

Date of Notice: Friday 2nd February 2024

Councillors:

T Riley (Chair) (TR), M Epstein (ME), N Jones (NJ), A Papakosta (AP), N Reynolds (NR)

You are hereby summoned to attend the following meeting:

Fairfield Parish Council Meeting

Date/ Time: Thursday 8th February 2024 at 7.00 pm

Venue: Fairfield Community Hall, Kipling Crescent

Members of the press and public are invited to attend.



Katrina McKnight, Parish Clerk

Meeting Agenda

325 Apologies for Absence

325.1 To receive any apologies for absence from Councillors.

326 Chair's Notice

326.1 The Chair to confirm members of the public have read the announcement on openness and transparency. This is presented alongside the meeting sign-in sheets and is also available on FPC website.

326.2 The Chair to advise that under FPC's policy of transparency and openness, anyone wishing to film, record, photograph or use social media to report on the meeting should notify the Clerk or Chair so that they can be afforded reasonable facilities.

327 Disclosures of Interest and Dispensation requests

327.1 To receive any declarations of interest from Councillors on matters contained in the agenda. If, at any time during the meeting, a Councillor feels they have an interest in an item being discussed they should declare it at that point.

327.2 To receive written requests for dispensations for declarable interests.

327.3 To grant any requests for dispensation as appropriate.

328 Council Minutes

328.1 To approve and sign as a correct record the minutes of the ordinary meeting held on 11th January 2024.

329 Public Participation Session

329.1 Fifteen minutes is allocated for public participation. Up to five members of the public will be given no more than three minutes each to speak, provided the correct notice has been given to the parish clerk prior to the meeting.

Co-Option

330 Co-Option to fill one casual vacancy on Fairfield Parish Council

- 330.1 To receive an application from Simon Parry. The candidate is invited to make a brief verbal presentation to members, outlining his relevant skills and experience. The candidate to speak for a maximum of three minutes. After the presentation, members may ask the candidate questions if considered necessary.
- 330.2 To receive nomination to fill the vacancy and have the vote as outlined in the Co-Option Policy and Procedure. If no nomination is received the vacancy is not filled and the Council will take steps to advertise for further co-options.
- 330.3 If the vacancy is filled the appointed Councillor to sign the Declaration of Acceptance of Office in front of the Proper Officer and to take up their seat on Fairfield Parish Council.
- 330.4 If the vacancy is filled the appointed Councillor to complete the Register of Members' Interest Forms and return to CBC.

Planning and CBC Report

331 Planning Applications

- 331.1 **CB/TRE/23/00505 Fairfield Orchards off Kingsley Avenue, Fairfield.**
Works to trees protected by Tree Preservation Order CB/10/00010 G1 and G2: Works to various trees falling in G1 and G2 to include height and weight reduction with removing deadwood and thinning out as described in attached schedule of works.
- 331.2 Any urgent planning applications received between 2nd and 7th February 2024.

332 Planning Decisions

- 332.1 None received.

333 Fairfield Design Guide

- 333.1 To receive an update from the Working Group (NR, NJ and AP).

334 Central Bedfordshire Council Ward Members Report

- 334.1 To receive a report from a CBC Ward Members on matters pertaining to Fairfield and to receive an update on
- Inoperable pedestrian crossing lights by Fairfield Gardens, Hitchin Road
 - Hedge cutting on Hitchin Road

Decision items

335 Vacancy/ies for Parish Councillor(s)

- 335.1 There is/are still one/two vacancy/ies. FPC to discuss how to encourage residents to apply.

336 2024 Annual Parish Meeting

- 336.1 To agree date (between 1st March and 1st June) and format of the meeting.

337 Mission Statement

- 337.1 To agree a Mission Statement.

338 Policy Review

- 338.1 To review and adopt Protocol for Marking the death of a senior national figure or local holder of high office Version 2. **(Appendix A)**.
- 338.2 To review and adopt Disciplinary Policy Version 2. **(Appendix B)**.
- 338.3 To review and adopt Grievance Policy Version 2. **(Appendix C)**.
- 338.4 To review and adopt Equality and Diversity Policy Version 3. **(Appendix D)**.

