

St Albans Parish Council

3 Jackson Court, Farndon, Newark, Notts, NG24 3TS
T: 07857774847, E: clerk@stalbanspc.org, W: <https://stalbanspc.org/>

22/01/2020

Summons: You are summonsed to a meeting of St. Albans Parish Council which will be held at **The Oakwood Academy, Enterprise Centre next to the Sports Hall Bewcastle Road, NOTTINGHAM, NG5 9PJ** on **Tuesday 28 January 2020 at 7.00 pm**. Please see the agenda below for the business to be transacted.

Belina Boyer FdA PSLCC

Clerk to the Council

	Welcome by Chair
SAPC 20-001	To receive and resolve to approve apologies for absence.
SAPC 20-002	To receive questions and petitions from the public – for information only.
SAPC 20-003	To receive a report from the County and District Councillors.
SAPC 20-004	To receive disclosures of pecuniary and non-pecuniary interests.
SAPC 20-005	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and to resolve to exclude public and press for these items.
SAPC 20-006	To receive and approve the minutes of the previous St. Albans Parish Council meeting.
SAPC 20-007	To review the action sheet resulting from previous month's agenda and receive reports from clerk and parish councillors on actions undertaken.
SAPC 20-008	To consider the budget proposal and set a budget for the 2020-21 financial year.
SAPC 20-009	To consider and resolve the precept to be demanded from the precepting authority and sign the relevant paperwork.
SAPC 20-010	To receive a progress report on the LIS application and consider what further action to take.
SAPC 20-011	To consider applying for LIS funding for future projects.
SAPC 20-012	To receive a report from the Medieval Event working group and consider any action to be taken.
SAPC 20-013	To consider adopting the following policies and procedures: Subject access request procedure Recording of at meetings policy
SAPC 20-014	To consider a motion on employee pay. Exclusion of public and press required.
SAPC 20-015	Finance: a) To receive and note the receipts and payments report for November/December 2019 b) To receive and note the bank reconciliation for November/December 2019. c) To receive a receipts and payments over budget report up to 31 December 2019.

	<p>d) To consider approval of any additional payments to be made and add to schedule</p> <p>e) To approve the payment schedule for January/February 2020.</p>
SAPC 20-016	To consider and decide on ways of distribution and data capturing a community survey.
SAPC 20-017	<p>Planning:</p> <p>To consider the following planning applications:</p> <p>None at time of agenda.</p> <p>To note the following planning decisions:</p> <ul style="list-style-type: none"> 2019/0237 Two storey side and front extension 10 Pavilion Road Bestwood NG5 8NL – refused 2019/1103 Two Storey Front Extension and Single Storey Side Extension 29 Nell Gwyn Crescent Bestwood NG5 8NQ – permitted 2019/1011TPO Beech (T1) Fell to ground level and replant. 1 Bestwood Lodge Stables Bestwood NG5 8ND – permitted 2019/0994 Single Storey Rear & Side Extension 18 Finsbury Road Bestwood NG5 9QF – permitted 2019/0931 Extensions and alterations to form granny annexe 51 Woodchurch Road Bestwood NG5 8NJ – refused 2019/1046 Erection of a dormer window to front elevation 11 Sidlaw Rise Bestwood NG5 9PU - permitted
SAPC 20-018	<p>To review the following policies as recommended by NALC:</p> <ul style="list-style-type: none"> Disciplinary Policy Grievance Policy
SAPC 20-019	<p>To review the following policies:</p> <ul style="list-style-type: none"> Data Protection Policy Data retention policy Email contact privacy notice General Privacy Policy Media Policy Persistant Complainants Policy and Procedure Publication scheme
SAPC 20-020	<p>To note the following correspondence (for information only):</p> <ul style="list-style-type: none"> Bestwood St Albans Parish Council Logo Lamp Post Poppies Provisional Tax Base 2020/21 Funding Bulletin Members' Code of Conduct Training Event 5 February 2020 – Employment  NALC CHAIRMAN'S OPEN LETTER TO ALL COUNCILLORS NALC -  CHIEF EXECUTIVE'S BULLETIN VE Day 75 Friends of Bestwood Country Park news
SAPC 20-021	To receive Items for Notification to be included on next month's agenda. (for information only).
SAPC 20-022	To confirm date of next meeting scheduled meeting for Tuesday, 25 February 2020 after 19.00 at The Oakwood Academy, Enterprise Centre next to the Sports Hall Bewcastle Road, NOTTINGHAM, NG7 9PJ.

