clerk's Report and Correspondence

Nothing to report

The meeting closed at 9:22 pm

Chair's Signature & Date





Date	Minute	Action (To Do)	Action By	Action Taken	Completion Date
13.11.12	Item 1	Amendments to be made to previous F & P Minutes on 2.10.12	Joy	To amend paper copy and computer record	16.11.12
13.11.12	Item 5	Letter to be sent to Ilminster Youth Club advising them that they need to apply in writing for a grant	Michelle	To send letter to Ilminster youth Club	26.11.12
13.11.12	Item 6	RESOLVED to RECOMMEND that committee documentation be approved at Full Council	Nikki	To full Council 04.12.12	Complete 04.12.12
13.11.12	Item 7	RESOLVED that a grant of £300 be given to Frogs for the replacement of floats and armbands for the community pool.	Michelle	Letter sent to FroGS awarding a grant of £300	16.11.12
13.11.12	Item 8	RESOLVED to RECOMMEND that the Council approve and adopt (i) The Employee Handbook (ii) The Employee Code of Conduct (iii) Protocol On Member/Officer Relations	Joy	To full Council on 4.12.12	13.11.12
13.11.12	Item 9	RESOLVED to RECOMMEND that (i) - Approval in principal be given to procuring a new website with a maximum budget of £2,000 (ii)- Discussions continue with Somerset Webservices as the preferred supplier to establish that they can offer a product that meets the Council's requirements.	Joy	To full Council on 4.12.12	13.11.12



Note dictated by Andy Fish, regarding the grant to dismantle the football stand.

As seen in our accounts for 2011/12 outgoing (sum of £2,532, highlighted in yellow) was spent by the Club last year on updating electrics – both internally and by running a new power cable underground from the Warden's shed; this was to satisfy the Town Council on health and safety grounds. This money came from the saver account which is part of the fund towards the new project of a new football pavilion and changing rooms. The cost of £2,352 meant we made a loss of £1,411.44 on last years account. Due to this we do not currently have enough money for dealing with the football stand.





ILMINSTER TOWN COUNCIL  
GRANT APPLICATION FORM 2012/2013

**Please Note: Prior to completion of this form please read attached guidelines**

1. Name / Title of Organisation ..... ILMINSTER TOWN F.C. ....

2. Name of person submitting the application ..... ANDREW E. FISH .....

Position held in organization ..... SECRETARY .....

Address ..... 12 GREENWAY, DOWLISH FORD ILMINSTER  
TA 19 0PJ .....

Tel. No. 01450 57440 4 07875378663 MOB .....

Email ..... EAFISH@BTINTERNET.COM (ALL LOWER CASE) .....

3. Full details of project for which a grant is sought: with emphasis on how it will benefit the citizens of Ilminster

TO REMOVE THE SOUTHERN PART OF THE MAIN FOOTBALL CLUB STAND.

BY REMOVING THIS SECTION OF THE MAIN FOOTBALL STAND THE PREPARATION GROUND WOULD BE SAFER, AS AT PRESENT THIS SOUTHERN PART OF THE MAIN STAND IS DANGEROUS FOR ANYONE IN THE AREA, PARTICULARLY CHILDREN. ALSO BY REMOVING, THE AREA WOULD LOOK MORE AESTHETICALLY PLEASING TO THE EYE.

4. Total anticipated cost of project ..... £ 2245 + VAT  
(Please enclose supporting estimates)

5. Amount of grant sought from Town Council ..... £ 2245 + VAT



6. Please give details of applications made to other grant making bodies in respect of this project  
(eg South Somerset District Council/Lottery. etc)

Date	Organisation	Amount Sought	Granted

7. Please provide details of the contribution that will be made by your organization to the Project.

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8. Most recent copy of your accounts supplied YES/NO.....

9. Has your Organisation received a grant from this Council within the last 3 years?

YES/NO If YES, please provide details.

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Please use additional sheets if necessary

Please return the completed form by noon on 28<sup>th</sup> May 2012 to

Iminster Town Council

Council Offices

North Street

Iminster

Somerset

TA19 0DG





## Ilminster Town FC Accounts 2011/2012

	<u>2010/11</u>	<u>2011/12</u>
Income	13693.1	12995.77
Bar A/C Income	8000	8000
Total Income	21693.1	20995.77
Total Outgoings	20300.3	22407.21
Profit on year	1392.85	-1411.44

### ITFC Bar Account 2011/12

Bar Income	28454.88	
Bar Expenditure	<u>15691.91</u>	
Bar Profit	12762.97	44.90%
Bar Income Banked	27207.59	
Bar Expenditure		
Utilities and Sky TV	2783.25	
Stock	15089.13	
Transferred to Main ITFC Account	8000	
Cleaning	176.96	
Misc	<u>43.68</u>	
Total Bar Expenditure	26093.02	
Bar account Balance	1114.57	

### ITFC All Accounts as of 01/06/12

Main Bank Account	1884.66
Bus.Saver Account	1838.38
Cash in Hand	37.08
Bar Account	1114.57

Total 4874.69

### **Current liabilities up to 25/06/12**

T.Jones grass seed	1104
Presentation night trophies	318.3
Players Insurance	1100
Som FA Affiliation fees	316
Harris Sports Kit	248.14
Loss on dinner	310
Admin	15
Total	3411.44

ITFC Net Position 1463.25



Ilminster Town FC Accounts 2011/2012

<u>Income Type</u>	<u>2010/11</u>	<u>2011/12</u>
Match Fees	6223.7	5962.5
Sponsors/Donations	1845	1675
Fund Raising Events	411.1	1269
players Insurance	790	1530
Gooch Trust	500	0
Draws/lotto	671	662
Fines Paid	443	643
Gate	586	1174
Women FA Cup	300	0
Mini Bus Donation	1500	0
Players Insurance 2008/09	338.88	0
Misc	84.43	80.27
<b>Income</b>	13693.11	12995.77
<b>Bar Income</b>	8000	8000
<b>Total Income</b>	21693.11	<b>20995.77</b>



