

SHERFIELD PARK PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend **A MEETING OF THE PARISH COUNCIL** to be held at the Parish Office 30 Sunwood Drive, RG27 0FP at **7.30pm on Wednesday 10th April 2024** for the purpose of considering and resolving upon the business set out in the following agenda.

To press and members of the public: You are welcome to attend the meeting and address the Parish Council during Public Participation only. Total time allocated for this session is 15 minutes. Questions should be sent in advance to the Clerk by email or phone.

Signed: *Jane Stewart* – 3rd April 2024

Jane Stewart – Clerk & RFO

clerk@sherfieldparkparishcouncil.gov.uk

Agenda No	Item
	Public Participation Session – 15 minutes. This section (at the Chairman’s discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes may not be produced. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.
042401	To receive and accept apologies of absence. Schedule 12 of the Local Government Act 1972
042402	To receive any declarations of interest relevant to items on this agenda. Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464)
042403	To sign as a correct record, the minutes of the meeting of the Full Council held on 13th March 2024 LGA 1972 Sch 12 para 41(1)
042404	To receive any Chairman’s announcements.
042405	Council is asked to hear reports from: <ul style="list-style-type: none"> • County Councillor • Borough Councillors • SPCA • PPG
042406	Council is asked to note the current financial situation.
042407	Council is asked to consider a grant application from the Chineham Repair Café for £525
042408	Council is asked to authorise requests for April payments
042409	Council is asked to consider and approve the following. <ul style="list-style-type: none"> • HR Policy
042410	Council is asked to hear an update from Open Spaces Committee
042411	Council is asked to hear an update on Speed Indicator Devices
042412	Council is asked to confirm copy for Loddon Valley Link edition
042413	Council is asked to confirm the date of the next Parish Council and AGM meeting 8th May 2024

If any members of the public wish to attend and make a statement or raise a question at the meeting, they should contact the Clerk before the meeting email

clerk@sherfieldparkparishcouncil.gov.uk or phone 07770655302. The Clerk will then guide you with the process the meeting will take and assist you with any GDPR requirements you might have.

Before the meeting there will be a public session to enable the people of Sherfield Park Parish Council to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted under the openness of local Government Regulations 2014 (England Only). A person may not orally report or comment about a meeting as it takes place if he is present during the meeting of a parish council or its committees but otherwise may:

- Film, photograph or make an audio recording of a meeting.
- Use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later.
- Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

However, anyone wishing to do so must speak to the Clerk prior to the meeting as there is policy and General Data Protection Regulations 2018 which must be followed. Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk (07770655302) or email address clerk@sherfieldparkparishcouncil.gov.uk at least 24 hours before the meeting so that every effort may be made to provide access.

SHERFIELD PARK PARISH COUNCIL

Sherfield Park Parish Council (SPPC)

Minutes of an Ordinary Meeting at The Parish Office

At 7.30pm on Wednesday March 13th 2024

Councillors:	<u>IN ATTENDANCE</u>	<u>APOLOGIES</u>	<u>ABSENT</u>
Cllr. Circuit (Chair)	✓		
Cllr. Gordon		✓	
Cllr. Palmer	✓		
Cllr. Parfrey		✓	
Cllr Scott		✓	
Cllr. Skarin	✓		
Cllr. Stebbings	✓		

Members present at meeting (LGA 1972, Schedule 12, para. 40)

Apologies Cllr Gordon, Scott, Parfrey, Vaux, Miller, Edwards and Still

In attendance 0 member of the public

Meeting Chaired by Cllr Circuit and Minuted by Clerk and RFO Jane Stewart

Agenda No	Item
	<p>Public Participation Session – 15 minutes. This section (at the Chairman’s discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes may not be produced. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.</p> <p>No members of the public present</p>
032401	<p>To receive and accept apologies of absence. Schedule 12 of the Local Government Act 1972 Apologies received and accepted from Cllr Gordon, Scott, Parfrey, Vaux, Miller, Edwards and Still</p>
032402	<p>To receive any declarations of interest relevant to items on this agenda. Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) No declarations declared for items in this agenda</p>
032403	<p>To sign as a correct record, the minutes of the meeting of the Full Council held on 14th February 2024</p>

	<ul style="list-style-type: none"> • Update on 20th Anniversary event – invitations have gone out and cake ordered.
032410	<p>Council is asked to hear an update on Speed Indicator Devices SID deployment is now following last year's locations so meaningful comparisons can be made.</p>
032411	<p>Council is asked to confirm copy for Loddon Valley Link May edition Copy agreed. Council noted the Beat Bobby was issuing car parking leaflets when out and about and SPPC had agreed to host Beat Surgeries in the Parish Office.</p>
032412	<p>Council is asked to confirm the date of the next Parish Council meeting – 10th April 2024. Council is asked to confirm Annual Parish Meeting 10th April 2024 at 6.30pm and meeting dates for 2024/25 Dates agreed</p>

Meeting ended 20:08

Report Councillor Vaux – 13th March 2024

Issues which may be of interest as a Cllr include:

1. The second planting session at **The Larches** is going ahead on Saturday 16 March, as the ground is considered acceptable. 10am start.
2. The public engagement on the **Local Plan Update** closed on March 4th. It will take some months to process all the feedback.
3. **Strengthening Communities Grant** This year's allocation has opened for applications, details on the BDBC website. Organisations which are formally constituted and have a bank account can apply for up to £15k for grants to improve efficiency, increase volunteers, upskilling, expanding successful services or developing new services, and helping organisation become more resilient. Closes 5pm Friday 12 April
4. The borough's Green Team are offering free **Garden Surveys** to tips and advice to help their gardens to nurture wildlife and cut carbon. The assessment takes about an hour and the team provide a guide with advice such as bee-friendly flowers, hedgehog highways etc.
5. There has been a licence application from **McDonalds** to open 24/7 at the Chineham Shopping Centre. Licences such as these operate on a 'permissive' basis, to the presumption is that they will be granted: it is about the conditions which are attached. Personally I feel that the opening hours through the night is likely to increase anti-social behaviour and car meets, however the licencing department consider these to be factors outside of McDonald's control. Councillors are pressing the operators of the shopping centre to install CCTV, which we believe will be happening, mostly as a deterrent to shop lifting at the centre however it will deter ASB as well.

Feedback from the PPG:

The practice held an engagement event at Christ Church recently. It was very well attended, and I was pleased to see a lot of people from Sherfield Park there. The primary purpose was to provide patients of the practice information about the new Total Triage system to access services at the practice. This is an on-line process, which can be accessed by people who do not sure the internet through the receptionist either on the phone or physically at the practice. There are 5 or 6 questions which enable the GPs to triage which contacts can be handled by administrators, other professionals (such as physiotherapists or nurse practitioners), which require same day appointments, which can wait. Those being offered appointments are sent a link where they will have a choice of appointment times to choose from.

**Bank Reconciliation Statement as at 29/02/2024
for Cashbook 2 - HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
SPPC HSBC	29/02/2024	81	78,026.08
			<u>78,026.08</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			78,026.08
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			78,026.08
		Balance per Cash Book is :-	78,026.08
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 29/02/2024 for Cashbook No 2 - HSBC

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
20/02/2024	Interest		128.35	128.35		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>128.35</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 29/02/2024
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
SPPC Lloyds	29/02/2024		23,528.26
			<u>23,528.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			23,528.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			23,528.26
		Balance per Cash Book is :-	23,528.26
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 29/02/2024 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/02/2024	DD	60.17		60.17		R <input type="checkbox"/>	BT
07/02/2024	BACS	144.00		144.00		R <input type="checkbox"/>	Geosphere Ltd
19/02/2024	BACS	54.00		54.00		R <input type="checkbox"/>	Amna Hassan
22/02/2024	BACS	191.60		191.60		R <input type="checkbox"/>	HMRC
22/02/2024	DD	88.94		88.94		R <input type="checkbox"/>	Nest
23/02/2024	BACS	216.72		216.72		R <input type="checkbox"/>	Richard Oats
23/02/2024	BACS	75.65		75.65		R <input type="checkbox"/>	Blacks
23/02/2024	BACS	1,153.13		1,153.13		R <input type="checkbox"/>	Jane Stewart
23/02/2024	BACS	6.50		6.50		R <input type="checkbox"/>	Jane Stewart
26/02/2024	BACS	550.00		550.00		R <input type="checkbox"/>	London St URC
		<u>2,540.71</u>	<u>0.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate


SHERFIELD PARK **PARISH COUNCIL**

March 2024 Request for Payments		Agenda item 032407				
Company	Detail	Inv/Quote No	Method	Amount	Code	Notes
BT	Office Broadband	MO54GA	DD	60.17	4155	
HMRC	NI and Pension contribution month 11		BACS	191.60	4000	
Clerk	Mobile Phone Allowance		BACS	6.50	4160	
Nest	Pensions 24 January 2024 - 23 February		DD	88.94	4000	collected 14 March
Staff salaries	Salary and pension Clerk and litter warden		BACS	1,369.65	4000	
Darren Leaney Magic	Magician for 12th April	0001/24	BACS	225.00	4170	Agreed February meeting
Melting Moments	Remainder of invoice for chocolate fountain	MM03	BACS	216.00	4170	Agreed February meeting
Rachael Herr	Cake 10th April		BACS	85.00	4170	Agreed February meeting
DM Payroll Services	Annual fee processing payroll		BACS	132.00	4070	Will be invoiced April
Total				2,374.86		