SAPC 20-008	<p>To consider the budget proposal and set a budget for the 2020-21 financial year.</p> <p><i>The budget proposal presented incorporates costs by-elections and FOI/SAR requests which are likely to occur. A new budget code for FOI requests has been created. You are being presented with three models: a) lower overall budget keeping payments per household identical to previous year, b) slight increase in household contribution to offset lack of Council Tax Grant of £699, c) increase by CPI average.</i></p>
SAPC 20-009	<p>To consider and resolve the precept to be demanded from the precepting authority and sign the relevant paperwork.</p> <p><i>Please note that GBC insists that the chair and two councillors sign the demand at the meeting.</i></p>
SAPC 20-010	<p>To receive a progress report on the LIS application and consider what further action to take.</p>
SAPC 20-011	<p>To consider applying for LIS funding for future projects.</p> <p><i>Any suggestions for capital projects that could be completed within 13 months?</i></p> <p><i>Notice boards maybe? Story boards? Story column?</i></p>
SAPC 20-012	<p>To receive a report from the Medieval Event working group and consider any action to be taken.</p> <p><i>Report to follow. All councillors are asked to think of a suitable name for the event and five games/activities/competitions for adults.</i></p>
SAPC 20-013	<p>To consider adopting the following policies and procedures:</p> <p>Subject access request procedure</p> <p>Recording of at meetings policy</p>
SAPC 20-014	<p>To consider a motion on employee pay. Exclusion of public and press required. <i>Please see confidential papers. For technical reasons this needs to be discussed before finance at SAPC 20-015</i></p>
SAPC 20-016	<p>To consider and decide on ways of distribution and data capturing a community survey.</p>
SAPC 20-017	<p>Planning:</p> <p>To consider the following planning applications:</p> <p>None at time of agenda.</p> <p>To note the following planning decisions:</p> <ul style="list-style-type: none"> • 2019/0237 Two storey side and front extension 10 Pavilion Road Bestwood NG5 8NL – refused • 2019/1103 Two Storey Front Extension and Single Storey Side Extension 29 Nell Gwyn Crescent Bestwood NG5 8NQ – permitted • 2019/1011TPO Beech (T1) Fell to ground level and replant. 1 Bestwood Lodge Stables Bestwood NG5 8ND – permitted • 2019/0994 Single Storey Rear & Side Extension 18 Finsbury Road Bestwood NG5 9QF – permitted

	<ul style="list-style-type: none"> • 2019/0931 Extensions and alterations to form granny annexe 51 Woodchurch Road Bestwood NG5 8NJ – refused • 2019/1046 Erection of a dormer window to front elevation 11 Sidlaw Rise Bestwood NG5 9PU - permitted
SAPC 20-018	<p>To review the following policies as recommended by NALC:</p> <ul style="list-style-type: none"> • Disciplinary Policy • Grievance Policy <p><i>A recent court ruling (Ledbury) made these changes necessary. The documents are the NALC model with appropriate changes (Chairman not Mayor, no committee hence no sub committee etc)</i></p>
SAPC 20-019	<p>To review the following policies:</p> <ul style="list-style-type: none"> • Data Protection Policy • Data retention policy • Email contact privacy notice • General Privacy Policy • Media Policy • Persistant Complainants Policy and Procedure • Publication scheme <p><i>Please familiarise yourselves with these policies. If you would like to suggest any alterations, please say so at the meeting. Any alterations can then be presented to the next meeting. You will find the documents in the google folder rather than in your pack.</i></p>
SAPC 20-020	<p>To note the following correspondence (for information only):</p> <ul style="list-style-type: none"> • Bestwood St Albans Parish Council Logo • Lamp Post Poppies • Provisional Tax Base 2020/21 • Funding Bulletin • Members' Code of Conduct • Training Event 5 February 2020 – Employment •  NALC CHAIRMAN'S OPEN LETTER TO ALL COUNCILLORS • NALC -  CHIEF EXECUTIVE'S BULLETIN • VE Day 75 • Friends of Bestwood Country Park news

**Minutes of the Meeting of the Parish Council
26 November 2019 at the Oakwood Academy**

Members Present	Members Present	Members Absent
Cllr M Clipsham	Cllr F Lari	
Cllr K Eddyshaw	Cllr S-M Rehman-Wall	
Cllr R Ellis	Cllr M Riddle	
	Cllr M Thorpe	Cllr D Gibbons
Cllr J King (Chairman)		

Also present: 1 member of the public

In attendance: The Clerk

Abbreviations:

FBCP	Friends of Bestwood Country Park
GBC	Gedling Borough Council
NCC	Nottinghamshire County Council
STARS	St Albans Activity and Recreation Society
SAPC	St. Albans Parish Council
WAG	Warren Action Group

Welcome by Chair

Cllr King welcomed those present.

SAPC 19-203 To receive and resolve to approve apologies for absence.

Apologies for absence were received from Cllrs Gibbons.

SAPC 19-204 To receive questions and petitions from the public – for information only.
Cllr King read out a thank you note from a member of the public he had received.

SAPC 19-205 To receive a report from the County and District Councillors.
There were no County Councillors in attendance.
Cllr Ellis reported that the polling station for St. Albans would remain to be at the school. She congratulated Warren Action Group on the fireworks display which had been a great success.
She stated that the free bulky waste collection by Gedling Borough Council had been extended into February. Details were available on the GBC website.
GBC had made a resolution with regards to supporting victims of domestic violence and to declare a climate emergency.

SAPC 19-206 To receive disclosures of pecuniary and non-pecuniary interests.
There were none.

26/2019/20

ST ALBANS PARISH COUNCIL

Initial _____

SAPC 19-207 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) and to resolve to exclude public and press for these items.