## Iminster Town FC Accounts 2011/2012

<u>Outgoings</u>	<u>2010/11</u>	<u>2011/12</u>
Kit	941.28	2605.17
Sports Club Maintenance Account	2080	2000
Refs	2121.5	2309
Kit Wash	1560	1615
Groundsman	895	787.5
Travelling	1859.59	1085
First Aid	22.37	0
Gas and Electric	536.14	591.14
players Insurance	1038.08	1092
Ground	1169.61	601.15
Managers	1200	1310
Trophies	223.25	0
Admin /affiliations/league fees	1362.1	1449.5
Hire of Muga	861.5	1170
Comedy Club	75	0
Sponsor Boards	0	0
Fines players and club	878	1195
Rent and Water rates Council	946.62	1136.49
Insurance of Stands	0	0
Misc	287	276.05
Clubhouse repairs and Electrics	0	2532
Charity Donation	201.1	0
Rapid Print Programs	481.51	0
Gooch Trust Refund	500	0
Unspent Bus Money	333.78	0
Players Pot	247	97
Secretary Exp	46.88	0
Changing rooms	0	555.21
<b>Total</b>	19867.31	<b>22407.21</b>



## ITFC Main Account 2011/2012

### Income

	Jun/Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
Opening Balance	<b>3180.83</b>									
Fund Raising	140	465				321				926
Sponsorship	1575	50								1625
Bar		1000	1000	1000	1000	1000	1000	1000	1000	8000
Match Fees		120							60	180
Misc					55.5				24.77	80.27
From Cash a/c	295.5	214.1	120	85	1150	102.5	10			1977.1
<b>Total</b>	<b>5191.33</b>	<b>1849.1</b>	<b>1120</b>	<b>1085</b>	<b>2205.5</b>	<b>1423.5</b>	<b>1010</b>	<b>1000</b>	<b>1084.8</b>	<b>15969.2</b>

### Outgoings

	Jun/Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
Admin/Fees	487.5	415	35	20	100	15	85		200	1357.5
Players Insurance	1092									1092
Fines	80	60	305	100	80	125	80	130	235	1195
Utility 2010/11	591.14									591.14
Utility 2011/12										
Updated Electrics	792.4	441.64								1234.04
ITC Rates/Water		250		500	386.49					1136.49
Clubhouse							63.98	322.98		386.96
Trophies										0
Managers									500	500
Kit	547.68			438.3	89.98	450	534.48		498.24	2558.7
Misc	30					98				128
Ground			37.3					142.2		179.5
Changing rooms			305.21					250		555.21
MUGA					427.5		315		427.5	1170
Program										0
Sports Club		500		250	250	250	250	250	250	2000
<b>Total</b>	<b>3620.72</b>	<b>1666.6</b>	<b>682.51</b>	<b>1308</b>	<b>1334</b>	<b>938</b>	<b>1328.5</b>	<b>1095.2</b>	<b>2110.7</b>	<b>14084.5</b>

Income	15969.2
Outgoings	14084.5

Total	1884.66
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ITFC Cash Account 2011/12 season

	O.Balance	Subs	Draw	Gate	Fines	Sponsor	Fund Raising	Ins	Total
	252.35								252.35
Summer									
Aug/Sept		871.5	30	94.5	35		52	610	1693
Oct		967.5	20	239.5	70		100	435	1832
Nov		871.5		103	140	50		290	1454.5
Dec/Jan		1042	554	289	160		95	50	2190
Feb		494.5		60	10			30	594.5
Mar		482		148	55			45	730
Apr		829	58	174	110		40	30	1241
May		224.5		66	63		56	40	449.5
Total		5782.5	662	1174	643	50	343	1530	10436.85

Outgoings

	Ref/Line	Kit Wash	Travel	p.pot	Man.	Grs/man	Ground	Mis	kit	Admin	F/Aid	Shed	total
Summer		40						10	45				95
Aug/Sept	263	220	165	20		37.5			58.45	46.47			810.42
Oct	321	310	230		40	125			5				1031
Nov	289	220	80	45		125	348.05		5				1112.05
Dec/Jan	558	300	50	7	300	150	63.6		34.6	82			1545.2
Feb	194	105	50		30	75							454
Mar	223	130	150	5		150							658
Apr	381	220	200	20		75				10		911	1817
May	80	70	160		540	50							900
Total	2309	1615	1085	97	910	787.5	421.65	148.05	46.47	92	0	911	8422.67



Paid into bank Account from cash account

Banked 100645	295.5
Banked 100650	169
Banked 100652	45.1
Banked100654	90
Banked 100656	30
Banked 100657/58	85
Banked Trf A.Fish	1000
Banked100660	150
Banked 100663	57.5
Banked 100666	22
Banked 100667	23
Banked 100670	10

Total Banked 1977.1  
Eric owes ITFC **37.08**



## BURIAL FEES COMPARISON JAN 2013

Description	Ilminster 2012/2013	Ilminster 2013/2014	Chard 2012/2013	Crewkerne 2012/2013	Crewkerne 2013/2014
Burial Plot	£193.00		£350.00	£195.00	£230.00
Burial Plot (Old Section)				£390.00	£460.00
Ashes Plot	£67.00		£263.00	£110.00	£120.00
Interment Fee (over 12)	£159.00				
Interment Fee (over 12) Single (includes grave digging)			£437.00		
Interment Fee (over 12) Double (includes grave digging)			£524.00		
Interment Fee (up to 12)	£88.50				
Interment Fee (up to 12) (includes grave digging)			£174.00		
Interment Fee – Still Born or child up to one month			Free		
Interment Fee – over one month				£115.00	£125.00
Interment Fee – Ashes				£80.00	£85.00
Digging Ashes Plot				£10.00	£10.00
Interment Fee – Ashes (over 12) (includes grave digging)			£174.00		
Interment Fee – Ashes (up to 12) (includes grave digging)			£87.00		
Headstone (Burial plot) not exceeding 3ft 6in high	£97.00				
Headstone not exceeding 5ft in height			£131.00	£115.00	£120.00
Flat stone			£131.00	£115.00	£120.00
Tablet 12 in x 18ins (base not exceeding 27 x 18 ins)			£131.00		
Vase not exceeding 15ins high				£55.00	£57.00
Monument not exceeding 6ft high (maximum)	£137.00				
Monument 8ft x 8ft x 6ft high (maximum)					
Headstone (Ashes) not over 2ft high base not over 2ft wide	£73.00				
Additional Inscription	£25.00		£44.00	£40.00	£45.00
Removing or replacing any monument including subsequent interment	£25.00		£53.00		
Transfer of Exclusive Right of Burial					
Search Fees (Crewkerne charge only after 1 hour of officer time)	£25.00		£44.00	£38.00	£40.00
Certified copies of entry of burial in the Registers	£15.00		£18.00	£20.00	£20.00