339 Green Spaces Working Group

- 339.1 To appoint a second member. (Currently TR).

340 Communications Facebook

- 340.1 To appoint a Vice-Lead for Facebook Communications. (ME is the Lead).

341 Memorial For Barrie Dack

- 341.1 To receive a summary of all proposals and agree how to proceed **(Appendix E)**

342 Community Hall

- 342.1 Amendment to Section 106 agreement – FPC is waiting for Vistry to sign the Deed of Variation. FPC to discuss at the February meeting if Blandy and Blandy are required to look at the documents CBC has drafted.
- 342.2 Land Registry have finally registered the transfer of the Hall and Blandy and Blandy has sent a copy of the new freehold title and title plan for FPC records.

343 Christmas Decorations

- 343.1 To receive quote to re-install the last 3-year Christmas Scheme and take down each year. Take away, test and resupply each year, including cherry picker costs. FPC to agree action.
- 343.2 To receive quote to fit and supply lamp post motifs for a 3-year contract. FPC to agree action.

344 The cycle path from Bronte Avenue towards the middle of the park.

- 344.1 A resident has expressed concern that the cycle path leading from Bronte Avenue towards the middle of the park has become a road with vans, cars and lorries using it too frequently due to the bollards being constantly removed. The resident considered this to be incredibly dangerous, disrespectful to the houses along the cycle path and causing a nuisance. FPC agreed to discuss what action can be taken to prevent someone getting knocked down or property damaged due to there being no footpaths to buffer vehicles at the January meeting. It was noted that FPC do not own or have responsibility for this land so would only be offering support.

345 Telephone Box Library

- 345.1 Greg Lambert is repairing the Telephone Box Library.

Events

346 D Day – Thursday 6th June 2024

- 346.1 The 6th of June 2024 marks the 80th anniversary of D-Day, when Allied forces mounted the largest amphibious invasion the world has ever witnessed. It should be noted that the Fairfield Scouts Group will be holding their 10th Anniversary Fete on 8th June at Boyd Field, Henlow.
FPC to discuss how to mark this occasion.

347 Grand Housing Union - Youth Events

347.1 Last year the Summer Youth Scheme organised by Nicola King and Grand Union Housing Group was a fantastic series of events in Fairfield, Stotfold and Arlesey. The main financial contributor was STC. ATC and FPC contributed what they could. Last year ATC contributed £2,500 and it plans to increase that to £3,500 this year. FPC contributed £1,674.32 from the money remaining from the Youth Club. Money may also be donated from The Ward Councillors Discretionary Grants and local Estate Agents are being asked if they can make a contribution. There is no fixed amount required as all the money will be used to entertain the Youth of the three Parishes. However, it is not all about the money as appropriate and free venues play a big part in what can be delivered. Fairfield Community Hall is a superb venue.

FPC to discuss and agree a donation for 2024 (The events budget for 2024/25 of £11,100 included an estimate of £2,000 for Youth Events).

Green Spaces

348 Orchards

348.1 Councillor Riley reported that after a painful planning application process organising the pruning has been delayed and this needs to happen post haste. Penny and Gavin to attempt to borrow the tools and find a weekend to get volunteers organised. Councillor Riley has kept all the documentation sent to CBC planning over the last two applications and will resend in October for the next application.

349 It's Your Neighbourhood (IYN)

349.1 Councillor Riley advised that at the IYN meeting held on 1st February the following items were discussed (minutes to follow)

- There is still on-going engagement with the lower school and a meeting is planned for 13th February.
- They are awaiting the physical certificate for the award of outstanding in the IYN competition.
- They have decided not to enter the Anglia in Bloom this year.
- They discussed how to increase community engagement and volunteers by various means.
- They need to prune the apple trees in the orchards as soon as possible.
- There is a possibility of bulb planting in October – discussion rolled over to the next meeting.
- Mulch needs to be delivered and help will be required getting it to the community garden.
- They are looking to buy medlar, quince and damson for the orchard and maybe buy bigger trees as they will be more successful.
- They would like to plant a mulberry tree in the grounds of the Hall.
- They need to find sponsors for prizes for another hanging basket competition.
- They are going to ask if they can have some of the wood in the compound to make benches.
- They will apply to CBC for trees and hedgerow in the unmarked grave area.