ET Planning Fee

BACS

4,200.00

Agreed 9th Feb 2022 Minuted 022210

6,574.86

Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100 Income											
1000 Litter Warden Grant	2,317	2,470	0	0	2,709	0	2,709	0	0	0	0
1010 CC Grant	0	1,000	0	0	0	0	0	0	0	0	0
1076 Precept	39,220	39,220	0	0	39,220	0	39,220	41,929	0	0	0
1090 Bank Interest	5	330	0	0	75	0	75	1,359	0	0	0
1091 Bank Compensation	0	75	0	0	0	0	0	0	0	0	0
Total Income	41,542	43,095	0	0	42,004	0	42,004	43,288	0	0	0
Movement to/(from) Gen Reserve	41,542	43,095			42,004		42,004	43,288	0		
200 Expenditure											
4000 Salaries, Pensions and NI	15,000	20,854	0	0	21,000	0	21,000	19,662	0	0	0
4025 Clerks Expenses	400	365	0	0	400	0	400	25	0	0	0
4060 Stationery	0	457	0	0	700	0	700	450	0	0	0
4070 Administration	1,200	1,007	0	0	500	0	500	132	0	0	0
4075 Chairman's Allowance	100	31	0	0	100	0	100	0	0	0	0
4080 Repairs & Maintenance	10,000	5,901	0	0	12,000	0	12,000	1,410	0	0	0
4085 Insurance	1,000	560	0	0	600	0	600	592	0	0	0
4090 Grants & Donations	15,000	10,161	0	0	12,000	0	12,000	11,276	0	0	0
4100 Training	1,500	490	0	0	1,500	0	1,500	158	0	0	0
4105 Hall Hire	200	0	0	0	200	0	200	17	0	0	0
4110 Audit Fees	600	420	0	0	500	0	500	575	0	0	0
4115 Subscriptions	1,000	826	0	0	1,000	0	1,000	932	0	0	0
4120 Publications	700	170	0	0	700	0	700	377	0	0	0
4125 Traffic control equipment	3,500	129	0	0	0	0	0	0	0	0	0
4130 Office Equipment	1,000	323	0	0	200	0	200	0	0	0	0

Continued on next page

Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4135	DO NOT USE	500	900	0	-4,500	4,500	0	0	0	0	0	0
4140	Emergency Plan supplies	850	0	0	0	800	0	800	0	0	0	0
4145	IT-inc Website	500	156	0	0	530	0	530	829	0	0	0
4150	Electricity	500	127	0	0	560	0	560	79	0	0	0
4155	Broadband	600	367	0	0	560	0	560	594	0	0	0
4160	Office Mobile Phone	100	52	0	0	80	0	80	78	0	0	0
4170	Sherfield 20	3,000	1,452	0	4,500	0	0	4,500	1,916	0	0	0
	Overhead Expenditure	57,250	44,749	0	0	58,430	0	58,430	39,104	0	0	0
	Movement to/(from) Gen Reserve	(57,250)	(44,749)			(58,430)		(58,430)	(39,104)	0		
999	<u>VAT Data</u>											
115	VAT on Receipts	0	2,652	0	0	1,000	0	1,000	1,256	0	0	0
	Total Income	0	2,652	0	0	1,000	0	1,000	1,256	0	0	0
515	VAT on Payments	0	1,938	0	0	600	0	600	915	0	0	0
	Overhead Expenditure	0	1,938	0	0	600	0	600	915	0	0	0
	Movement to/(from) Gen Reserve	0	714			400		400	341	0		
	Total Budget Income	41,542	45,747	0	0	43,004	0	43,004	44,544	0	0	0
	Expenditure	57,250	46,687	0	0	59,030	0	59,030	40,019	0	0	0
	Movement to/(from) Gen Reserve	(15,708)	(940)			(16,026)		(16,026)	4,525	0		

**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 2 - HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
SPPC HSBC	31/03/2024	82	78,146.35
			<u>78,146.35</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			78,146.35
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			78,146.35
		Balance per Cash Book is :-	78,146.35
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 31/03/2024 for Cashbook No 2 - HSBC

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
19/03/2024			120.27	120.27		R <input type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>120.27</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
SPPC Lloyds	31/03/2024		21,285.40
			<u>21,285.40</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			21,285.40
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			21,285.40
		Balance per Cash Book is :-	21,285.40
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 31/03/2024 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
04/03/2024	DD	60.17		60.17		R <input type="checkbox"/>	BT
14/03/2024	DD	88.94		88.94		R <input type="checkbox"/>	Nest
22/03/2024	BACS	191.60		191.60		R <input type="checkbox"/>	HMRC
25/03/2024	BACS	216.72		216.72		R <input type="checkbox"/>	Richard Oats
25/03/2024	BACS	1,152.93		1,152.93		R <input type="checkbox"/>	Jane Stewart
25/03/2024	BACS	6.50		6.50		R <input type="checkbox"/>	Jane Stewart
25/03/2024	BACS	216.00		216.00		R <input type="checkbox"/>	Amna Hassan
25/03/2024	BACS	225.00		225.00		R <input type="checkbox"/>	Mr D J Leaney
25/03/2024	BACS	85.00		85.00		R <input type="checkbox"/>	Rachel Herr
		<u>2,242.86</u>	<u>0.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

SHERFIELD PARK PARISH COUNCIL

FUNDING APPLICATION FORM

Please read the attached guidelines before completing this form. You may continue on a blank sheet if necessary, but the name of your organisation must be on any additional sheets.

A. Your organisation

Please give us the following information about your organisation:

Name of Organisation: ...Chineham Repair Cafe.....

Address:..... Chineham Repair Café, Christ Church, Reading Road, Chineham, Basingstoke

Post Code: RG24 8LT

Description of your organisation's activities. Please list your aims and objectives.

The Repair Café supports local people to recycle and reuse possessions and to reduce landfill. It also provides an opportunity for volunteering and social interaction locally

How long has your organisation been in existence?1 year.....

B. Contact Details

Name of contact: Jonathan Jenkin

Position: ...Founder

Address for correspondence (if different from above):As

above.....

Post Code:

Tel: (day time) (mobile) : 07926 789879

Email address:: info@chinehamrepair.org.uk

C. Your Application

a) Brief description of project or scheme for which grant is intended

The grant funds would be used for the creation of a leaflet and leaflet drop around Sherfield Park to inform residents of the service that Chineham Repair café offers. We would propose a 2-sided leaflet which also advertises the Chineham Conservation group.

b) Who will benefit from the proposed project or scheme and how many of these are Sherfield Park Parish residents?