Note:

If person to be interred did not live in Ilminster the fees are doubled, unless they moved into a hospital, nursing or residential home and had been there less than 10 years. Our Exclusive Right of Burial is 100 years. Chard and Crewkerne also charge double for non-parishioners.

Crewkerne Exclusive Rights of Burials are for 99 years.

Crewkerne and Chard both have gardens of remembrance for scattering ashes and Crewkerne also have a memorial wall.



**Human Resources Policies  
Report of the Town Clerk  
Finance and Policy Committee on 29 January 2013**

**Recommended that the Council be recommended to approve and adopt**

- **Discipline Policy and Procedure**
- **Grievance Policy and Procedure**
- **Whistleblowing Policy and Procedure**
- **Recruitment Policy and Procedure**

**which are attached to this report**

**Introduction**

1. The Town Council does not currently have formally approved whistleblowing, grievance, recruitment or discipline policies.
2. Councillors gave guidance to me, as the newly appointed Town Clerk, that it would be appropriate to compile some bespoke HR policies and procedures that provided clarity on expectations and working practices.

**Method**

3. I reviewed a number of HR documents from other organisations (including local councils) downloaded information provided on websites such as ACAS and the HSE and talked to the Deputy Clerk about usual working practices.
4. As the potential scope of a suite of HR documents is large and varied I felt it was important to risk assess the likelihood of procedures being needed and to be proportionate in my approach to compiling the documents. This approach led to me to drafting the documents in tranches and the policies that are presented for committee are the second tranche (the first having being approved by Council on 4 December – Staff Handbook, Employee Code of Conduct and Protocol on Employee / Member relations)
5. This second stage of compilation is the legally required procedures together with those that are mainly procedural in nature, namely:
  - Discipline
  - Grievance
  - Whistleblowing
  - Recruitment

**Consultation**

6. The Staffing Committee were provided with early drafts of the documents (in order for them to be able to comment and make suggestions about principles and content. Comments received from Councillors that the Committee may like to discuss further were:

*Recruitment Procedure: "How a post is advertised has significant financial impact and indeed generated not a little discussion with regard to the last advertising round. How a post is advertised has significant financial impact and indeed generated not a little discussion with regard to the last advertising round. I believe a decision on this needs to be made by full council."*





Discipline Procedure: Does the Town Clerk being the person who hears the disciplinary case and decides the sanction put the Town Clerk in a difficult position regarding day to day working relationships? Would it be better if all discipline cases were heard by the Grievance, Capability and Disciplinary Committee?

7. All Town Council employees were provided with a copy of the draft documents and asked to let me have any comments or speak to me about any concerns. At the time of preparing this report no comments or concerns have been raised

#### **Framework for Decision Making in Councils**

8. In terms of procedures and the role of Councillors, it is important to remember that there are legal requirements which must be met:
  - o a single Councillor is not able to make a formal decision and
  - o the convening of any Committee requires a formal agenda to be issued (and made public) at least 3 clear days before the meeting
  - o the minutes of any such meeting also have to be publically available.

These constraints can have a significant impact on procedures such as those being considered with this report, particularly with regard to timing and responsiveness.

#### **Conclusions**

9. It is important that the Town Council is a fair and respected employer and that it has the appropriate documentation in place to meet its legal obligations and ensure that best practice is implemented.
10. Any procedures adopted by the Council should be responsive, effective, cause the minimum amount of disruption and where appropriate confidentiality can be maintained.

**Date report prepared: 22 January 2013**



**Ilminster Town Council**  
**Disciplinary Policy and Procedures**  
**Approved By Council XXXXX**

**Policy**

1. For the Town Council to operate efficiently there must be established standards of behaviour, conduct and performance. The purpose of this policy is to state the rights and responsibilities of the Town Clerk and employees where acceptable standards of conduct have not been maintained. When this is the case, this will be viewed as misconduct and will be dealt with under this Disciplinary Policy.
2. However, where it is felt that the employee is failing to meet the standards and competence required to perform their role, reference should also be made to the Capability Policy.
3. The Town Council's disciplinary rules and procedures aim to ensure fair treatment for all employees and follow statutory procedures relating to disciplinary matters and dismissal. At all stages of the disciplinary process, the Council will ensure that the persons carrying out the disciplinary hearing and the appeal hearing are different.
4. The Council's procedure may be implemented at any stage if the employee's conduct or performance warrants such action. It is not a mechanical process of warnings and dismissal but one that may be invoked by the Council at whatever stage it considers most appropriate, given the circumstances and the seriousness of each case. No formal action will be taken without the employee being informed about the nature of the alleged misconduct and being given the opportunity to make representations.
5. The Council's disciplinary procedure will be applied in all instances where formal disciplinary action is regarded as necessary, save to the extent that a minor reprimand may be given for any minor act of misconduct by a Town Council employee.
6. The Town Council reserves the right to suspend any employee (on full pay) pending the outcome of any disciplinary investigations or during the disciplinary procedure. Any decision to suspend an employee will be communicated in writing.
7. This policy shall form part of the employee contract of employment and may be amended by the Town Council from time to time as required by law. Employees will be notified of any changes.