350 Tree Survey

350.1 Councillor Riley reported that this work has been completed.

351 Tree Replacement Policy and Biodiversity Survey

351.1 Councillor Riley has written the policy and is sending to two arborists for their opinions of the ground conditions to see how feasible it is.

Information items

352 Proposed Garden of Remembrance and Allotments

352.1 FPC is waiting for written permission from Bannatynes to use the overflow car park.

353 Cricket Club

353.1 FPC agreed a £4k match funding up to a maximum of £5,000 (item 164.1 13th October 2022). A contract for the CCTV was placed with Switched-On in May 2023 for £1,191.05 but this work is still to be completed.

353.2 To receive a report from Councillor Papakosta for the remaining works.

354 Emergency Plan

354.1 To receive an update from Councillors Epstein and Jones.

354.2 CBC Planning is organising a virtual information session to provide guidance on how to set up and/or further develop a Community Emergency Response Team. This session takes tentatively place on Tuesday 19 March (19.00-20.30).

355 Training

355.1 Councillor Jones attended the New Councillor Induction course run by BATPC on 24th January.

355.2 Councillor Riley attended the Chairmanship 1 course run by BATPC on 31st January.

356 Alleged drug-related incidents around

356.1 FPC has been made aware of alleged signs of drug-related incidents around Fairfield. The Police advise that residents report all incidents as they will only send resources where the profile leads them to.

357 Crime and Speed Watch figures

357.1 During the first two weeks of January there were two crimes in Fairfield. These were for:-

- Harassment
- Assault without injury

357.2 The Deputy Police and Crime Commissioner, Ian Dalgarno, will be attending the FPC meeting on 11th April 2024.

357.3 To receive Speed Watch figures for January.

Management Companies /Resident Associations / Steering Groups

358 Road Adoptions

358.1 To receive an update from Councillor Reynolds.

Finance and Correspondence

359 Finance

359.1 To review and approve bank statements.

359.2 United Trust Bank – FPC Fixed Deposit account with United Trust Bank is due to mature on 16th February 2024. FPC to agree if to re-invest. The United Trust Bank has offered a range of savings products with exclusive preferential interest rates only available to existing customers.

- Business 3 Month Bond – 4.36%
- Business 6 Month Bond - 4.41%
- Business 1 Year Bond – 4.91%
- Business 15 Month Bond – 4.96%
- Business 18 Month Bond – 4.91%
- Business 2 Year Bond – 4.86%
- Business 3 Year Bond – 4.16%
- Business 5 Year Bond – 4.31%

359.3 To receive and approve bank reconciliations to 31st January 2024. **(Appendix F)**

359.4 To receive receipts and approve payments. **(Appendix G)**

360 Correspondence

360.1 CBC – Local plan workshops. Councillors Riley and Jones to attend the Virtual workshop on Wednesday 28th February.

360.2 CBC – Draft Facilities Assessment Report. Any comments on the Draft need to be submitted to CBC before 8th March.

360.3 Any urgent correspondence received between 2nd and 8th February 2024

361 Any other business

NB This is for exchange of information only. No discussions can take place, nor can any decisions or actions be agreed at this time.

362 Date of next meetings

362.1 The next Parish Council meeting will be held on 14th March 2024 at 7.00 pm in Fairfield Community Hall.

Glossary of acronyms

ATC	Arlesey Town Council
BATPC	Bedfordshire Association Town and Parish Councils
CBC	Central Bedfordshire Council
CERT	Community Emergency Response Team
FPC	Fairfield Parish Council
NB	Nota bene (Latin phrase meaning 'note well')
STC	Stotfold Town Council



Protocol for marking the death of a senior national figure or local holder of high office.