Proposed by Cllr Ellis seconded by Cllr Clipsham the Council unanimously resolved to exclude public and press from items SAPC 19-219 and SAPC 19-220 due to the personal details contained therein (Public Bodies (Admission to meetings Act 1960 s1 (2)).

SAPC 19-208 To receive and approve the minutes of the previous St. Albans Parish Council meeting.

The Council resolved to approve the minutes of the meeting 22 October 2019 and sign these as a true record.

SAPC 19-209 To review the action sheet resulting from previous month's agenda and receive reports from parish councillors on actions undertaken.

The Council reviewed the action sheet.

SAPC 19-210 To receive a grant application from Warren Action Group for the Annual Christmas arrangements and celebration – including Christmas tree and lights, 15 Christmas lamp post lights, switch-on event outside and Afternoon Tea for older residents at Warren Primary Academy for £1,500.

The Council considered the application and the supporting documents provided. All members were given the opportunity to voice their views on the matter.

The Council resolved to reject the grant application on this occasion but to invite WAG to apply for future projects. Any organisation applying for funding should demonstrate a clear need for financial support. The Council is keen to ensure its funding benefits residents from all over the parish regardless of postcode, that the Council's funding of events and the event itself is advertised in the whole of the parish and not just parts of it and that any insurance cover will be adequate to welcome guests from the whole parish.

The Council resolved to invite WAG committee members to a meeting somewhere other than a parish council meeting, ideally before Christmas. Councillors Lari and King volunteered to attend such a meeting. The Clerk should be in attendance. Further details to be confirmed once a date and venue has been established.

SAPC 19-211 To formally approve the updated mandate for an additional account signatory, the removal of a former member and sign the related documents.

The Council approved the additional signatories and the relevant paperwork was signed by those present.

SAPC 19-212 To receive a progress report on the LIS application and consider what further action to take.

The Council received and noted a progress report supplied by the Clerk.

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To receive quotation for installation work, PADs and Defibrillator cases and approve specifications and expenditure.

The Clerk pointed out that the that not all quotations had been received yet.

To authorise the clerk to incur expenditure over the Christmas period which would drive the process forward.

The Council resolved to authorise the clerk to incur expenditure over the Christmas period which would drive the process forward.

SAPC 19-213 To consider a mediaeval themed event in the summer months and set a date for such an event so event working group meetings can go ahead.

The Council resolved that the date for such an event should be 18th July 2020.

Cllr Rehman-Wall briefly left the meeting from 20:08-20:11. No decisions were taken during his period.

Cllrs King, Thorpe, Ellis, Riddle and Lari agreed to be members of the events group.

To consider a budget for such an event.

No budget was set.

SAPC 19-214 To receive a report on the cost of a plodding kit and if required authorise the purchase of plodding kits ready for distribution.

The Council resolved to authorise the purchase of 10 plodding kits and an additional 20 Hi Viz waist coats.

SAPC 19-215 To consider approaching NG United Football Club and GBC about usage of the football pavilion on the St. Albans sports field.

The Council unanimously resolved to arrange a meeting with the football club to view the premises.

SAPC 19-216 Finance:

- a) To receive and note the receipts and payments report for October.
- b) To receive and note the bank reconciliation for October 2019.
- c) To receive a receipts and payments over budget report up to 31 October 2019.
- d) To approve the payment schedule for November and December.
- e) To consider approval of any additional payments to be made and add to schedule.
- f) To consider delegating the approval of urgent payments for council business to the Clerk over the Christmas break.
- g) To append Financial regulations to specify the use of the clerk's pre-paid card and the amount to charge to it.

The Council received and noted the above documents. The payment schedule was approved and signed.

The Council resolved to delegate the authorisation of any urgent payments to the clerk.

28/2019/20

This document is available on <https://stalbanspc.org/minutes/>

Belina Boyer, Clerk to St Albans Parish Council, 3 Jackson Court, Farndon, Nottinghamshire, NG24 3TS,
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Proposed by Cllr Ellis seconded by Cllr Lari the council unanimously resolved the limit for the Clerk's prepaid card should be set to £200.

SAPC 19-217 To receive a draft community survey questionnaire and test and refine the questions before publishing it.
The Council resolved to approve the questionnaire as presented with some minor changes to some of the questions.

SAPC 19-218 Planning:
To consider the following planning applications:

- 2019/1046 | Erection of a dormer window to front elevation | 11 Sidlaw Rise Bestwood NG5 9PU
- 2019/0994 | Single Storey Rear & Side Extension | 18 Finsbury Road Bestwood NG5 9QF
- 2019/1011TPO | Oak (T1) Fell to ground level and replant. | 1 Bestwood Lodge Stables Bestwood NG5 8ND

The council resolved to maintain a neutral stance and not to comment on any of the applications.
To note the following planning decisions:
2019/0912 | Retention of existing double garage | 63A Woodchurch Road Bestwood NG5 8NJ – conditional permission.
Noted.
The only member of the public present was asked to leave the room for the next two agenda items. They were asked to take the mobile phone they had used to record the meeting with them outside the room.