**Procedure**

**Introduction**

8. The procedure does not apply to:

- Action taken during or at the end of a probationary period of service (including any extended probationary period of employment)
- Termination of employment by reason of redundancy or the expiration of a temporary or fixed term contract
- Termination on grounds of medical incapability except where the Town Council's Capability procedure provides that after a formal warning has been given in a case of frequent sickness absence, the provisions of this procedure should be applied.

### **Disciplinary Action against the Town Clerk and Responsible Financial Officer**

9. Action under this procedure against the Town Clerk and Responsible Financial Officer can only be taken by Member of the Town Council. In the event that a matter arises in respect of the Town Clerk and Responsible Financial Officer the matter will be referred to the Mayor and the Chair of the Staffing Committee. Those two people will agree on a course of action including obtaining any advice that is required, suspension and the appointment of an Investigating Officer. In the event that the conclusion of any investigation is that disciplinary action may be warranted the general provisions of this procedure will apply and any hearing will be conducted by the Grievance, Capability and Disciplinary Committee.

### **Time Limits**

10. Where time limits are referred to in this procedure they may be varied with the consent of both the parties involved.

### **Initial Action**

11. The Town Clerk should be immediately informed of any complaint or allegation about a Town Council employee that may lead to disciplinary action. The Town Clerk will appoint an Investigating Officer (usually the employee's line manager) and inform the Chair of the Staffing Committee.

### **Suspension**

12. Where it is believed that the matter to be investigated involves serious misconduct or that the continued presence of the employee at work may prejudice or inhibit the investigation or the work of the Town Council, the Town Clerk may immediately suspend the employee from work on full pay.
13. If serious misconduct is not initially suspected or believed to have occurred, but during the course of an investigation, the person conducting it reasonably forms the opinion that that a serious breach of discipline may have occurred, the employee who is the subject of that investigation may be suspended by the Town Clerk.
14. The Town Clerk will report any suspensions immediately to the Chair of the Staffing Committee
15. Any decision to suspend will be confirmed in writing to the employee, at their home address, within three working days. Such written confirmation will give a general indication of the matter under investigation and state

that the nature of the suspension is precautionary not disciplinary, is not an assumption of guilt and the suspension is made pending the outcome of an investigation and possible proceedings.

16. The Town Clerk will regularly review (normally monthly) the continued need for any suspension to ensure that it is not unnecessarily protracted and will notify the suspended employee that the review has taken place, the decision regarding the suspension and the reasoning behind the decision.

### **Investigation**

17. The Investigating Officer should first establish the facts promptly before recollections fade, and where appropriate, obtain statements from any available witnesses. A record of these investigations will be kept for later reference.
18. The Investigating Officer may wish to have an investigatory (also called fact finding) meeting with the employee against whom the complaint / allegation has been made. It must be made clear to the employee that this is not a disciplinary meeting and that should the outcome of the investigation be that disciplinary action should be considered they will be invited to attend a formal meeting.

### **Action on completion of the Investigation**

19. Having investigated all the facts, the Investigating Officer should decide whether further action is needed. Actions may include arranging informal coaching or counselling (with a note to the employee's file) or arranging for the matter to be dealt with under the disciplinary (or capability) procedure.
  - If the matter involves cases of unacceptable standards of performance, conduct, attitude and attendance, the disciplinary policy applies.
  - If the matter involves sub-standard performance as a result of a lack of the required skills or aptitude or to health or any other physical or mental qualities, the capability policy applies.

### **Statement of Grounds for Action and Invitation to Meeting**

20. The Town Clerk will write to the employee setting out the alleged misconduct, poor performance or circumstances which have led the Town Council to contemplate taking disciplinary action against the employee. The employee will be provided with written particulars of the allegation and any supporting statements or evidence prior to the meeting taking place.
21. The employee will be invited to attend a meeting where the employee will be given an opportunity to state his or her case and answer any allegations. The employee may choose to be accompanied by a work colleague, or union representative where recognised. A copy of the invitation letter will be kept on the employee's personal file. At least three working days notice of the disciplinary meeting will be given to the employee.

22. Where the employee's representative is not available on the originally scheduled date, the employee may request an alternative date and time, so long as it is reasonable and it is not more than five working days after the original date.

#### **Failure to attend the disciplinary meeting**

23. The employee should take all reasonable steps to attend the disciplinary meeting. If the employee fails to attend, with good reason, the meeting will be rescheduled. Should the employee fail to attend the first without reason or the second meeting, the meeting may proceed in their absence.

#### **Disciplinary Meeting**

24. A disciplinary meeting will normally be conducted by the Town Clerk except in cases where the Investigating Officer was the Town Clerk and in those circumstances the disciplinary meeting will be conducted by 4 members of the Grievance, Capability and Disciplinary Committee (the quorum was set by Council 04.06.12)
25. The employee may be accompanied by a work colleague or an appropriately qualified Trade Union representative at a disciplinary meeting. This companion may act as the employee's witness, present the employee's case, sum up and respond on the employee's behalf to any view expressed at the hearing but may not answer questions on the employee's behalf.
26. Where the Grievance, Capability and Disciplinary Committee is conducting the meeting arrangements will be made for an independent person to take written notes of the meeting. Tape recordings are not permitted by either party.
27. At the disciplinary meeting the employee will be given a full explanation of the case against him / her, be informed of the content of any statements provided by witnesses and given the opportunity to ask questions of the Investigating Officer and of any witnesses called to the disciplinary meeting
28. At the disciplinary meeting the employee is entitled to state his / her case in response to the case by made by the Investigating Officer and put forward and explanation of his /her conduct and / or any mitigating factors. The employee may also call any relevant witnesses in support of their defence.
29. The meeting may be adjourned if it appears necessary or desirable to do so (including for the purposes of gathering further information, or for allowing participants to cool off and moderate their behaviour). The employee will be informed of the period of any adjournment.