All Sherfield Park residents

c) Total cost of project or scheme: £ 525..... d) How much are you applying for? £...525.....

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence of the likely cost of all items of expenditure where possible.

ITEM	COST £
Leaflet delivery	£360
Leaflet creation and printing	£165
TOTAL	

d) Have you made any grant application to any other body for grant aid for this project? Yes/No. **No grant applications have been made for this specific leaflet request (the repair café has received grants for other expenditure as outlined below)**

If yes please give details:

Name of organisation applied to	Amount applied for	Date of Application	Amount Received
Chineham Parish Council	£1,000	24/4/23	£1,000
National Lottery	£3,500	7/23	£3,500
Four Lanes Trust	£900	27/9/23	£900
Veolia	£1,000	27/9/23	£1000

If you have received any other sources of funding in the past year, not specified above, please give details:

Monthly donations at repair cafe.

D. Previous Applications

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project and the date and amount of grant received if any. Was the project as described completed?

..... No.....

E. Additional Information

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

.....
 n/a.....

F. Your Financial Situation

All applications must be accompanied by the following financial information: **If you do not supply this information your application will not be considered unless previously agreed in writing by the Council.**

- **A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or**
- A statement of your capital assets, if any

If you are unable to supply this information, please contact the Parish Council for advice before submitting this application

Signed:.....Jonathan Jenkin.....Date: 4th March 2024.....

Please return to The Parish Clerk, Sherfield Park Parish Council.

If you have any queries, please contact the Parish Clerk on email clerk@sherfieldparkparishcouncil.gov.uk

FOR OFFICE USE ONLY

Date received:..... Amount:.....
 Grant awarded: Yes/No..... Under section.....
 Conditions applied to Grant Yes/No.....


 SHERFIELD PARK PARISH COUNCIL

April 2024 Request for Payments		Agenda item 042408				
Company	Detail	Inv/Quote No	Method	Amount	Code	Notes
BT	Office Broadband	MO54GA	DD	60.17	4155	
HMRC	NI and Pension contribution month 12		BACS	191.80	4000	
Clerk	Mobile Phone Allowance		BACS	6.50	4160	
Nest	Pensions 23 February - 24 March		DD	88.90	4000	
Staff salaries	Salary and pension Clerk and litter warden		BACS	1,369.65	4000	
Sleeptight	Repair of cabling for CCTV	3068	BACS	180.00	4080	
OVO Energy	14th Jan to 13th March	13th Dec - 13th Mar	BACS	188.68	4150	Not in contract. Can arrange a monthly Standing Order
Chineham Repair Café Grant	Application		BACS	525.00	4090	
Elancity	Additional SID and brackets	Inv SAJ-UK/2024 01593		2,266.79	EMR	
ET Planning				4,200.00		Approved February Minuted 022210
Total				9,077.49		

SHERFIELD PARK PARISH COUNCIL HUMAN RESOURCES HANDBOOK OF POLICIES AND PROCEDURES

INTRODUCTION

Sherfield Park Parish Council (SPPC) is committed to providing a safe and welcoming work environment for its employees and Councillors. The Human Resources (HR) Handbook is intended to bring together SPPCs policies and procedures pertaining to employment for ease of reference. The policies and procedures comply with government legislation relating to employment and the workplace.

SECTION 1: RECRUITMENT AND PROBATION

Recruitment

- SPPC is committed to recruiting the best applicant for each post advertised and will ensure shortlisted candidates have an opportunity to demonstrate their skills, knowledge and abilities against the person specification at interview.
- Our recruitment strategy promotes equal opportunities and does not discriminate applicants on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race and religion or belief, sex or sexual orientation throughout the recruitment process.
- We adopt a zero-tolerance policy to modern slavery and human trafficking taking place within our business or supply chains. Our external recruitment providers are expected to share the same commitment and provide evidence of the steps taken to achieve that aim. Furthermore, they are signed up to industry codes of practice and demonstrate a commitment to good recruitment practice.
- Offers of employment are subject to pre-employment checks. These are determined by the post advertised and whether the successful applicant is a new or existing employee.
- In accordance with the Immigration, Asylum and Nationality Act 2006, the council determines that all employees have satisfactory evidence of their right to work in the UK.
- Data received from applicants is treated confidentially in accordance with the Data Protection Act 2018 and the UK GDR that came into force under the Withdrawal Act 2020.

Probation

- New employees are required to satisfactorily complete a 6-month probation period. During probation the Chair of the Council will hold regular meetings with the new employee to assess their progress in post and to allow any concerns about conduct or capability to be identified and addressed at an early stage. Details of probation meetings, including agreed interventions, are captured in a written report, and retained on the employees HR record.
- During the probation period both the employee and SPPC may terminate the contract of employment by giving one week's written notice.

- At the end of the probation period SPPC has the option to confirm the employee in post, extend the probation period to allow a further opportunity to address conduct or capability issues, or to dismiss the employee if concerns about conduct or capability are unable to be addressed.