SAPC 19-219 To receive correspondence from a member of WAG. ((exclusion of public and press recommended to protect the personal data of the petitioner))
The Council resolved not to supply the information requested. The Council did not maintain that the actions of individual councillors or members of the public warranted divulging their names to a third party.

SAPC 19-220 To receive correspondence from a member of the public asking for the Council to intervene with regards to overgrown trees. (exclusion of public and press recommended to protect the personal data of the petitioner)
The Council resolved that it would not mediate in what was essentially a neighbourhood dispute.
The member of the public was readmitted to the room.

SAPC 19-221 To receive a First Draft 2020-21 budget for discussion.
The Council received and noted the report.

SAPC 19-222 To note the following correspondence (for information only):

29/2019/20

ST ALBANS PARISH COUNCIL

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- LGA – Reaching out; Guide to helping principal and local councils tackle loneliness
- NALC – LTN 22 Disciplinary and Grievance arrangements
- NALC - Funding and grants bulletin - November 2019
- The Beat

The Council received and noted the above correspondence.

SAPC 19-223 To receive Items for Notification to be included on next month's agenda. (for information only).

- Medieval Festival and costing
- Budget
- Purchase of portable speed signs
- Staffing committee

SAPC 19-224 To confirm date of next meeting scheduled meeting for Tuesday, 28 January 2020 after 19.00 at The Oakwood Academy, Enterprise Centre next to the Sports Hall Bewcastle Road, NOTTINGHAM, NG7 9PJ.

The date of the next meeting was confirmed for Tuesday, 28 January 2020 after 19.00 at The Oakwood Academy.

The meeting closed at approximately 21.00.

Signed as a true record on behalf of St Albans Parish Council.

Name _____ Date _____.

30/2019/20

ST ALBANS PARISH COUNCIL

Initial _____

St Albans Parish Council

FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN

November/December

Ref:

SAPC 19-216d)

CASH POSITION BEFORE ANY PAYMENTS ARE MADE			£		
Unity Trust Bank Current			as at 31/10/2019		
			51,496.39		
BILLS FOR PAYMENT					
Method	Ref	Supplier	Description	Excl. Vat	VAT
STO + DD	2019-03	Staff Costs	Staff Costs (meeting 13/11/19)		-
BACS		Various	Office Costs - re-imburse B Boyer		-
BACS		Sign Express	Notice Boards deposit	189.00	37.80
BACS		Sign Express	Notice Boards completion	189.00	37.80
BACS		Office refund	stationary and postage	46.21	3.83
STO + DD	2019-03	Staff Costs	Staff Costs December		-
			Total	1,351.06	79.43
				1,430.49	

Notes:

Later additions to schedule

Authorised Signatory 1

Authorised Signatory 2

Date

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Payment Schedule for coming month 1

31/2019/20

Action Sheet of the meeting 26/11/2019

Members Present	Members Present	Members Absent
Cllr M Clipsham	Cllr F Lari	
Cllr K Eddyshaw		Cllr D Gibbons
Cllr R Ellis	Cllr S-M Rehman-Wall	
Cllr J King (Chairman)	Cllr M Riddle	

SAPC 19-205	To receive a report from the County and District Councillors.	BB: share bulky waste info on FB
SAPC 19-208	To receive and approve the minutes of the previous St. Albans Parish Council meeting. The Council resolved to approve the minutes of the meeting 22 October 2019 and sign these as a true record.	BB: publish online
SAPC 19-210	To receive a grant application from Warren Action Group for the Annual Christmas arrangements and celebration – including Christmas tree and lights, 15 Christmas lamp post lights, switch-on event outside and Afternoon Tea for older residents at Warren Primary Academy for £1,500. The Council considered the application and the supporting documents provided. All members were given the opportunity to voice their views on the matter. The Council resolved to reject the grant application on this occasion but to invite WAG to apply for future projects. Any organisation applying for funding should demonstrate a clear need for financial support. The Council is keen to ensure its funding benefits residents from all over the parish regardless of postcode, that the Council's funding of events and the event itself is advertised in the whole of the parish and not just parts of it and that any insurance cover will be adequate to welcome guests from the whole parish. The Council resolved to invite WAG committee members to a meeting somewhere other than a parish council meeting, ideally before Christmas. Councillors Lari and King volunteered to attend such a meeting. The Clerk should be in attendance. Further details to be confirmed once a date and venue has been established.	BB: to write applicant. BB to write to WAG and invite to an informal meeting.
SAPC 19-211	To formally approve the updated mandate for an additional account signatory, the removal of a former member and sign the related documents. The Council approved the additional signatories and the relevant paperwork was signed by those present.	BB: to submit online.
SAPC 19-212	To receive a progress report on the LIS application and consider what further action to take. The Council received and noted a progress report supplied by the Clerk.	BB: to pursue Defib quotes and installation.
SAPC 19-213	To consider a mediaeval themed event in the summer months and set a date for such an event so event working group meetings can go ahead. The Council resolved that the date for such an event should be 18th July 2020. No budget was set.	BB: To liaise with GBC. To fix a meeting date
SAPC 19-214	To receive a report on the cost of a plogging kit and if required authorise the purchase of plodding kits ready for distribution. The Council resolved to authorise the purchase of 10 plogging kits and an additional 20 Hi Viz waist coats.	BB to order kit.