30. Once all the facts have been disclosed and discussed at the meeting and the employee has been given the opportunity to state his or her case, the person conducting the meeting e.g. Town Clerk or Committee Chair will adjourn the meeting to consider the decision. In reaching the decision the Committee may take into account any previous "live" warnings.
31. The meeting will be reconvened to provide a decision to the employee.
32. The decision will be confirmed in writing at the earliest opportunity. A copy will be held on the personnel file.
33. Those hearing the disciplinary case may be accompanied by an Advisor, whose role is to give advice on issues of procedure, conditions of employment and employment legislation. The Advisor is not part of the decision making process although he or she may be attend during the decision making discussions to give advice. The Advisor should not have participated in the Investigation.

### **Disciplinary Actions**

34. If the decision of the Grievance, Capability and Disciplinary Committee or the Town Clerk is that a disciplinary action is warranted, it will be one of the following:

- **Oral Warning**

If the employee's conduct or performance does not meet acceptable standards, an oral warning may be given. The employee will be advised in writing of the reason for the warning (see section 'written confirmation of decision' below). A copy of the letter confirming this oral warning will be kept on the employee's personnel file and will be disregarded for disciplinary purposes after 6 months.

- **First Written Warning**

If the misconduct or poor performance is more serious, or if there is another act of misconduct or performance does not improve following an oral warning after a period of three months, the employee may receive a first written warning (see section 'written confirmation of decision' below). A copy of this written warning will be kept on the employee's personnel file and will be disregarded for disciplinary purposes after 12 months.

- **Final Written Warning**

If the offence is more serious or if conduct or performance does not improve during the timescale of a prior warning (verbal and/or first written), a final written warning may be given to the employee (see section 'written confirmation of decision' below). It will also warn that failure to improve may lead to dismissal. A copy of the written warning will be kept on the employee's personnel file but will be disregarded for disciplinary purposes after 12 months.

- **Dismissal**

If the offence committed is more serious (for example gross misconduct) or if there is a failure to improve performance or conduct following a previous warning, the Committee may decide to dismiss the employee

(with or without notice). The decision to dismiss will be confirmed in writing (see section 'written confirmation of decision' below).

Note: Employees will not ordinarily be dismissed for a first "offence" unless the matter amounts to gross misconduct.

- **Alternatives to Dismissal**

There may be occasions when due to the nature of the conduct, or extenuating circumstances, employees may be demoted, transferred and/or suspended without pay for up to 10 working days, as an alternative to dismissal. This is at the Committee's discretion and in such cases the employee will also be placed on a final written warning. Where the Committee considers these sanctions appropriate, the employee's written agreement to accept the sanction as an alternative to dismissal must be obtained.

### **Summary Dismissal**

35. The Town Council reserves the right in appropriate cases to dismiss an employee without notice or payment in lieu of notice in the case of termination for gross misconduct.

### **Written Confirmation Of Decision**

36. In all circumstances, when a decision is made, the following information will be given to the employee in writing at the earliest opportunity, with a copy placed on the employee's personal file:

- whether or not there will be disciplinary action
- the level of disciplinary action
- the areas of concern
- the standards of performance/conduct to be achieved
- the timescales for improvement
- the period of review
- the period during which any warning will remain "live"
- the potential consequences should conduct/performance not reach the required standard
- the right of appeal
- any other relevant information
- in cases of dismissal, the employee will be advised of the date on which their employment will end

### **Appeals**

37. If an employee wishes to appeal against a disciplinary decision (including dismissal for gross misconduct), he or she should do so in writing to the Chair of the Appeals Committee within 5 days of receiving the written reasons for the disciplinary/dismissal decision.

38. When lodging an appeal the employee should state

- The grounds of appeal



- Whether the employee is appealing against the finding that he/she has committed the alleged act(s) of misconduct or against the level of disciplinary sanction imposed.
39. An Appeals Committee meeting will be arranged as soon as reasonably practical after receipt of the appeal from the employee, or at a mutually agreed time and date, this will normally take place within 15 working days of receipt of the employee's written notice of appeal. (The Appeals Committee will comprise 3 Members (quorum set by Council 26.06.12)
  40. At the appeal meeting the employee may be accompanied by a work colleague or an appropriately qualified Trade Union representative. At this meeting, any disciplinary penalty imposed will be reviewed and ultimately a final decision will be made.
  41. The decision will be notified to the employee in writing after the meeting and usually within 5 working days.
  42. There is no further right of appeal.
  43. Where an appeal lies against a decision to summarily dismiss the employee without notice, the Town Council will be under no obligation to pay the employee for any period between the date of the original dismissal and the appeal decision. If the appeal is not upheld the original date of termination will stand. If the appeal is upheld and the employee re-instated, the employee will be entitled to appropriate backpay.
  44. Those hearing the appeal may be accompanied by an Advisor, whose role is to give advice on issues of procedure, conditions of employment and employment legislation. The Advisor is not part of the decision making process, but may take notes of the meeting. The Advisor to the original hearing may also advise the person(s) hearing the appeal. In doing so the advisor should not draw on information that he / she may have heard at the original hearing but, which for some reason, is not relied on by either or both parties at the appeal.

## Examples of Misconduct

### Gross Misconduct

Gross misconduct is misconduct of such a serious and fundamental nature that it breaches the contractual relationship between the employee and the Town Council. In the event that an employee commits an act of gross misconduct the Town Council will be entitled summarily to terminate the employee's contract of employment without notice or pay in lieu of notice.