SECTION 2: TRAINING, DEVELOPMENT AND APPRAISAL

Training & Development

- SPPC is committed to providing Councillors and employees with the necessary training and development opportunities to be able to effectively perform the duties and responsibilities of their respective roles.
- Continuing professional development (CPD) opportunities are primarily delivered by Hampshire Association of Local Councils (HALC) which offers a range of training courses and workshops. Councillors and employees should discuss participation of CPD activities relevant to their role with the Chair of the Council. Approved CPD activities will be supported by SPPC in terms of funding (Councillors and employees) and time (employees).
- Councillors and employees may claim permitted expenses for attending external CPD events. Permitted expenses are those associated with travel and include an allowance for mileage travelled to and from the training venue at a rate of 45p for cars and vans, 24p for motorcycles, and 20p for bicycles, the cost of car parking for the duration of the event plus reasonable time for pre-/post-event networking, the cost of standard class public transport, and the cost of a taxi between public transport links and the training venue and the attendees residence. All expenses must be submitted for approval by the Chair of the Council on an expenses form and supported by receipts and/or details of mileage.
- Administrative employees are expected to be CiLCA (Certificate in Local Council Administration) qualified, and SPPC offers financial support in the form of a full bursary to facilitate progression through the certificate. If an employee resigns within 2 years of competing CiLCA the bursary must normally be repaid in full. SPPC may choose to waive part or all the repayment of the bursary, at its discretion.

Appraisal

- SPPC operates an annual performance review system for administrative employees, which is managed by the Chair of the Council. The review focuses on the roles and responsibilities as defined in the employees' contract of employment, with areas for discussion identified prior to the appraisal meeting. Details of the appraisal meeting and its outcomes, including agreed training and development requirements are captured in the appraisal form, and retained on the employees HR record.

SECTION 3: FLEXIBLE, LONE AND HOME WORKING

Lone Working

- SPPC takes every practical step to protect the health, safety and welfare of its Councillors and employees whenever they are required by the nature of their duties to

work alone and without direct support and supervision. Whilst working alone is not in itself unsafe there may be circumstances when working alone can increase risks.

- We expect Councillors and employees to take reasonable care and not to put themselves at undue risk. If they feel they could be at particular risk unless additional procedures are introduced, they should be discussed with the Chair of the Council.
- The Council office will be open to members of the public during agreed hours when the Parish Clerk will be available. At this time the Parish Clerk may request that a Councillor be present in order that they are not alone.

Application for Flexible or Home Working

- SPPC recognises that employees may have personal responsibilities and obligations outside their work environment, and that on occasion it may be challenging to balance multiple demands. Employees are entitled to request an amendment to their work hours and/or practice provided they have been continuously employed by SPPC for 26 weeks and have not applied for flexible working during the preceding 6 months (unless the new application relates to a characteristic covered by the Equality Act, 2010). The process for requests is as follows:
 - The employee submits their application for flexible working to the Chair of the Council outlining their proposal, including the duration and start date, and the reasons for its requirement.
 - The Chair of the Council will arrange to meet the employee to discuss their application and the employee will be expected to understand that any flexible working arrangements must consider the wider needs of SPPC.
 - The employee will be notified of the decision in writing from the Chair of the Council within 14 days of the meeting.
 - Approved applications for flexible or home working arrangements are made at the discretion of SPPC and may be granted for a specified or unspecified period. Arrangements for an unspecified period will be subject to annual review.
 - Denied applications will be provided with an explanation for the decision that will meet one or more of the following reasons:
 - an unacceptable burden of additional costs to SPPC.
 - a detrimental effect on the Council's capability to meet operational requirements.
 - an inability to reorganise work among existing employees.
 - an inability to recruit additional employees.
 - a detrimental impact on quality.
 - a detrimental impact on performance.
 - insufficiency of work during the periods the employee proposes to work.
 - planned organisational changes.

SECTION 4: RENUMERATION

- Employees normally receive remuneration direct to their bank account.
- Remuneration is made monthly, in arrears, and will be subject to deductions for National Insurance, tax and pension contributions.

- Payments more than the employee's terms and conditions of employment must be authorized by the Council.
- SPPC will not permit advances in salary.

SECTION 5: ABSENCE FROM WORK

Sickness and Absence

- Employees that are absent due to illness are required to notify the Chair of the Council to advise that they are absent due to illness and to indicate when they are likely to be fit enough to return to the workplace.
- Employees must complete and submit a self-certification form to the Chair of the Council if they are unwell and have taken sick leave for 7 days or less.
- Employees must provide a sick certificate if they have been unwell for more than 7 days in a row and have taken sick leave. This includes non-working days such as weekends and bank holidays. A certificate can be issued by a GP or hospital doctor, registered nurse, occupational therapist, pharmacist or physiotherapist.
- Statutory holiday entitlement is accrued while an employee is off work sick. Any statutory holiday entitlement that is not used because of illness can be carried over to the next leave year.

Holiday Entitlement

- Full-time employees (contracted 35 hours per week) are entitled to receive 28 days paid annual leave a year, inclusive of bank or public holidays. Part-time employees leave entitlement is calculated on a pro-rata basis according to the number of hours they are contracted to work a week.
- Employees are required to submit holiday requests to the Chair of the Council for consideration and approval.
- At the conclusion of employment, employees leave entitlement for the year will be adjusted to reflect the employed period only. Any surplus or deficit will be calculated and settled in the final salary.