Items from previous meetings not covered above or completed:

ST Albans Parish Council Bank Budget Preparation 2020-2021

	Actual Year to date	Current annual Budget	Budget Variance	Committed Expenditure	Percentage of Budget	YE Projected expenditure/ income	Proposed Budget	Comment
<u>Expenditure Detail</u>								
Audit	380.00	390	10.00		97%	380	390	
Bank charges	54.00	75	21.00		72%	72	75	
Chairmans Allowance & Expenses	-	100	100.00		0%	100	200	Poppy Wreath?
Christmas Event (WAG) (Do Not Use)	-	0	-		#DIV/0!	0	0	
Clerk's Mileage (Do not use)	-	0	-		#DIV/0!	0	0	
Councillor Training (Do not use)	-	0	-		#DIV/0!	0	0	
Communication	-	750	750.00		0%	500	750	questionnaires, consultations, newsletters
Contingencies	-	953	953.00		0%	953	975	
Elections	-	2,600	2,600.00		0%	0	3,300	By-elections likely, see most recent resignation.
Environmental Improvements	150.00	500	350.00		30%	257	500	planting, bins baskets, poppies,
Firework Display (WAG) (Do not use)	-		-		#DIV/0!	0	0	
Grants and Donations (Wag and other)	2,400.00	5,000	2,600.00		48%	4114	4,000	STARS, WAG, FBCP, other
Gritting	-	1,250	1,250.00		0%	1250	1,250	grit bin refills,
Hall Hire	30.00	300	270.00		10%	60	300	in case of school being unavailable or additional meetings.
Install (do not use)	-	0	-		#DIV/0!	0	0	
Insurance	316.36	350	33.64		90%	316	400	estimate increase for defib
Legal & Professional fees	-	300	300.00		0%	0	300	
Miscellaneous	-	200	200.00		0%	0	200	
Office equipment	-	100	100.00		0%	0	250	printer/scanner + shredder currently using my own. Succession
Office expenses (consumables)	108.23	150	41.77		72%	186	200	
Skip Hire (do not use)	-	0	-		#DIV/0!	0	0	
Mileage	-	100	100.00		0%	0	100	councillor mileage. Staff mileage in staff cost
Signage (do not use)	-	0	-		#DIV/0!	250	0	
Special Projects	457.68	7,650	7,192.32		6%	7650	6,000	Pavillion/medieval event

	Actual Year to date	Current annual Budget	Budget Variance	Committed Expenditure	Percentage of Budget	YE Projected expenditure/ income	Proposed Budget	Comment
Staff Costs	4,370.42	5,500	1,129.58		79%	7492	6,050	includes staff mileage 10% NJC increase proposed but unlikely
Subscriptions	66.00	680	614.00		10%	113	800	Windows professional, NALC, Office 365
Telephone (do not use)	-	0	-		#DIV/0!	0	0	
Training Councillor	40.00	315	275.00		13%	80	500	new councillor, leadership, engagement
Training Staff	-	175	175.00		0%	0	300	WordPress, conference contribution
VAT on Purchases	279.24	800	520.76		35%	479	800	
Waste removal/skip hire	66.00	250	184.00		26%	198	250	
Website	-	200	200.00	192.00	0%	0	351	
NEW Code: Freedom of Information etc.	-	0	-	-	0%	0	1,000	2 maximum charge FOI requests, 4 SAR

Total OverHead	8,717.93	28,688.00	19,970.07		-	18%	23,580	28,441	Not including VAT paid
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	Actual Year to date	Current annual Budget	Budget Variance	Committed Expenditure	Percentage of Budget	YE Projected expenditure/income	Proposed Budget	Comment
Bank Interest	-	0	-		#DIV/0!	-	-	
Grants and Donations received	-	0	-		#DIV/0!	-	0	
Grant assistance	699.00	699	-		0%	699.00	0	being fazed out, more info expected January
Precept	27,462.00	27,462	-		0%	27,462.00	28,161.00	Precept increase to accommodate loss of grant equal to 2%
VAT reclaimed	543.08	527.00	-16.08		-3%	543.08	280.00	
Total Income	28,704.08	28,688.00	-16.08		0%	28,704.08	28,441.00	
Total Expenditure	8,717.93	28,688.00	19,970.07			23,580	28,441	
Total Income	28,704.08	28,688.00	-16.08			28,704	28,441	
Net Expenditure over Income	19,986	0				5,124	0	