This covers any deliberate act or omission committed by an employee, which is detrimental to the good conduct of the business. Examples of acts or omissions that constitute Gross Misconduct and may result in summary dismissal (i.e. immediate dismissal without notice or pay in lieu of notice), include but are not limited to:

- Theft
- Fraud
- Insubordination
- Serious violation of environmental, health, safety and hygiene rules
- Loss of or damage to Town Council property or that of customers, suppliers or other employees
- Fighting, threatening behaviour or physical violence
- A serious violation of e-mail, internet or telephone usage
- Harassment or bullying, including on the grounds of sex, age, race, disability or any other legally protected characteristic
- Falsification of Town Council documents (including time sheets and expenses)
- Being under the influence of alcohol whilst at work
- Being under the influence of, or in possession of, illegal drugs whilst at work
- Violation of the Town Council Equal Opportunities Policy
- A serious conflict of interest with the business activity of the Town Council
- Serious negligence which causes or might cause unacceptable loss, damage or injury
- The use of unauthorised computer software on Town Council hardware or the extraction of files and / or other information from a Town Council database for any use other than Town Council business
- Serious breach of trust and confidence
- Being convicted of a criminal offence which is liable to adversely affect the relationship between the Town Council and the employee or the reputation of the Town Council

## General Misconduct

General misconduct includes matters related to unsatisfactory performance (where this is not covered under the capability procedure), timekeeping or attendance.

General misconduct offences generally do not warrant dismissal on the first occasion, other than in the most exceptional circumstances. In most instances, general misconduct offences would normally lead to a formal warning. However, repeated instances of general misconduct can result in dismissal. The following are examples of acts or omissions, which constitute general misconduct; this list is not exhaustive:

- Violation of environmental, health, safety and hygiene rules.
- Misuse of Town Council e-mail, Internet or telephone.
- A conflict of interest with the business activity of the Town Council
- Misuse / lack of care of Town Council provided equipment.
- Unacceptable standard of job performance.
- Unacceptable timekeeping.
- Unauthorised absence.
- Persistent absence.
- Misuse of Town Council or other employees' property.
- Poor upkeep of Town Council vehicles or equipment.
- Failure to complete documentation in a timely manner.
- Failure to follow established policies and procedures.
- Failure to comply with a reasonable order, instruction or contractual requirement.



**Ilminster Town Council  
Grievance Policy and Procedures  
Approved By Council XXXXX**

**Policy**

1. In any organisation, employees may have problems or concerns and it is in everyone's interests to ensure that grievances are dealt with fairly at the lowest level within the organisation at which the matter can be resolved.
2. The Town Council's grievance procedures aim to ensure fair treatment for all employees and follow statutory procedures relating to grievance matters.
3. Every effort will be made to resolve grievances quickly and at as early a stage of the procedure as possible.
4. The purpose of this policy is to maintain good working relationships at all levels throughout the Town Council and the procedure has been established to deal with any problem that an employee may have related to his / her employment.
5. At all stages of the grievance process the Town Council will ensure that the persons carrying out the grievance hearing and the appeal hearing are different.
6. Grievances will be dealt with as quickly as possible and normally within the time limits specified in this procedure, unless variations are mutually agreed.
7. In the majority of cases, problems can be solved informally between the employee and the Town Clerk and every attempt will be made to do this prior to starting formal proceedings.
8. It is important that an employee should raise any grievance in writing that has not been resolved informally.
9. This policy shall form part of the employee contract of employment and may be amended by the Town Council from time to time as required by law. Employees will be notified of any changes

**Procedure**

NB for the purpose of this procedure

- (i) where the grievance involves the "complainant's" line manager the Town Clerk will undertake any actions usually undertaken by the line manager
- (ii) where the grievance involves the Town Clerk the Chair of the Grievance, Capability and Disciplinary Committee will undertake any actions usually undertaken by the Town Clerk

## **Informal Proceedings**

10. In the first instance an employee should raise a grievance with their line manager, where this is not appropriate the matter should be raised with the Town Clerk.
11. A meeting between the line manager and the employee will be arranged promptly - normally within 5 working days - to discuss the grievance on an informal basis. The line manager will make a record of the meeting which will include any actions agreed by the employee and the line manager. The aim is that the grievance will be settled at this informal stage to prevent the requirement for formal proceedings to be instigated.

## **Formal Proceedings**

### **Step 1 – grievance submitted in writing**

12. Employees should submit their grievance in writing to the Town Clerk, where this is not appropriate the written grievance should be made to the Chair of the Grievance, Capability and Disciplinary Committee.
13. The Town Clerk / Chair of the Grievance, Capability and Disciplinary Committee will acknowledge, in writing, receipt of the grievance.

### **Step 2 Grievance Meeting**

14. The grievance meeting will be between the employee and the Town Clerk or the employee and the Grievance, Capability and Disciplinary Committee
15. An invitation to attend a grievance meeting will be sent to the employee. The meeting will be arranged a mutually convenient time and should usually take place within 10 working days of the written grievance being received. If there is going to be a delay the employee should be informed of the reason for the delay and the anticipated timescale for convening the meeting.
16. The employee may be accompanied by a work colleague or a Trade Union representative at the grievance meeting. This person may act as the employee's witness, present the employee's case, sum up and respond on the employee's behalf to any view expressed at the hearing but may not answer questions on the employee's behalf.
17. Arrangements may be made for an independent person to take written notes of the meeting. Tape recordings are not permitted by either party.
18. Those hearing the grievance (i.e. the Town Clerk or the Grievance, Capability and Disciplinary Committee) may be accompanied by an Advisor, whose role is to give advice on issues of procedure, conditions of employment and employment legislation. The Advisor is not part of the decision making process although he or she may be attend during any decision making discussions to give advice.
19. The meeting will:
  - clarify the issues of concern

- clarify the resolution that the employee would like
  - explore whether mediation / facilitation may be a way forward
20. Unless it is possible to resolve the issue immediately, the meeting will be adjourned for up to ten working days in order for any investigations e.g. meetings with witnesses to take place and for the Town Clerk / Grievance, Capability and Disciplinary Committee to formulate proposals as to how the grievance can be resolved.
21. The meeting will be reconvened at a mutually convenient time in order for the Town Clerk / Grievance, Capability and Disciplinary Committee to report their conclusions about the grievance and give proposals in respect of resolving the grievance. The conclusions and proposals will be confirmed in writing within five days of the reconvened meeting.