SECTION 6: PARENTAL LEAVE

Maternity Pay and Leave

- Statutory Maternity Leave (SML) entitles eligible employees to take up to 52 weeks' maternity leave. The first 26 weeks is known as 'Ordinary Maternity Leave' and the last 26 weeks as 'Additional Maternity Leave'. The earliest that leave can be taken is 11 weeks before the expected date of childbirth, unless the child is born early.
- Statutory Maternity Pay (SMP) for eligible employees can be paid up to 39 weeks. The first 6 weeks is paid at 90% of your average weekly earnings (AWE) before tax, with the remaining 33 weeks at £172.48 or 90% of AWE (whichever is lower). SMP is subject to Tax and National Insurance deductions.
- Employees qualify for leave or pay if the baby is stillborn after the start of the 24th week of pregnancy, or if the baby dies after being born.

- Employment rights are protected while on maternity leave. This includes the right to pay rises, to accrue holiday entitlement, and to return to work.

Adoption Pay and Leave

- Statutory Adoption Leave (SAL) entitles eligible employees to take up to 52 weeks' leave. The first 26 weeks is known as 'Ordinary Adoption Leave' and the last 26 weeks as 'Additional Adoption Leave'. You may start your leave either on the date the child starts living with you or up to 14 days before the expected placement date (in the case of UK adoptions); when you have been matched with a child to be placed with you by a UK adoption agency; when the child arrives in the UK or within 28 days of this (in the case of overseas adoption); or the day the child's born or the day after (in the case of surrogacy).
- Statutory Adoption Pay (SAP) for eligible employees can be paid up to 39 weeks. The first 6 weeks is paid at 90% of your average weekly earnings (AWE) before tax, with the remaining 33 weeks at £172.48 or 90% of AWE (whichever is lower). SMP is subject to Tax and National Insurance deductions.
- Employment rights are protected while on adoption leave. This includes the right to pay rises, to accrue holiday entitlement, and to return to work.

Paternity Pay and Leave

- Paternity Leave entitles eligible persons to take 1 or 2 weeks paid Paternity Leave. To be eligible the employee must be either the father; the husband or partner of the mother; the child's adopter; or the intended parent (if having a baby through surrogacy).
- To be eligible for Paternity Pay the employee must be employed by SPPC up to the date of birth, have been continuously employed by SPPC for at least 26 weeks up to any day in the qualifying week, and claim paternity leave and pay at least 15 weeks before the baby is due.
- Employees qualify for Paternity Leave or Pay if the baby is stillborn after the start of the 24th week of pregnancy, or if the baby dies after being born.
- Employment rights are protected while on paternity leave. This includes the right to pay rises, to accrue holiday entitlement, and to return to work.

Shared Parental Pay and Leave

- Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP) is available if an employee is having a baby, using a surrogate to have a baby, adopting a child, or fostering a child who they're planning to adopt.
- To be eligible for SPL and ShPP the employee or their partner must take less than the 52 weeks SML or SAL and use the rest as SPL or take less than the 39 weeks SMP and use the rest as ShPP.
- The employee must share the pay and leave in the first year after their child is born or placed with their family. It may be taken in blocks, or in one go, and the employee can choose to be off together or to stagger the pay and leave.
- Employment rights are protected while on shared parental leave. This includes the right to pay rises, to accrue holiday entitlement, and to return to work.

SECTION 7: HEALTH AND SAFETY

- SPPC is committed to providing a safe and healthy environment for its employees and Councillors and will meet its responsibilities as defined by the Health and Safety at Work Etc Act 1974.
- Employees and Councillors will receive training to perform the activities of their role in a safe manner.
- Employees and Councillors are expected to take reasonable care for the health and safety of themselves and others.
- A workstation assessment will be carried out for employees that use display screen equipment (DSE) daily, as part of their normal work, continuously for an hour or more.

SECTION 8: DISCIPLINE AND GRIEVANCE

Discipline

- SPPC is committed to assisting employees to improve issues of unsatisfactory conduct or performance. Ideally such issues will be managed informally, without the need to commence the formal discipline procedure, and this will only be initiated in cases where performance management techniques have proven ineffective.
- The discipline policy is based on and complies with the ACAS Code of Practice 2015 and considers the ACAS guide on discipline and grievance at work.
- Disciplinary records are confidential and subject to the Data Protection Act, 2018.
- Formal Discipline Process:
 - The employee receives written notice about the nature of the complaint against them and is invited to attend a meeting to discuss the issue raised and state their case.
 - The employee is entitled to be accompanied or represented by a workplace colleague, trade union representative, or trade union official at any investigatory, disciplinary, or appeal meeting. If the companion is unavailable at the proposed time of the meeting, the employee may suggest an alternative time within 5 days of the original time so that the companion may attend. Any changes to the timing of meetings must be agreed by both parties.
 - The companion is permitted to address the meeting, put forward the employees' case and confer with the employee. They are not however permitted to answer questions directed at the employee, address the meeting without the employees' consent, or prevent the employee from explaining their case.
 - Meetings cannot be recorded, unless in consideration of an employee's medical condition.
 - SPPC gives the employee reasonable notice of any formal discipline meetings, and the employee is expected to make all reasonable efforts to attend. Failure to attend may result in the meeting proceeding and decisions being made in their absence.
 - SPPC may seek external mediation, with the employee's consent, at any stage of the discipline process, where it is understood a complete breakdown in communication has occurred, or where bullying or harassment is alleged.

