

ARLESEY TOWN COUNCIL

Minutes of a meeting of the **PERSONNEL COMMITTEE**, Arlesey Town Council held in the Village Hall, Arlesey on **Tuesday 3 October 2017**.

PRESENT:

Cllrs:	C Gravett (Chairman)	J Auburn
	H Frost	M Holloway
	C Livermore	A Ward

In attendance: Ms S Foulkes (Town Clerk) and Cllr Randall. No members of the public present.

17/012 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs R McGann and S Sarll.

17/013 MEMBERS' INTERESTS

No interests were declared.

17/014 PUBLIC PARTICIPATION

There was no public participation.

17/015 MINUTES OF THE PREVIOUS MEETING

To consider and approve the minutes of the Personnel Committee meeting held on 4 July 2017.

RESOLVED

that the minutes of the Personnel Committee meeting held on 4 July 2017 be approved as true record of the meeting and be signed by the Chair.

17/016 MATTERS ARISING

There were no matters arising.

17/017 RESOURCE CENTRE MANAGER VACANCY

017.1 Prior to the meeting members received a draft Job Description and Personal Specification for consideration. Both documents were based on a model provided by Central Bedfordshire Council for the role of Library Manager. Cllr Gravett and the Town Clerk had provisionally agreed the following timescales for the recruitment process:

- advertise vacancy on Monday 9th October 2017
- closing date midday on Monday 6th November 2017
- interviews Monday 13th/Tuesday 14th November 2017
- Council to approve appointment on Tuesday 21st November 2017.

RESOLVED

that the committee approve the Resource Centre Manager Job Description and Person Specification, as provided to member prior to the meeting, and that these documents be used in the pending recruitment process.

017.2 Members to consider Salary Range for Resource Centre Manager role.

RESOLVED

that the committee approve a salary range of LC1 SPC 18 to SCP 21 dependant on the qualifications, skills and experience of the successful candidate.

17/018 EMPLOYEE DRESS CODE

Prior to the meeting members received a draft Employee Dress Code Policy for consideration.

The following amendments were agreed:

- Para. 3.3. typographical amendment: 3rd line amend from 'there' to '**their**'.
- Para. 6.3. addition to last sentence: '**, or subject to approval at the Council's discretion**'

RESOLVED

Committee Recommendation: that the Council approve the Draft Dress Employee Code, amended as above, subject to consultation with employees.

(Refer to Appendix 1)

17/019 REVIEW OF EXISTING PERSONNEL POLICIES

Prior to the meeting members received copies of the following existing documents with proposed amendments.

019.1 **Disciplinary Procedure** – last adopted January 2011.

RESOLVED

Committee Recommendation: that the Council approve the proposed amendments to the Disciplinary Procedure.

(Refer to Appendix 2)

019.2 **Staff Grievance Procedure** – last adopted January 2011

The following amendments were agreed:

- Para. 2. word insertion: 2nd line – '... in the first **instance**, or as soon as possible ...'

RESOLVED

Committee Recommendation: that the Council approve the proposed amendments, to the Grievance Procedure, including that stated above.

(Refer to Appendix 3)

17/020 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

There was no public participation.

Meeting closed at 8.04pm

CHAIRMAN

Date



EMPLOYEE DRESS CODE POLICY

(Adopted: X Month Year)

1. Introduction and Scope

- 1.1 The Dress Code Policy sets out the expectations of Arlesey Town Council (ATC) in relation to how its employees are required to dress for work.
- 1.2 The Dress Code Policy applies to all staff, agency workers, volunteers and those undertaking work experience and college placements. Initial breaches of this policy will be dealt with by managers on an informal basis, and recorded on the employee's personnel record. Further breaches of the policy will be dealt with under the Council's Disciplinary Procedure.
- 1.3 The Council recognises the diversity of cultures, religions and disabilities of its employees. However, priority will be given to health and safety considerations.
- 1.4 The Dress Code Policy is designed to guide managers and employees on the application of the Council's standards of dress and appearance. The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff should use common sense in adhering to the principles underpinning the policy.
- 1.5 Employees are responsible for following the standards of uniform/dress and appearance as laid down within this policy and should understand how the policy relates to their working environment, health and safety, particular role, duties and contact with others during the course of their employment.
- 1.6 Managers are responsible for ensuring the Dress Code Policy is adhered to at all times in respect of the employees they manage.