Households 2018/19	Actual Council tax element per household 2019/20	No change to household model 2020/21	Maintaining last year's budget level 2020/21	28161	Precept increase by CPI Quarterly average 2% 2020/21	28724.22
A 513	Tax Base 923.53	Multiplyer 29.735905	Tax Base 924.58	Multiplyer 29.7432	Tax Base 924.58	Multiplyer 30.4582
B 493	Precept 27,462		Precept 27500		Precept 28161	
C 262	CTRS 699		CTRS 0		CTRS 0	
D 106						
E 34	Total 28,161		Total 27500		Total 28161	
F 30	Band	Actual	Band	Actual	Band	Actual
G 15	A	19.82	A	19.83	A	20.31
H 0	B	23.13	B	23.13	B	23.69
Total 1,453	C	26.43	C	26.44	C	27.07
≤ D 1374	D	29.74	D	29.74	D	30.46
95%	E	36.34	E	36.35	E	37.23
	F	42.95	F	42.96	F	44.00
	G	49.56	G	49.57	G	50.76
	H	59.47	H	59.49	H	60.92

Band D Total per week	£0.57	Band D Total per week	£0.57	Band D Total per week	£0.59	Band D Total per week	£0.60
		Band D Change per week	£0.00	Band D Change per week	£0.01	Band D Change per week	£0.03

Subject Access Request Procedure

This procedure is to be followed when an individual contacts St. Albans Parish Council to request access to their personal information held by the Council. Requests must be completed within 1 month, so it should be actioned as soon as it is received. SAR's should be provided free of charge, however, the Council can charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive.

The steps below should be followed to action the request:

1. Is it a valid subject access request?
 - a) The request must be in writing (letter, email, social media or fax).
 - b) Has the person requesting the information provided you with sufficient information to allow you to search for the information? (You are allowed to request for more information from the person if the request is too broad.)
2. Verify the identity of the requestor.
 - a) You must be confident that the person requesting the information is indeed the person the information relates to. You should ask for the person to attend the office with their passport/photo driving licence and confirmation of their address (utility bill/bank statement).
3. Determine where the personal information will be found
 - a) Consider the type of information requested and use the data processing map to determine where the records are stored. (Personal data is data which relates to a living individual who can be identified from the data (name, address, email address, database information) and can include expressions of opinion about the individual.)
 - b) If you do not hold any personal data, inform the requestor. If you do hold personal data, continue to the next step.
4. Screen the information
 - a) Some of the information you have retrieved may not be disclosable due to exemptions, however legal advice should be sought before applying exemptions.

Examples of exemptions are:

- References you have given

St. Albans Parish Council

- Publicly available information
- Crime and taxation
- Management information (restructuring/redundancies)
- Negotiations with the requestor
- Regulatory activities (planning enforcement, noise nuisance)
- Legal advice and proceedings
- Personal data of third parties

5. Are you able to disclose all the information?

- a) In some cases, emails and documents may contain the personal information of other individuals who have not given their consent to share their personal information with others. If this is the case, the other individual's personal data must be redacted before the SAR is sent out.

6. Prepare the SAR response (using the sample letters at the end of this document) and make sure to include as a minimum the following information:

- a) the purposes of the processing;
- b) the categories of personal data concerned;
- c) the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data;
- d) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
- e) the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- f) the right to lodge a complaint with the Information Commissioners Office ("ICO");
- g) if the data has not been collected from the data subject: the source of such data;
- h) the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

Be sure to also provide a copy of the personal data undergoing processing.

All SAR's should be logged to include the date of receipt, identity of the data subject, summary of the request, indication of if the Council can comply, date information is sent to the data subject.

Sample letters:

Replying to a subject access request providing the requested personal data

"[Name] [Address]
[Date]

Dear [Name of data subject]

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*. We are pleased to enclose the personal data you requested.

Include 6(a) to (h) above.

Copyright in the personal data you have been given belongs to the council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely"

Release of part of the personal data, when the remainder is covered by an exemption

"[Name] [Address]
[Date]

Dear [Name of data subject]

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*. To answer your request we asked the following areas to search their records for personal data relating to you:

- [List the areas]

I am pleased to enclose *[some/most]* of the personal data you requested. *[If any personal data has been removed]* We have removed any obvious duplicate personal data that we noticed as we processed your request, as well as any personal data that is not about you. You will notice that *[if there are gaps in the document]* parts of the document(s) have been blacked out. *[OR if there are fewer documents enclose]* I have not enclosed all of the personal data you requested. This is because *[explain why it is exempt]*.

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Include 6(a) to (h) above.

Copyright in the personal data you have been given belongs to the council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published, or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely"

Replying to a subject access request explaining why you cannot provide any of the requested personal data

"[Name] [Address]

[Date]

Dear [Name of data subject]

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*.

I regret that we cannot provide the personal data you requested. This is because *[explanation where appropriate]*.

[Examples include where one of the exemptions under the data protection legislation applies. For example the personal data might include personal data is 'legally privileged' because it is contained within legal advice provided to the council or relevant to on-going or preparation for litigation. Other exemptions include where the personal data identifies another living individual or relates to negotiations with the data subject. Your data protection officer will be able to advise if a relevant exemption applies and if the council is going to rely on the exemption to withhold or redact the data disclosed to the individual, then in this section of the letter the council should set out the reason why some of the data has been excluded.]