Contents:

- 1. Senior National Figure or Local Holder of High Office**
- 2. Flying the Flag**
- 3. Book of Condolence**
- 4. Floral Tributes**
- 5. Civic Engagements**
- 6. Dress Code**
- 7. Public Observance of Silence**
- 8. Letter of Condolence from Fairfield Parish Council**

Date of Adoption of Version 1:	14 th November 2019
Date of Adoption of Version 2:	*****
Date of next review:	It is due for review not later than 4 years from its last review

1. Senior National Figure or Local Holder of High Office

This protocol sets out the action to be taken in the event of the death of:

- HM The King
- HM The Queen Consort
- HRH The Prince of Wales
- HRH The Princess of Wales
- HRH Prince George of Wales
- HRH Princess Charlotte of Wales
- HRH Prince Louis of Wales
- HRH The Duke of Sussex
- HRH The Duchess of Sussex
- HRH The Duke of York
- HRH The Duke of Edinburgh
- HRH The Duchess of Edinburgh
- HRH The Princess Royal
- The Prime Minister
- The serving Member of Parliament for North East Bedfordshire
- A serving Chair
- A serving member of the Council
- A Former Chair of the Council

Action Required	Authorised by
Fairfield Parish Council's mourning protocol will be implemented on the formal announcement of the death of any one of those persons name above.	Implementation will be authorised by the Parish Clerk or in their absence, the Chair of the Parish Council

2. Flying the Flag

Action Required	Implemented by	Other Notes
<p>Immediately, at the request of the Parish Clerk or their deputy, the flag at the Fairfield Bowls Club Memorial will be lowered to half-mast.</p>	Fairfield Bowls Club	See FPC Flag Flying Protocol
<p>In the case of the death of the Sovereign, the day following the death will be the Proclamation Day (the day when the new Sovereign is proclaimed). On Proclamation Day flags will, at the start of the day, be flying at half-mast. All flags will be flown from the Mast Head from 1100 hours on Proclamation Day (D + 1) to coincide with the Reading of the Principle Proclamation and until 1300 hrs the following day (D + 2). After the day of Proclamation, all flags are to be lowered to half-mast until 0800 hours on the morning following the State Funeral (day of death plus 11 days).</p> <p>For any other prominent figures or local holder of high office, the flag should fly at half-mast only on the day of death and the day of the funeral.</p>		The funeral of the Sovereign will take place 10 days after the day of death. For other senior members of the Royal Family, the funeral will take place eight days after the day of death.
<p>At Fairfield Parish Council, following the death of the Sovereign or other members of the Royal Family identified in the list on page 2, flags will continue to be flown at half-mast until 0800hrs on the day following the funeral.</p> <p>For all others identified in the list of page 1, flags at Fairfield Parish Council will fly at half-mast on the day of the announcement of the death. On subsequent days, the usual local arrangements will resume (see the note opposite) until the day of the funeral when they will again fly at half-mast.</p>	As above	<p>The funeral of the Sovereign will take place 10 days after the day of death. For other senior members of the Royal Family, the number of days will be fewer.</p> <p>The phrase 'Usual local arrangements' should be read as meaning that where a flag is usually flown it can, on the day following the funeral, again be flown at full mast. If no flag is usually flown, the flag can be taken down.</p>

3. Book of Condolence

A quiet location for the book should be considered so that those signing the books can have a moment of privacy and quiet reflection whilst doing so.

A loose leafed folder will ensure that pages can be re-ordered in case the Chair and others cannot be the first to sign the book; their signatures can be the first page of the bound book.

Action Required	Implemented By	Other Notes
<p>On the day following the announcement of the death of the Sovereign, The Queen Consort, The Prince of Wales or The Princess of Wales, a Book of Condolence will be opened at the Community Hall.</p> <p>Book of Condolence will be open from during office hours Monday to Friday and will remain open until the day following the funeral.</p> <p>A table and chair should be made available for members to sign the Book of Condolence.</p>	<p>The Parish Clerk and the Community Hall Trust</p>	<p>The officer should ensure there is adequate paper available in the book. Pages that have been defaced or include offensive or other questionable comments should be quietly removed until such time as a decision can be taken on whether or not they should be permanently excluded.</p> <p>Books of Condolence should be opened on the first working day after death. Depending of anticipated demand, consider whether one or two books should be available. It should be an easily accessible place.</p> <p>Downloadable images of the Royal Family are available from www.royal.gov.uk</p>
<p>The Chair will issue a statement expressing the sadness of the Council and people of Fairfield at the news of the death of The statement will also appear on the home page of the website.</p> <p>The statement will confirm that flags are to be flown at half-mast and will give details of the Books of Condolence. In the case of the death of the Sovereign or a member of the Royal Family it will also mention any arrangements for an e-Book of Condolence on the Royal Website.</p> <p>On the death of any other significant person, the Parish Clerk will discuss with the Chair whether an e-book of Condolence should be opened on the Council's website.</p>	<p>Statement to be issued by the Chair</p> <p>The Parish Clerk to ensure copy of the statement appears on the home page of the Council's website.</p>	<p>Guidance on the content of the statement is set out in Appendix B.</p>