2. Policy Objectives

- 2.1 The Council considers the way its employees dress and their appearance to be of significant importance in portraying a corporate and professional image to members of the public, professional partners, colleagues and visitors.
- 2.2 The policy's aims are to:
 - a) Present a smart and professional image, thereby increasing public confidence in ATC's services.
 - b) Maintain safe working practices and environment for all staff and visitors.

3. Standards of dress and appearance for staff not required to wear a uniform

- 3.1 For staff not required to wear a uniform, examples of acceptable clothing include:
 - Female employees: skirts, blouses, smart T-Shirts, jumpers, jackets, dresses, culottes, suits, trousers, slacks.
 - Male employees: business suits, sports jackets, blazers, trousers, smart T-shirts, shirts (with collars – long or short sleeve) jumpers.
- 3.2 Clothing must be suitable for the time of year, clean, and in good condition with no visible rips, tears or holes.

- 3.3 Non-acceptable clothing, unless part of a uniform, will include but not be limited to:
Casual trousers (jeans) or skirts (all colours and styles) tracksuits, casual sports or emblem T-shirts, leisure shorts, combat trousers, sweatshirts, baseball caps/hats, overly tight or revealing clothes, including mini-skirts, low cut tops or those revealing their midriff and clothing bearing inappropriate slogans. Trousers, skirts or overgarments that are of a length that they touch the ground when walking are not acceptable on safety grounds.
- 3.4 Footwear must be safe, sensible, in good order, smart and clean and have regard to health and safety considerations. Trainers (unless specifically required for the job) and flip-flops are not acceptable. Heels or platforms which make the wearer's footing unbalanced are also unacceptable.
- 3.5 In the event of any doubt as to the suitability of any item of clothing, employees should seek to consult their manager before wearing that item to work. Employees who arrive at work inappropriately dressed may be asked by their manager to return home to change their clothing. Employees in clear breach of the Dress Code Policy will be required to make up any time taken to change their clothing, or will otherwise forfeit the appropriate pay for that time.

4. Standards of dress and appearance for staff required to wear a uniform

- 4.1 Uniforms issued to staff must be worn in a clean and presentable fashion.
- 4.2 Uniforms issued must not be altered or added to by the individual unless written consent is obtained from their manager.
- 4.3 All staff should change out of their uniform before going off duty, or if this is not possible staff are permitted to travel between home and work in their uniform as long as it is covered by a coat.
- 4.4 The wearing of the Council uniform in a public space outside of the individual's working hours is not acceptable.
- 4.5 Maternity uniforms will be provided for staff as necessary.
- 4.6 Staff who smoke must not smoke in uniform, or be identifiable as an ATC employee.
- 4.7 All staff leaving ATC's employment who have been issued with a uniform must return all items issued, to their manager on their last working day. Failure to do so may result in an appropriate deduction from the employee's final salary.

5. Personal Protective Clothing and Equipment

- 5.1 Protective clothing and equipment is provided to employees by the Council where necessary for the safety of the employee and others, and to comply with statutory regulations and health and safety requirements.
- 5.2. Staff issued with protective clothing are required to wear this whilst carrying out their duties in accordance with safe working practices and health and safety requirements. If staff are unsure about such requirements they should discuss this with their manager.
- 5.3 Staff issued with protective clothing and equipment are responsible for the safe keeping of those items and should ensure their appropriate storage at the place of work when they are not in use.

5.4 Any damaged items must be reported to managers immediately.

6. Hair, Nails, Jewellery and Piercing, Tattoos, Facial Covers

6.1 Hair should be clean, neat and tidy and if working with food or operating mechanical equipment long hair should be tied back. Headscarves worn for religious purposes are permitted unless deemed inappropriate by a manager on health and safety grounds. Beards should be short and neatly trimmed, unless this reflects the individual's religion where it should be tidy and covered if working with food or operating mechanical equipment.

6.2 Nails should be kept to a length at which they do not impact on the employee carrying out their duties in a safe or timely manner.

6.3 Jewellery may be worn provided that it does not impact on the employee carrying out their duties in a safe or timely manner. Dangling earrings, excessive bracelets and long necklaces are discouraged and are not permitted to be worn by employees working with food or operating mechanical equipment. Facial/body piercing items (excluding earrings – maximum 2 pairs) are not permitted unless they form part of an employee's religious or cultural beliefs, or subject to approval at the Council's discretion.

6.4 Visible tattoos are discouraged and where already present should not be offensive to others. Where they are deemed to be offensive by a manager they should be appropriately covered.