Yours sincerely"

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Subject Access Request Form

Process to Action		
Name of requester (Method of communication) Email Address Phone number Postal Address		
Date Subject Access Request made		
Is the request made under the Data Protection Legislation	Yes	No
Date Subject Access Request action to be completed by (One month after receipt time limit)		
Extension to the date of reply requested (An extension of another two months is permissible provided it is communicated to the subject within the one month period)	Yes	No
Extension date advised to the Subject Requester and method of contact		
Identification must be proven from the below list: Current UK/EEA Passport UK Photo card Driving Licence (Full or Provisional) EEA National Identity Card Full UK Paper Driving Licence State Benefits Entitlement Document State Pension Entitlement Document HMRC Tax Credit Document Local Authority Benefit Document State/Local Authority Educational Grant Document HMRC Tax Notification Document Disabled Driver's Pass Financial Statement issued by bank, building society or credit card company Utility bill for supply of gas, electric, water or telephone landline A recent Mortgage Statement A recent council Tax Bill/Demand or Statement Tenancy Agreement Building Society Passbook which shows a transaction in the last 3 months and their address		
Verification sought that the Subject Access request is substantiated	Yes	No
Verification received	Yes	No
Verification if the Council cannot provide the information requested	Yes	No
Is the request excessive or unfounded?	Yes	No

Request to be actioned	Yes	No
Fee to be charged (Subject Access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge)	Yes	No
If the request is to be refused, action to be taken and by whom.		
Changes requested to data/ or removal		
Complaint Process (Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint)		
Completion date of request		
Date complaint received by requested and details of the complaint		
Date complaint completed and outcome		

Categories of Data to Check

Principles of Broadcasting Public Meetings

The recording, filming and broadcasting of all public meetings be allowed.

Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded by excluded parties. All recording devices must be removed from the meeting room.

The meeting may be filmed or recorded by the Council. Once the minutes of that meeting have been signed, any recordings will be erased unless there is a pending legal requirement to retain them.

During meetings in official Council meeting rooms, filming by broadcasters shall only be from the media area or specific designated space. The designated space will be reserved for broadcasters and not available to the public.

Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner only from public areas. Flash photography, additional lighting or large equipment will not be permitted.

The use of digital and social media recording tools, for example Twitter, blogging or audio recording be allowed as long as it is carried out in a non-disruptive manner.

The filming or recording of members of the public is prohibited in circumstances where they are not making representations to the meeting and the Council will take such action as it considers appropriate against any person found to be contravening this restriction.

The Chairman of the meeting, or any such Council representative as designated by the Chairman, has the capacity to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be filming or recording in a disruptive manner.

Any person or organisation choosing to film, record or broadcast any meeting of the Council or its committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

The Council will display the requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

The Council will publish the guidance on the filming, recording and broadcasting of meetings on its website.

November/December 2019

Receipts

Total	-
-------	---

None

Payments

Total	827.25
-------	--------

		VAT	Net	Total
B Boyer	November	-	313.65	313.65
Smart Pension	October pension	-	42.00	42.00
Sign Express	Notice board repair	75.60	378.00	453.60
B Boyer	Stationery			-
B Boyer - GiffGaff	Phone	15.00	3.00	18.00
B Boyer - Wilkos	stamps + envelopes	0.83	12.57	
B Boyer - Post Office	postage	-	21.64	
B Boyer	December	-	529.20	
HMRC	3rd Quarter			
Smart Pension	November pension	-	42.00	
B Boyer	Bank charges	-	18.00	

Bank Reconciliation
St. Albans Parish Council
Financial Year ending: 31 March 2020

Prepared by: B Boyer. Date: 22 January 2019

Approved by: Date:

Bank statement date UT 31 December 2019

Reconciliation date:

STATEMENT BALANCES

UT Current Account

49,746.03

LEDGERS

All

Opening Balance	30,302.54
Receipts to date	28,704.08
Payments to date	9,260.59
Running balance	49,746.03

Sub-total
Un-banked Receipts

Sub-total

Un-presented payments:

49,746.03

NET BALANCE

49,746.03

Cashbook balance

49,746.03

Statement Balance

Difference

—

St Albans Parish Council

FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN

January

Ref:

SAPC 20-015e)

Notes:

Later additions to schedule

* Post payment approval

Personal payments are included in the total but not shown to protect individual data privacy.

Signed Chair of relevant meeting

Date

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Disciplinary Policy

Introduction

1 This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work.

https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

3 This policy confirms:

- the Council will fully investigate the facts of each case
- the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>
- employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
- employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council

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- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include an oral warning, written warning, final written warning or dismissal
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the Council's and the employee's consent.

Examples of misconduct

4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behaviour
- refusal to follow reasonable instructions
- breach of health and safety rules.

Examples of gross misconduct

5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive

- bullying, discrimination and harassment

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- incapacity at work because of alcohol or drugs
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of health and safety rules
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

Examples of unsatisfactory work performance

6 The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.

- inadequate application of management instructions/office procedures
- inadequate IT skills
- unsatisfactory management of staff
- unsatisfactory communication skills.