- Disciplinary outcomes available to SPPC include an oral warning, written warning, final written warning and dismissal.
- Employees have the right to appeal any disciplinary action. The outcome of the appeal is final.
- An employee who raises a grievance whilst subject to the Council's disciplinary procedure, will normally have their grievance heard once the disciplinary procedure has concluded.

Misconduct

- Cases of misconduct follow the formal discipline process.
- Misconduct relates to an employee's behaviour that can lead to disciplinary action. Behaviours that can be considered misconduct include unauthorised absence; poor timekeeping; refusal to follow reasonable instructions; breaches of health and safety rules; an incapacity to work because of alcohol or drugs; gross negligence; and gross insubordination.
- SPPC will not dismiss an employee on the first occasion that it decides there has been misconduct, rather it will either issue an oral warning, or written warning.
- Employees may be dismissed without notice for proven cases of gross misconduct. This includes cases of fraud or theft; physical violence; bullying, discrimination and harassment; the serious and deliberate damage to property; and the disclosure of confidential information.
- If an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. In such circumstances SPPC will write to the employee to confirm any period of suspension and its reason.

Disciplinary Investigation

- SPPC will appoint a minimum of two investigators to undertake the investigation. This is a fact-finding exercise to collect all relevant information. The investigators will be independent and will normally be councillors.
- The Policy & Procedures Committee manages the overall investigation and makes recommendations to SPPC.
- If SPPC considers that there are no independent councillors, for example, if they have direct involvement in the allegations about the employee, it will appoint an external investigator.
- Investigators will be appointed as soon as possible after the allegations have been made. SPPC will inform the investigators of the terms of reference of the investigation. The terms of reference should deal with the following:
 - What the investigation is required to examine.
 - Whether a recommendation is required.
 - How the findings should be presented. For example, an investigator will often be required to present the findings in the form of a report.
 - Who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
- Investigators are required to submit findings to P&P Committee who will make a recommendation to the council regarding any further action. A report will be submitted within 20 working days of appointment. In cases of alleged unsatisfactory performance or allegations of minor misconduct, the appointment of an investigator may not be

necessary, and SPPC may decide to commence disciplinary proceedings at the next stage.

- SPPC will first notify the employee in writing of the alleged misconduct and invite them to attend a meeting with the investigators. The employee will be given at least five working days' notice of the meeting with the investigators to allow reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of the process. The employee should be provided with a copy of the Council's disciplinary procedure. SPPC will also inform the employee that when they meet with the investigators, they will have the opportunity to comment on the allegations of misconduct.
- The employee is entitled to be accompanied or represented by a workplace colleague, trade union representative, or trade union official at any investigatory, disciplinary, or appeal meeting.
- If there are other persons (e.g., employees, Councillors, members of the public or the Council's contractors) who can provide relevant information, the investigators should try to obtain it from them in advance of the meeting with the employee.
- Investigators have no authority to take disciplinary action. Their role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Council whether disciplinary action should be taken.
- The investigators' report will contain their recommendations and the findings on which they were based. They will recommend either:
 - The employee has no case to answer and there should be no further action under the council's disciplinary procedure.
 - The matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally.
 - The employee has a case to answer and there should be action under the councils' disciplinary procedure.
- Investigators will submit the report to SPPC which will decide whether further action will be taken. If SPPC decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The Disciplinary Meeting

- If SPPC decides that there is a case to answer, it will appoint a panel of two councillors – a chair and another, who may, as required invite an external specialist to advise the panel. Investigators and Councillors with a direct involvement in the matter cannot be appointed to sit on the panel. The employee will be invited, in writing, to attend a disciplinary meeting. The panel's letter will confirm the following:
 - The name of the chair and other two panel members.
 - Details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting.
 - A copy of the investigation report, all the supporting evidence and a copy of the Council's disciplinary procedure.
 - The time, date and location for the meeting. The employee will be given reasonable notice of the hearing (at least 15 working days) to allow sufficient time to prepare for it.

- That witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least five working days before the meeting.
 - That the employee and the Council will provide each other with all the supporting evidence at least five working days before the meeting. If witnesses are not attending the meeting, witness statements will be submitted to the other side at least five working days before the meeting.
 - That the employee may be accompanied by a companion – a workplace colleague, a trade union representative, or a trade union official.
- The disciplinary meeting will be conducted as follows:
 - The Chair will introduce the members of the panel to the employee.
 - The investigators will present the findings of their investigation.
 - The Chair will set out SPPCs case and present supporting evidence, including any witnesses.
 - The employee, or the companion will set out their case and present evidence, including any witnesses.
 - Any member of the panel and the employee, or the companion may question the investigators and any witness.
 - The employee, or the companion will have the opportunity to present their case.
 - The Chair will provide the employee with the panel's decision with reasons, in writing, within five working days of the meeting. The Chair will also notify the employee of their right to appeal the decision.
 - The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the panel.