6.5 Staff who wear facial coverings for religious reasons are expected to remove them whilst on duty. This will ensure that the member of staff is identifiable and facilitate communication with members of the public.

7. Process of Appeal

7.1 Any employee wishing to raise an appeal against a manager's decision in the application of this policy, or against the policy itself, should in the first instance put the nature of their appeal in writing to their manager who will be required to respond within 5 working days from receipt of any such appeal.

7.2 Matters which remain unresolved, should be put in writing to the next line of management, or if none, put in writing to the Personnel Committee Chairman. A meeting will be convened within 10 working days to establish the full facts, to which the employee may be accompanied by a colleague or Trade Union Representative. Two representatives of the Council will conduct the meeting, and notes will be taken.

7.3 The decision of that meeting will be communicated to the employee within 5 working days. Should the employee wish to appeal against this decision they should do so in writing to the Chairman of Council within 5 working days. An Appeal Panel, delegated by Council, and consisting of 3 members of the Council not previously involved in the matter will consider the appeal and their majority decision in the matter will be final.

8. Review and Amendment of the Dress Code Policy

8.1 This policy will be reviewed by the Personnel Committee one year from the date of adoption and every three years thereafter.

8.2 Amendments, other than typographical or grammatical corrections, will be subject to Council's approval, following consultation with employees.



DISCIPLINARY RULES & PROCEDURE

(Adopted: X Month Year)

1 Purpose and Scope

The purpose of discipline is to encourage all employees in a responsible attitude to work for the efficient running of the Council.

Disciplinary procedures help to promote orderly employment relations as well as fairness and consistency in the treatment of individuals. This policy is designed to help and encourage all council employees to achieve and maintain high standards of conduct whilst at work or representing the council.

The aim of this policy is to ensure consistent and fair treatment for all.

This procedure is prepared in accordance with unfair dismissal and the statutory minimum procedure contained in the Employment Act 2008 and the ACAS Code of Practice ~~April 2009~~ March 2015.

2 Principles

- (a) No disciplinary action will be taken against an employee until the facts of the case have been established and that action is reasonable in the circumstances.
- (b) An employee will not be dismissed for the first disciplinary offence unless it is for gross misconduct.
- (c) At every stage of the procedure the employee will be advised of the nature of the complaint against them, and they will be provided with an opportunity to state their case before decisions are reached
- (d) Primarily these procedures are to give employees the opportunity to improve rather than to impose a punishment.
- (e) An employee will have the opportunity to be accompanied at all stages by a ~~trade union representative, work colleague or representative of their choice at disciplinary meetings~~ a companion which may be a fellow worker, a trade union representative, or an official employed by a trade union or otherwise certified as being competent to accompany a worker.
- (f) An employee will be given a written explanation for any disciplinary action taken and made sure they know what improvement is expected.
- (g) An employee will have the right to appeal against any disciplinary penalty imposed
- (h) All issues involving a disciplinary action will be dealt with as thoroughly and promptly as possible.

3 The Procedure

Stage 1 – improvement notice: unsatisfactory performance

If conduct or performance is unsatisfactory, following a meeting with the Town Clerk/~~Personnel Committee Chairman Arlesey Town Council (ATC) as maybe~~, the employee will be given a written improvement note. The note will set out:

- The performance problem
- The improvement that is required
- The timescale for achieving this improvement

- A review date
- Any support the Town Clerk/ATC can provide to assist the employee

Such warnings will be recorded and placed in the employees personnel file. This will be disregarded after 6 months of satisfactory service. The employee will also be informed that the note represents the first stage of the procedure and that failure to improve could lead to a final written warning and ultimately dismissal.

Stage 2 – first warning: misconduct

In the case of a serious misconduct or repetition of an earlier minor misconduct the employee will be given a first written warning. This will set out the nature of the misconduct and the change of behaviour required. The employee will also be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change in their conduct. The employee will be informed the warning forms part of the formal disciplinary process and what the consequences will be of a failure to change behaviour. At this stage the employee will be informed they may appeal against the decision. A record of the warning will be kept but will be disregarded after 6 months.

Stage 3 – final written warning

Where there is failure to improve or change in the timescale set out in the formal stage, or where the offence is sufficiently serious, the employee will be issued with a final written warning. This will happen only after they have been given a chance to present their case at a meeting of appointed members of the ~~General Purpose & Finance~~ **Personnel** Committee. The final written warning will give details of, and grounds for, the complaint. It will warn the employee that failure to improve or modify their behaviour may lead to dismissal. The employee will be informed they may appeal against the decision. The final written warning will be kept on file and disregarded for disciplinary purposes after 12 months.