When the Book of Condolence has been closed, the Parish Clerk will arrange for the pages to be bound and make arrangements for the final bound version to be lodged in the Parish Council/county archives.	Parish Clerk	
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4. Floral Tributes

An area for Floral tributes will be designated in Urban Park with agreement of FPRA. Any plastic or polythene will be removed so that the flowers can be biodegradable.

5. Civic Engagements

From the day of death until the day after the funeral, careful thought should be given to the type of events and activities the Chair should host or attend. Lunches, dinners and receptions may not fit in with the mood of the nation and as a mark of respect may need to be cancelled or postponed.

Where school visits are scheduled it might be helpful to for the Chair to spend time with the children to talk about the events that are unfolding. This should not be pressed upon a Chair who is not comfortable with taking on such a role.

Action Required	Authorised / Implemented By	Other Notes
To review the programme of engagements undertaken by the Chair to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.	The Chair in conjunction with the Parish Clerk. Any decisions/changes to be implemented by the Parish Clerk.	Consider working with local faith groups to arrange some sort of service on the eve of the funeral.

6. Dress Code

If a full Council meeting falls during the period of mourning it might be felt appropriate for Councillors to wear a black tie or dress in black.

7. Public Observance of Silence

Action Required	Implemented By	Other Notes
<p>When the death of a senior member of the Royal Family is to be marked by a Silence, an announcement will be made by Buckingham Palace.</p> <p>Consideration to be given to whether it would be appropriate for the Chair to lead a Public Silence. If so, the location to be determined and all those listed in Appendix C to be invited to be present. Councillors to wear black ties / arm bands / rosettes.</p>	<p>The Chair in conjunction with the Parish Clerk.</p>	

8. Letter of Condolence from Fairfield Parish Council

Action Required	Implemented By	Other Notes
<p>As soon as practical, a letter of condolence will be drafted and circulated to the Chair before dispatch.</p>	<p>Parish Clerk.</p>	

Appendix A

Full details for on the correct way to fly flags at half-mast is given on the website of the Flag Institute (www.flaginstitute.org).

It is important that the guidance given by the Flag Institute is adhered to strictly.

Half-mast means the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical but a mourning cravat can be used instead.

When a flag is to be flown at half mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from the half mast, it should again be raised to the top of the mast for a second before being fully lowered.

Appendix B

The statement should begin with a suitable expression of sadness of the Parish Council on hearing the announcement.

It might go on to state that flags will be flown at half-mast.

If is an occasion when Books of Condolence will be opened, then reference could be made to that.

When a decision has been taken on the Council's programme of events and engagements, it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

If in doubt, do not rush out a statement which commits the Parish Council to action before that action has been discussed and has the necessary agreement from the political leadership.

Appendix C

All members of the Council

Parish Clerk

Past Chairs

Appendix D

The Lord Lieutenant's Office has a plan for such an event and the Chief Constable, Chief Fire Officer and the three local authority Chief Executives have been briefed on the plan and are regularly updated. Any request for access to the plan should be directed to Central Bedfordshire Council, Lord Lieutenant's Office as they administer this service on behalf of the three local authorities.



Fairfield

Parish Council

Disciplinary Policy

Contents:

- Introduction**
- Examples of misconduct**
- Examples of gross misconduct**
- Suspension**
- Examples of unsatisfactory work performance**
- The Procedure**
- Disciplinary Investigation**
- The Disciplinary Meeting**
- Disciplinary Action**
- First Written Warning**
- Final Written Warning**
- The Dismissal**
- The Appeal**

Date of adoption of Version 1:	14 th November 2019
Date of adoption of Version 2:	*****
Date of next review:	It is due for review not later than 4 years from its last review

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. This policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
3. This policy confirms:

- informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance.
- 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 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 will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing.
- employees may be accompanied or represented by a companion, a workplace colleague, a trade union representative or a trade union official at any disciplinary, investigatory 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. Employees 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 submission
- 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 unless it is unreasonable not to propose a later date.