Disciplinary Action

- If the panel decides that there should be disciplinary action, the following options are available:
 - Oral warning. This is normally issued for first instances of minor misconduct. SPPC will notify the employee:
 - The reason for the warning, the improvement required, if appropriate, and the time allowed for improvement.
 - That further misconduct/failure to improve will result in more serious disciplinary action.
 - The employee's right of appeal.
 - That a note confirming the oral warning will be placed on the employee's HR record, that a copy will be provided to the employee and that the warning will remain in force for six months.
 - Written warning. If there is a repetition of an earlier misconduct which resulted in an oral warning, or for different and more serious misconduct, the employee normally receives a written warning. A written warning will set out:
 - The reason for the written warning, the improvement required, if appropriate, and the time allowed for improvement.
 - That further misconduct/failure to improve will result in more serious disciplinary action.

- The employee's right of appeal.
 - That a note confirming the written warning will be placed on the employee's HR record, that a copy will be provided to the employee and that the warning will remain in force for 12 months.
- Final written warning. If there is further misconduct during the period of a written warning or if the misconduct is sufficiently serious, the employee will be given a final written warning. A final written warning will set out:
 - The reason for the final written warning, the improvement required, if appropriate, and the time allowed for improvement.
 - That further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal.
 - The employee's right of appeal.
 - That a note confirming the final written warning will be placed on the employee's HR record, that a copy will be provided to the employee and that the warning will remain in force for 18 months.
- Dismissal. SPPC may dismiss an employee:
 - For gross misconduct.
 - If there is no improvement in the conduct within the specified time allowed, which has been the subject of a final written warning.
 - If another instance of misconduct has occurred and a final written warning has already been issued and remains in force.
- Cases of dismissal will be very carefully considered. If an employee is dismissed, they will receive a written statement of the reasons for their dismissal, the date on which the employment will end, and details of their right of appeal.
- If the panel decides to take no disciplinary action, no record of the matter will be retained on the employee's HR record. Action imposed because of the disciplinary meeting will remain in force, unless and until it is modified because of an appeal.

The Appeal

- An employee who is the subject of disciplinary action will be notified of their right of appeal. Written notice of appeal must be received by SPPC within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
- The grounds for appeal include:
 - A failure by SPPC to follow its disciplinary procedure.
 - The sub-committee's decision was not supported by the evidence.
 - The disciplinary action was too severe in the circumstances of the case.
 - New evidence has come to light since the disciplinary meeting.
- The appeal will be heard by a panel of two members who have not previously been involved in the case, including the investigators. External persons may be invited, including Councillors from outside the parish. The appeal panel will appoint a Chair from one of its members.
- The employee will be notified, in writing, within 10 working days of receipt of the notice of the appeal of the time, date and location of the appeal meeting. The employee will be advised that they may be accompanied by a companion – a workplace colleague, a trade union representative or a trade union official.
- At the appeal meeting, the Chair will:

- Introduce the panel members to the employee.
- Explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the Council.
- Explain the action that the appeal panel may take.
- The employee, or the companion, will be asked to explain their grounds for appeal.
- The Chair will inform the employee that they will receive the decision and the panel's reasons, in writing within five working days of the appeal hearing.
- The appeal panel may decide to uphold the decision of the Council, substitute a less serious sanction, or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's HR record.
- If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved. The appeal panel's decision is final and Full Council will be informed of this decision.

SECTION 9: LEAVING EMPLOYMENT

Resignation

- Employees are required to provide written notice of resignation to the Chair of the Council.
- The period of notice is one week for employees on 6-month probation, and one month for employees confirmed in post having satisfactorily completed probation.
- Employees are required to return all SPPC owned equipment prior to the conclusion of their notice period.
- Councillors may resign their office at any time by giving written notice to the Chair of the Council. The resignation does not need to be reported to SPPC for it to take effect.

Redundancy

- SPPC is committed to adopting a fair and objective method of selecting employees for redundancy.
- Employees are entitled to consultation to understand why they are being made redundant, or to be advised of alternatives to redundancy, for which they have a right to a 4-week trial.
- Employees that have been continuously employed for two or more years are eligible to receive statutory redundancy pay, and to be given reasonable time off to look for another job, or to arrange training to help find alternative employment.
- Exceptions to eligibility for redundancy pay are if SPPC offers to keep the employee on, or the employee is offered suitable alternative work which is refused without good cause.
- Employees will receive the following redundancy payment:
 - Half a week's pay for each year you were under 22.
 - One week's pay for each year you were 22 or over, but under 41.
 - One and half week's pay for each year you were over 41.
 - The length of service is capped at 20 years.
 - The weekly pay is based on average earned per week for the 12 weeks preceding the day of redundancy notification.

- The weekly pay is capped at £643, and the maximum redundancy pay you will receive is £19,290.
- Statutory redundancy pay under £30,000 is not subject to tax.
- Employees will be given statutory notice, as follows:
 - At least one week's notice if employed between one month and 2 years.
 - One week's notice for each year if employed between 2 and 12 years.
 - 12 weeks' notice if employed 12 week or more.
 - Employees will either be paid through the notice period, or receive payment in lieu of notice.

SECTION 10: NOTICE/DISCLAIMER

- This Handbook does not constitute a contract of employment. It lays down SPPCs policy and procedures pertaining to HR issues at the time of print.
- SPPC will comply with changes in law pertaining to employment rights, irrespective of what this Handbook states.
- The Handbook will be subject to regular review and revision to ensure it remains current.
- Employees and Councillors will receive a revised copy of the Handbook, as and when it is updated.
- The Handbook will state the date of SPPC approval.