Stage 4 – dismissal or other sanctions

If the employee's conduct or performance is still unsatisfactory the final step in the procedure may be dismissal. The Clerk/ATC will convene a hearing panel **consisting of 3 members from the Personnel and/or Finance and General Purposes** ~~General Purpose & Finance~~ Committees to make the decision whether to dismiss an employee. The employee will be informed as soon as possible of the reasons for the dismissal, the date on which the employment contract will terminate, the appropriate period of notice and their right to appeal.

4 Gross Misconduct

If it is considered that an employee is guilty of gross misconduct and therefore potentially liable for summary dismissal, it is still important to establish the facts before taking any action. A short period of suspension with full pay may be helpful or necessary. This must be imposed after careful consideration and be kept under review. This should be made clear to the employee that suspension is not a disciplinary action and does not involve prejudgement.

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

- Theft, fraud, deliberate falsification of records
- Fighting, assault on another person
- Deliberate damage to organisational property
- Serious incapability through alcohol or being under the influence of drugs
- Serious negligence which cause unacceptable loss, damage or injury
- Serious act of insubordination – **including 'walking off the job'**

- Unauthorised entry to computer records
- Conduct bringing the Council into disrepute

The list above is not exhaustive and other offences of a similar gravity will result in disciplinary action being instigated at gross misconduct level. In general, gross misconduct is behaviour which places extreme pressure on the mutual trust that exists in an employment relationship.

5 Appeals

Employees who have a disciplinary action taken against them will be given the opportunity to appeal. An employee who wishes to appeal against a disciplinary decision must do so within five working days with a written letter to the Town Clerk/~~ATC Personnel~~ Committee Chair. The reasons for their appeal must be stated in the letter. The Town Clerk/ATC will convene a hearing panel to deal with the appeal. The panel will consist of **3** members of the Council who have not previously been involved with prior hearings.

The employee will be contacted with the appeal arrangements as soon as possible and informed of their statutory right to be accompanied at the appeal meeting.

The Town Clerk/ATC will inform the employee of the appeal decision, the reasons for it, as soon as possible. The written confirmation will state that the decision is the final stage of the Town Council's appeals procedure.

6 Review

This policy will be subject to periodic review (not less than **annually** 3 yearly) and amended as necessary based on good practice.

This policy was **approved** reviewed at the ~~General Purpose & Finance~~ Personnel Committee meeting on: **3rd October 2017**

Adopted at the Town Council meeting on: **X Month 2017**



STAFF GRIEVANCE PROCEDURE (Adopted: X Month Year)

1 Policy Aims and Objectives

Arlesey Town Council recognises that employees may, from time to time, feel aggrieved about an aspect of their employment and accepts that each employee has the right to raise this grievance and to expect that management will consider it and respond to bring about a satisfactory solution.

The primary purpose of this grievance procedure is to enable staff to air any concerns that they may have about practices, policies or treatment from other individuals at work or from Arlesey Town Council, and to produce **an early** resolution where genuine problems exist.

Although it may not be possible to solve all problems to everyone's complete satisfaction, this policy forms an undertaking by Arlesey Town Council that it will deal objectively and constructively with all employee grievances, and that anyone who decides to use the procedure may do so with the confidence that their problem will be dealt with fairly.

This grievance procedure is not a substitute for good day-to-day communication. It is designed to deal with those issues that need to be approached on a formal basis so that every route to a satisfactory solution can be explored and the decisions reached are binding and long lasting.

~~This grievance procedure does not form part of an employee's contract of employment.~~

Any employee who has raised a grievance will be treated fairly at all times before, during and after the conclusion of the grievance hearing(s).

2 The Grievance Procedure

Where an employee has a grievance on a subject relevant to their employment, they should raise the matter informally with their line manager ~~Town Clerk in the first instance, or Arlesey Town Council as maybe,~~ as soon as possible and in any case within 10 days. ~~However, employees will be permitted to raise as part of grievance a series of directly related incidents having a cumulative effect.~~

The Town Clerk/~~ATC~~Personnel Committee Chair should consider and seek to resolve the grievance within 10 working days. The Town Clerk/~~ATC~~Personnel Committee Chair (or ~~Arlesey~~ Town Council Chairman as maybe), should, in every case, inform the employee of the decision and, where appropriate, any action taken.

If an employee cannot settle their grievance informally, it should be raised formally. This procedure has been drawn up to establish the appropriate steps to be followed when pursuing and dealing with a formal grievance.