- any changes to the specified time limits in the Council's procedure must be agreed by the employee and the Council.
- 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)**.
- **audio or video** recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed **by all affected parties** as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary action. 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 held after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- **this procedure may be implemented at any stage if the employee's alleged misconduct warrants this**
- 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 of affected parties

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 instruction
 - 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
 - incapacity at work because of alcohol or drugs
 - violent behaviour
 - fraud or theft
 - gross negligence
 - gross insubordination
 - serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
 - serious and deliberate damage to property
 - use of the internet or email to access pornographic, obscene or offensive material
 - disclosure of confidential information.

Suspension

6. If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
7. While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.
8. The employee must not attend work. The council will make arrangements for the employee to access

Examples of unsatisfactory work performance

9. 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.

The Procedure

10. The Preliminary enquiries. The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

11. Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary Investigation

12. A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.

13. If a formal disciplinary investigation is required, the Council 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 Council 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 Council will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:

- the allegations or events that 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.

14. The Investigator will be asked to submit their findings within twenty working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).

15. The Council will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient 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.
16. Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
17. 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.
18. 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 Council whether or not disciplinary action should be considered under the policy.
19. 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 a formal hearing should be convened under the Council's disciplinary procedure.
20. The Investigator will submit the report to the Council which will decide whether further action will be taken.
21. 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

22. If the Council decides that there is a case to answer, it will appoint a sub-committee of three Councillors to formally hear the allegations. The sub-committee will appoint a Chair from one of its members. The Investigator shall not sit on the sub-committee.
23. 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 Chair 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 the least fifteen 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 the supporting evidence at least five working days before the meeting. If witnesses are not attending the meeting, witness statements will be submitted to the other side at least five working days before the hearing
- that the employee may be accompanied by a companion – a workplace colleague, a trade union representative or a trade union official

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chair will introduce the members of the sub-committee to the employee and explain the arrangements of the hearing
 - the Chair will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
 - the Chair will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
 - the Chair will invite the employee to present their account
 - 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
24. the Chair will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chair will also notify the employee of the right to appeal the decision
25. the Disciplinary Meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee

Disciplinary Action

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

First Written Warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first 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 a **specific period of time** (e.g. 12 months).

Final Written Warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A 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 **specific period of time** (e.g. 12 months).

Dismissal

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.

27. 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. 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 taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The Appeal

28. An employee who is the subject of disciplinary action will be notified of the right of appeal. His / her written 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.

29. 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.
30. **Where possible** 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 members of the Council who may include members of the sub-committee. The appeal panel will appoint a Chair from one of its members.
31. The employee will be notified, in writing, within ten 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.
32. At the appeal meeting, the Chair will:
- introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
 - explain the action that the appeal panel may take.
33. The employee (or companion) will be asked to explain the grounds for appeal.
34. The Chair will inform the employee that he / she will receive the decision and the panel's reasons, in writing **usually** within five days of the appeal hearing.
35. The appeal panel may decide to uphold the disciplinary decision of the sub-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.
- 36. 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.**
37. The appeal panel's decision is final.



Grievance Policy

Contents:

- Introduction**
- Informal Grievance Procedure**
- Formal Grievance Procedure**
- Investigation**
- Notification**
- The Grievance Meeting**
- The Appeal**

Date of Adoption of Version 1	14 th November 2019
Date of Adoption of Version 2	*****
Date of next review:	It is due for review not later than 4 years from its last review

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 workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. 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 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 unless it is unreasonable not to propose a later date.
 - any changes to the specified time limits must be agreed by the employee and the Council
 - 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)
 - audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties 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 the completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raises 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 that requires the consent of affected parties.
- 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 Central Bedfordshire 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 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 the Chair of the Council 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 the Chair (for example, because it concerns the Chair), the employee should contact the Vice-Chair 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 Chair (or Vice-Chair) of the Council.
6. The Chair (or the Vice-Chair) of the Council will appoint a sub-committee of three members to investigate the grievance. The sub-committee will appoint a Chair from one of its members. No Councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

7. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, Councillors or members of the public).
8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

Notification

9. Within ten 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 letter will include the following:
 - the names of its Chair and other members
 - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will be within twenty-five 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 as soon as possible before the meeting
 - confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually at least two working days before the meeting
 - findings of the investigation if there has been an investigation
 - an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition)

The Grievance Meeting

10. At the grievance meeting:
 - the Chair will introduce the members of the sub-committee to the employee
 - the employee (or the companion) will set out the grievance and present evidence
 - the Chair will ask the employee **questions about the information presented and will want to understand** what action he/she wants the Council to take
 - any member of the sub-committee and the employee (or the companion) may question any witnesses
 - the employee (or the companion) will have the opportunity to sum up the case
 - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.
11. The Chair will provide the employee with the sub-committee's decision, in writing, within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employees right to appeal.

The Appeal

12. 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 Chair (or Vice-Chair) of 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 for appeal.
13. Appeals may be raised on a number of grounds e.g.
 - 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.
14. 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 members of the Council who may include members of the sub-committee. The appeal panel will appoint a Chair from one of its members.
15. The employee will be notified, in writing, within ten working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will take place within twenty-five working days of the Council's receipt of 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.

16. At the appeal meeting, the Chair will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the sub-committee
 - explain the action that the appeal panel may take
17. The employee (or his/her companion) will be asked to explain the grounds of appeal.
18. The Chair 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.
19. The appeal panel may decide to uphold the decision of the sub-committee or substitute its own decision.
20. The appeal panel's decision is final.



Equality and Diversity Policy

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Dignity at work

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Monitoring and review

Date of Approval:	12 th December 2013
Date of adoption of version 3	14 th November 2019
Date of adoption of version 3	*****
Date of next review:	It is due for review not later than 4 years from its last review

Our commitment

The Council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the Council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The Council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The Council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The Council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the Council considers it has good reasons, unrelated to any protected characteristic, for doing so. The Council will comply with its obligations in relation to statutory requests for contract variations. The Council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The Council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The Council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the Council's privacy notices.

Dignity at work

The Council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the Council

The Council will not discriminate unlawfully against those using or seeking to use the services provided by the Council.

You should report any bullying or harassment by suppliers, visitors or others to the Council who will take appropriate action.

Training

The Council will [provide training in/raise awareness of] equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The Council will [provide training to/raise awareness of] all staff engaged to work at the Council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment. [The Council will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.]

Your responsibilities

Every employee is required to assist the Council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the Council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the Council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the Council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The Council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the Council to judge its effectiveness and will be updated in accordance with changes in the law. [In particular, the Council will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the Council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.]

This is a non-contractual procedure which will be reviewed from time to time.

Appendix E – Memorial for Barrie Dack

In order to mark the passing of the late Barrie Dack and his immense contributions to Fairfield, it was agreed at a FPC meeting (item 144 14th September 2023) that a fitting memorial would be provided.

This document sets out the various options and the costs.

Memorial options:-

1. A wooden bench with plaque,
2. A blue plaque on the community hall,
3. Renaming the community hall as The Barrie Dack Hall,
4. Planting a fruit tree with a memorial plaque in the Western Orchard.

The costs associated with the various options are:-

1. A number of benches were provided by the parish council on the cricket pitch surrounds. A concrete base was installed for the benches to sit on. The benches were provided by Glasdon (<https://uk.glasdon.com/elwood-tm-recycled-material-seat>) and were:-

Elwood™ Recycled Material Seat	£815.56
Seat ends: Dark Oak, Slat: Brown Enviropol® material	
Fixing: Adjustable depth concrete-in fixing kit (88 mm screws)	£39.29
A memorial plaque (200 x 50 mm size)	£116.41

Maydencroft supplied the concrete base and installed the benches. The cost in 2021 was £355.00. A new quote will be required from Maydencroft.

Total £1,326.26

2. [Blue plaques](#) come in a variety of materials and size. The costs for just the plaque ranges can be seen on the example below, this is made of aluminium and materials that would last a lifetime.