### **Step 3 Appeal**

22. If an employee wishes to appeal against the outcome of a grievance decision they should do so in writing to the Chair of the Appeals Committee within 10 days of receiving the written reasons for the grievance decision.
23. An Appeals Committee meeting will be arranged as soon as possible and practicable following the receipt of the written appeal – and usually within 15 working days – at a date mutually agreed between the Committee, the employee and the grievance decision maker (Town Clerk or representative from the Grievance, Capability and Disciplinary Committee)
24. At least 5 days before the Appeal Committee the employee and the Town Clerk / representative from the Grievance, Capability and Disciplinary Committee should exchange any written submissions, correspondence or any other documents relevant to the grievance, copies should also be provided to each member of the Appeals Committee.
25. The employee may be accompanied by a work colleague or a Trade Union representative at the grievance meeting. This person may act as the employee's witness, present the employee's case, sum up and respond on the employee's behalf to any view expressed at the hearing but may not answer questions on the employee's behalf.
26. Arrangements may be made for an independent person to take written notes of the meeting. Tape recordings are not permitted by either party.
27. The Committee may be accompanied by an Advisor, whose role is to give advice on issues of procedure, conditions of employment and employment legislation. The Advisor is not part of the decision making process although he or she may be attend during any decision making discussions to give advice. The Advisor to the original hearing may also advise Appeal Committee. In doing so the advisor should not draw on information that he / she may have heard at the original hearing but, which for some reason, is not relied on by either or both parties at the appeal.

- 28.** The procedure at the meeting will normally be:
- (a) Introduction of everyone present
  - (b) The Chair will invite the employee (or their representative) to state their case and answer any questions from the Appeals Committee, or Town Clerk / representative from the Grievance, Capability and Disciplinary Committee
  - (c) The Chair will invite the Town Clerk / representative from the Grievance, Capability and Disciplinary Committee to state their case and answer any questions from the Appeals Committee or the employee (or their representative)
  - (d) The Chair will summarise and adjourn the meeting.
- 29.** If the Appeals Committee concludes it is possible to resolve the issue immediately the meeting will be reconvened and the Committee's decision reported, the decision will then be confirmed in writing.
- 30.** If the Appeals Committee concludes that further information / investigation is required that work will be done and the Appeals Committee reconvened to consider all the information available and agree the outcome.
- 31.** The employee will be notified in writing of the Committee's decision. If it is not possible to respond to the employee within 15 working days of the appeal meeting the employee should be informed of the reason for the delay and the anticipated timescale for a response being given.
- 32.** The decision of the Appeals Committee is final and there is no further right of appeal.

#### **Record keeping**

- 33.** All records regarding the grievance, including the original grievance notification, notes of meetings, written notices of decisions, proposals for action, actions taken and any subsequent developments will be kept confidentially (in a sealed, signed and dated envelope) within the employee's personal file.



**Ilinster Town Council**  
**Whistleblowing Policy and Procedure**  
**Approved by Council on XXXXXX**

**Policy**

1. Employees of the Town Council may be the first to see or suspect that another employee or Councillor may be involved in some irregularity. Any malpractice, however small is taken very seriously by the Town Council particularly given the nature of its role and public profile.
2. The Public Interest Disclosure Act 1998 (often known as the Whistleblowers Act) is intended to encourage employees to raise their concerns in a responsible way where there is a practice within or associated with an organisation that threatens the public interest. Under the Act, employees are statutorily protected from subsequent victimisation if the matter that is raised falls within detailed criteria specified within the Act. These are summarised in paragraph 7 (a) – (f) below.
3. The Town Council supports the principle of encouraging employees to report any wrongdoing or malpractice within or associated with the work of the Town Council, which it genuinely believed has occurred or is likely to occur, and to protect employees who, in the public interest, raise genuine matters of concern. Such reports need not be confined to matters covered by The Public Interest Disclosure Act e.g. they may refer relate to the matters listed in paragraphs 7(g)-(i) below.
4. Any matter reported within the context of this policy, whether statutorily “protected” or not, will be taken seriously and treated as confidential as far as practicable.

**Procedure**

5. The following procedure is based in the first instance on raising matters of concern internally.
6. Employees have a responsibility to take appropriate, reasonable and timely action whenever they become aware of any situation or matter that could expose the Council to loss, liability or reduction in public confidence.
7. Employees should report any situation or matter which they reasonably believe might show that one or more of the following matters has occurred, is occurring or is likely to occur in the future:
  - (a) A criminal offence
  - (b) A failure to comply with a legal obligation
  - (c) A miscarriage of justice
  - (d) A danger to the health and safety of any individual
  - (e) Damage to the environment
  - (f) A deliberate “cover-up” of any of the above matters
  - (g) An act of misconduct

(h) Dishonesty

(i) A breach of the Town Council's Standing Orders, Financial Regulations or any of the legislation that regulates the Council.

8. As soon as an employee becomes aware of any of the above matters, he or she should refer it to the Town Clerk. If the complaint is against action taken or believed to be or proposed to be taken by the Town Clerk it should be referred to the Chair of the Staffing Committee.
9. It is important that any concerns are reported promptly in order to assist the Town Council to uphold its standards and public confidence in those standards and to help prevent the concealment or destruction of any documents or other evidence which might be relevant to the matter of concern.
10. Once a matter covered by this policy and procedure has been reported, the Town Clerk or the Staffing Committee, will instigate preliminary enquiries to decide whether or not a full investigation is needed. If such an investigation is necessary, the matter will either be investigated in more detail internally or referred to an appropriate external body e.g. Auditors, Police
11. Subject to any legal constraint, the Town Council will keep complainants informed of the progress of the investigation and its outcome.
12. It must be recognised that, depending on the nature of the complaint and the finding of any investigation, it may be in the public interest for the matter complained about to be made public. In this event the Town Council will make every reasonable effort to respect and maintain any request from complainants concerning personal anonymity and / or confidentiality.
13. If, on conclusion of the Town Council's investigations, the complainant reasonably believes that the appropriate action has not been taken in respect of a matter which falls specifically within the purview of the Act, he or she should report the matter to the proper authority. The Public Interest Disclosure (Prescribed Persons) Order 1999 sets out a number of bodies to which disclosures, the subject of which may qualify the complainant for statutory protection under the Act, may be made. Depending on the specific subject of the disclosure, these bodies include:
  - The Inland Revenue
  - The Information Commissioner
  - The Chief Executive of the Criminal Cases Review Commission
  - The Health and Safety Executive and local authorities responsible for the enforcement of health and safety legislation
  - The Serious Fraud Office