Stage One

In the event of an employee having a formal grievance relating to their employment, the employee (you) should put the (your) grievance in writing, stating the nature of the grievance, to the **Town Clerk** or Chairman of the ~~General Purpose & Finance~~ **Personnel Committee**. This should be done within 10 working days.

Stage Two

The **Town Clerk** or Chairman of the ~~General Purpose & Finance~~ **Personnel Committee** will arrange a meeting with the employee to discuss the grievance as soon as possible and normally within 10 working days. If not involved with the subject of the grievance, the Town Clerk may hear the grievance at this stage. If however, it is more appropriate the **Personnel Committee** Chairman/Town Clerk may convene a panel comprising of three councillors who have no knowledge of the case, from the ~~Personnel Committee~~ **General Purpose & Finance** Committee.

When an employee is invited to attend a meeting they ~~will~~ have ~~the~~ a statutory right to be accompanied at this meeting by ~~another person of their choice~~ a companion which may be a fellow worker, a trade union representative, or an official employed by a trade union or otherwise certified as being competent to accompany a worker.

At the meeting the employee will be permitted to explain their grievance and how they think it should be resolved. ~~Notes and/or an audio recording of the meeting may be taken.~~

If, having listened to the employee's submission, the grievance requires further investigation the meeting will be adjourned for a period not to exceed ten working days during which time the necessary investigations, including interviewing other parties, will be done.

It is not expected that other parties would attend the reconvened hearing. However, if it is determined by the Town Clerk or the Chairman of the Panel that their contributions would facilitate consideration of the grievance they will be asked to make themselves available, in order that they may respond to any matters raised by the aggrieved individual during the course of the hearing.

A formal written response to the grievance should be issued within five working days of either the initial or subsequent grievance hearing as appropriate. If it is not possible to respond within this time period, the employee will be given an explanation for the delay and be told when a response can be expected. An employee will be notified of their right of appeal against that decision if they are not satisfied with it.

Stage Three – Appeal

In the event that the employee is still aggrieved there is a right of appeal. The notice of appeal should be submitted in writing to the Town Clerk/~~ATG~~ **Personnel Committee Chairman**, ~~or the Arlesey Town Council as maybe~~, within ten working days of receipt of the formal written response issued by the Town Clerk/~~ATG~~ **Personnel Committee**

Chairman (~~or Arlesey Town Council as maybe~~). The employee must also set out the grounds for their appeal.

The Town Clerk/~~ATC (GP&F Committee)~~ ~~ATC Personnel Committee Chairman~~ will convene an Appeal Panel comprising of three councillors from the ~~Personnel General Purpose & Finance~~ Committee (who have not previously been involved in the subject of the grievance) to consider the appeal. ~~In the event of a shortage of members, the panel may consist of members of the Finance and General Purposes Committee.~~ The Appeal Panel shall consider the appeal within twenty working days of receipt of the written appeal. At this meeting an employee may again, if they so wish be accompanied by ~~someone of their choice,~~ a companion which may be a fellow worker, a trade union representative, or an official employed by a trade union or otherwise certified as being competent to accompany a worker.

A formal written response to the appeal should be issued within five working days of the Appeal Hearing.

This is the final stage of the grievance procedure. The Council Chairman/ or Vice-Chairman and the Grievance Appeal Panel's joint decision shall be final.

3 General

If an employee's complaint relates to dissatisfaction with a disciplinary, performance review or dismissal decision, they should not invoke the grievance procedure, but instead, appeal against that decision in accordance with the appeal procedure with which they have been provided.

Any individual raising a formal grievance may be accompanied throughout the process by ~~a trade union representative, work colleague or representative of their choice and~~ a companion which may be a fellow worker, a trade union representative, or an official employed by a trade union or otherwise certified as being competent to accompany a worker and reasonable preparation for the hearing will be allowed.

Arlesey Town Council is committed to ensuring that all grievances are fully investigated. This may involve carrying out interviews with the employee concerned and third parties such as witnesses, colleagues and managers, as well as analysing written records and information. The investigation report will be made available to all parties concerned. Where necessary, the identity of the witnesses will be kept confidential.

4 Review

This policy will be subject to periodic review (not less than ~~annually~~ 3 yearly) and amended as necessary based on good practice.

This policy was ~~approved~~ reviewed at the ~~General Purpose & Finance~~ Personnel Committee meeting on: **3rd October 2017**

Adopted at the Town Council meeting on: **X Month 2017**