Disciplinary investigation

7 The Council's staffing committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the staffing committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The staffing committee will inform the Investigator 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 written report
- who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

8 The Investigator will be asked to submit a report within 20 working days of appointment. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council

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may decide to commence disciplinary proceedings at the next stage (see paragraph 16).

9 The staffing committee will first notify the employee in writing of the alleged misconduct and ask him/her to attend a meeting with the Investigator. The employee will be given at least five working days' notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.

10 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.

11 If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.

12 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be taken.

13 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she 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 or
- the employee has a case to answer and there should be action under the Council's disciplinary procedure.

14 The Investigator will submit the report to the staffing committee which will decide whether further action will be taken.

15 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

16 If the staffing committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors. The staffing sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.

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No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:

- the names of its Chairman and other two 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 and place for the meeting. The employee will be given reasonable notice of the hearing (at least 15 working days) so that he /she has 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 supporting evidence at least five working days before the meeting. If witnesses are not attending the meeting, witness statements must be submitted to the other side at least five working days before the hearing
- 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 Chairman will introduce the members of the sub-committee to the employee
- the Investigator will present the findings of the investigation report
- the Chairman will set out the Council's case and present supporting evidence (including any witnesses and/or witness statements)
- the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
- the employee (or companion) will have the opportunity to sum up
- the Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the 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 sub-committee.

Disciplinary action

17 If the sub-committee decides that there should be disciplinary action, it may be any of the following:

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Oral warning

An oral warning is issued for most first instances of minor misconduct. The Council will notify the employee:

- of the reason for the warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- of the right to appeal
- that a note confirming the oral warning will be placed on the employee's personnel file, 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 earlier misconduct which resulted in an oral warning, or for different and more serious misconduct, the employee will normally be given a written warning. A written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period 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 personnel file, 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 period 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 personnel file, that a copy will be provided to the employee and that the warning will remain in force for 18 months.

Dismissal

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The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period, in the conduct 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.

18 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal.

19 If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action imposed as a result of the disciplinary meeting will remain in force unless and until it is modified as a result of an appeal

The appeal

20 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

21 The grounds for appeal include;

- a failure by the Council to follow its disciplinary policy
- 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.

22 The Appeal will be heard by a panel of three members of the staff committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.

23 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

24 At the appeal meeting, the Chairman will:

- introduce the panel members to the employee

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- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee

- explain the action that the appeal panel may take.

25 The employee (or companion) will be asked to explain the grounds for appeal.

26 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal hearing.

27 The appeal panel may decide to uphold the decision of the staffing committee, 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 personnel file.

28 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.

29 The appeal panel's decision is final.

Based on NALC Model Disciplinary Policy, August 2019

DRF

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Grievance Policy

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work. (https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf). It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
 - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date
 - any changes to specified time limits must be agreed by the employee and the Council

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- an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
- information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the Council's and the employee's consent.
- Employees can use all stages of the grievance procedure If the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of [Gedling Borough Council] who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5).
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination.
- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a

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councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime.

Informal grievance procedure

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the Council or, if appropriate, another member of the Council. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

Formal grievance procedure

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the Council.
6. The Council will appoint a sub-committee of three members to investigate the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

7. The sub-committee will investigate the matter before the grievance meeting which may include interviewing others (e.g. employees, councillors or members of the public) .

Notification

8. Within 10 working days of the Council receiving the employee's grievance, the employee will be asked, in writing, to attend a grievance meeting. The sub-committee's notice will include the following:
 - the names of its Chairman and other members
 - a summary of the employee's grievance based on his/her written submission

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- the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will be within 25 working days of when the Council received the grievance
- the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
- a copy of the Council's grievance policy
- confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses at least five working days before the meeting
- confirmation that the employee will provide the Council with any supporting evidence at least five working days before the meeting.

The grievance meeting

9. At the grievance meeting:

- the Chairman will introduce the members of the sub-committee to the employee
- the employee (or companion) will set out the grievance and present the evidence
- the Chairman will ask the employee what action does he/she wants the Council to take
- any member of the sub-committee and the employee (or the companion) may question any witness
- the employee (or companion) will have the opportunity to sum up the case
- the Chairman will provide the employee with the sub-committee's decision, in writing, within five working days of the meeting. which will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal
- a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

The appeal

10. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the Council. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.

11. Appeals may be raised on a number of grounds, e.g.:

St. Albans Parish Council

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- a failure by the Council to follow its grievance policy
- the decision was not supported by the evidence
- the action proposed by the sub-committee was inadequate/inappropriate
- new evidence has come to light since the grievance meeting.

12. The appeal will be heard by a panel of three members of the Council who have not previously been involved in the case. There may be insufficient members of the Council who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.
13. The employee will be notified, in writing, within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.
14. At the appeal meeting, the Chairman 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 staffing sub-committee
 - explain the action that the appeal panel may take.
15. The employee (or companion) will be asked to explain the grounds of appeal.
16. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
17. The appeal panel may decide to uphold the decision of the Council or substitute its own decision.
18. The decision of the appeal panel is final.

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