### **Safeguarding Employees**

14. No one who reports any concerns under this policy and procedure in good faith will be subjected to any detriment for coming forward, regardless of whether the concern is ultimately substantiated.
15. An employee who has raised a concern under this policy and procedure but who considers that, as a consequence, they have been victimised should raise the matter as a formal grievance.
16. While encouraging all disclosures made in good faith, the Town Council will treat as unacceptable any deliberately false or malicious allegations, whether or not they relate to a criterion listed in the Act. Any employee making such allegations will face disciplinary proceedings, the outcome of which could include dismissal.
17. Investigation and possible disciplinary proceedings may be taken if an unjustified external disclosure (other than to a Prescribed person) is made.



**Ilminster Town Council  
Recruitment Policy and Procedures  
Approved By Council XXXXX**

**Policy**

1. Every recruitment process will be designed with the intention of achieving the selection of the most suitable person for the job. The Council aims to ensure that no job applicant suffers discrimination because of any protected characteristic.

**Procedure**

**Review of role**

2. Before a job is advertised the following will be done:
  - A review will be undertaken to ensure that: the role is required; the number of hours work that are required; that the management arrangements are appropriate, the grade / salary scale is appropriate
  - The job description will be updated to ensure that it is current and includes the main tasks of the job
  - The person specification will be updated to ensure that the qualifications, skills and experience included are necessary and justifiable as objective criteria for the satisfactory performance of the job.

**Advertising**

3. The method of advertising a vacancy will be decided by the Town Clerk, following consultation with the Chair of the Staffing Committee. The advertisement will be aimed as a wide group of suitably qualified and experienced people as possible and will avoid stereotyping or using wording that may discourage particular groups from applying.
4. External adverts will include the Town Council logo and a statement of commitment to equal opportunities - welcoming applications from all sections of the community.

**Applications**

5. Applications will be in a written format as specified by the Town Clerk, following consultation with the Chair of the Staffing Committee. The front page of the application form will request any personal information (e.g. name, DOB, address) required and be detachable.

**Equal Opportunities Monitoring**

6. The Council will include an equal opportunities monitoring form in every application pack. Completion of the form by applicants will be voluntary. Upon

receipt of a completed application the monitoring form will be separated from the application form. The information on the monitoring forms will be collated and used by the Town Clerk to inform advertising decisions and identify any areas where positive action may be of benefit to increase the pool of applicants.

### **Selection Process**

7. The selection process (Sifting, longlisting, shortlisting, assessments and interview) will be based upon matching the candidates' skills, experience and knowledge to that set out as requirements in the job description and person specification.
8. The selection process will be decided by the Town Clerk following consultation with the Line Manager and the Chair of the Staffing Committee.
9. The front page of the application form will be detached prior to any sifting process.
10. With limited exceptions, applicants will not be asked about health or disability before a job offer is made; examples of the exceptions are:
  - Questions necessary to ascertain if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments)
  - Questions to establish if an applicant needs any reasonable adjustments to be made in order for them to attend / participate in an assessment and / or interview
  - Positive action to enable the Council to improve the diversity of applicants
  - Equal opportunities monitoring

### **Outcomes of the Selection Process**

11. All applicants will be notified in writing about the outcome of their application (initial contact / result may have been provided on the telephone). Wherever possible applicants will be offered the opportunity to receive feedback on their application / interview.

### **Eligibility to Work in the UK**

12. All employers are required by law to ensure that all employees are entitled to work in the UK. All prospective staff, regardless of nationality, must be able to produce original documents (such as passport) before employment starts; the list of acceptable documents will be that compiled by the UK Border Agency.

### **Applicant Information**

13. Offers of employment are based upon the information provided by the applicant. If it is subsequently found that any of the information provided

is untrue or misleading the Council may take action which results in the dismissal of the employee.

**Background Documents**

ACAS Recruitment and Induction booklet

DRAFT





**Health and Safety Training for Ilminster Town Council Employees  
Report of the Town Clerk  
Finance and Policy Committee on 29 January 2013**

**Recommended that Ilminster Town Council employees undertake the British Safety Council e learning packages Introduction to workplace health & safety; manual handling; fire safety; display screen equipment**

**Introduction**

1. Since I was appointed as Town Clerk I have spent some time looking at various HR matters and drafting our framework documents. One area that has come to light as being required is training for all staff in health & safety matters and I do not believe that as a Council we are fulfilling our statutory duties unless we provide such training.

**Further Information**

2. As an employer the Town Council has a legal duty to provide every employee with free of charge health and safety training to enable them to do their job.
3. The British Safety Council have a series of e learning training packages on a variety of basic health and safety topics. Sessions can be purchased either on individual topics or as a "bundle" As an individual topic the cost is £15.00 or a basic "bundle" costs £40.00 the latter comprises 4 sessions: Introduction to workplace health & safety; manual handling; fire safety; display screen equipment.
4. Each training session takes 20-30 mins to complete and ends with a simple test which each person has 3 opportunities to pass – successful completion enables a certificate to be printed. Each learner has 3 months from purchase of the session in which to complete the training.
5. For all Town Council employees to undertake the 4 basic session programme the costs to the Town Council would be:  
Purchase of e learning packages £280.00  
Staff time @ 2 hours per person 28 hours
6. The 2012/13 budget for health and safety training is £200.00 and as yet no expenditure has been allocated.
7. The e-learning approach means that the training can be undertaken in the Council Offices at a time and pace to suit individuals.
8. The Deputy Town Clerk is currently investigating the specialist health and safety training requirements of the Open Spaces Wardens and early indications are that the South Somerset District Council will be able to provide some training free of charge.