Size	Approximate Cost
8"	£225+VAT
10"	£275+VAT
12"	£325+VAT
14"	£375+VAT
16"	£425+VAT
18"	£475+VAT

There would be an extra cost for the design depending on how intricate it was.

Appendix E – Memorial for Barrie Dack

3. Rename the community hall. The individual letters would need to be obtained, the old name taken down and replaced by the new one. It is really difficult to get a quote without the company attending or sending by email several days later. But I found one from an American company:-

Approx. Cost = £400. Removal and Installation unknown

4. Fruit tree and plaque. FPC wrote a memorial tree policy in 2020. These consisted of a sign that were supplied by Woodland Burial (<https://www.sign-maker.net/memorial/woodland-burial.html>). There are various designs.

Taken from the FPC policy document:-

Memorial plaques are permitted at the base of the tree. These are to be supplied from the Woodland Trust (see www.sign-maker.net/memorial/woodland-burial.html and must be wooden and 300 mm x 300 mm in size. It can be mounted on a post or direct onto the ground. FPC will order the plaque on behalf of the applicant to keep all plaques uniform. The applicant will be permitted to suggest the wording on the plaque and will be invoiced for the total cost including installation costs and post (if required). All wording must be approved by Fairfield Parish Council.

The costs found on the Woodland Burial website are:-

	90-95mm thick	
Size	Iroko	Oak / Balau
300x300mm	£225 K	£350 K
300x375mm	£275 K	£435 L
300x420mm	£345 L	£480 L
300 x450mm	£360 L	£515 L
450 x450mm	£495 M	£745 M
Letter after amount represents <u>shipping rate</u>		
The cost includes 50 characters, extra characters £3 for 50. <u>Images</u> also available @ £12.50 Line border @ £5.95		

The mounting can be either a wooden wedge on the ground or a raised wooden stake, that the plaque would be attached to.

Wooden Wedge	£89.00
Wooden Stand	£264.00
The cost of delivery of the sign would be approximately	£29.00 inc.VAT
.	
The cost of a typical fruit tree is approximately	£246.00
The cost of a planting kit is	£37.00
Delivery	£25.00
	Total £308.00

Grand total for plaque and tree - £687.00 or £951.00 (with wooden stand)

Appendix E – Memorial for Barrie Dack

Councillor Reynolds has tentatively spoken with Barrie's sister, Margaret, about the various options and she was most in favour of the tree and plaque. Barrie did after all set up the preservation of the orchard and was a keen gardener.

Appendix F – Bank Reconciliation at 31st January 2024

Where the money is	Value
Unity Trust	£68,378.18
Cash Plus Card	£261.80
Petty Cash	£0.00
The Cambridge Building Society	£85,418.32
United Trust Bank	£86,611.54
Total Money	£240,669.84 (1)
Cash Book	
Total Receipts (1 st April 2023 – 31 st January 2024)	£131,029.88
PLUS balance carried over 1 st April 2023	£204,665.46
LESS Total Payments (1 st April 2023 – 31 st January 2024)	£95,025.50
Total Money in cash book	£240,669.84 (2)

As (1) and (2) are equal there are no issues to report.

Appendix G – Receipts and Payments since last meeting

Receipts since last meeting

From whom	Description	Total
HMRC	VAT Refund (01/10/23-31/12/23)	£5,071.48
	Total	£5,071.48

Payments since last meeting

To whom	Description	Total
Katrina McKnight	January wages	£889.43
HMRC	January Tax	£318.97
M & G Wealth	Clerk's Pension – January	£200.00
EE	Mobile phone – January	£15.00
Mail Chimp	Monthly subscription	£36.48
Shutterstock	Images for website and newsletters	£34.80
Acronis	Back Up Software	£69.99
Richardson Maintenance Services Limited	Window Cleaning	£66.00
	Gutter Cleaning	£85.00
Fairfield Community Hall	Rent for Scouts – December	£550.00
	Rents for Scouts – January	£720.00
Hislop & Co Horticulture Ltd	Maintenance Contract	£1,344.00
Gritting Works	Gritting – January	£1,094.40
Amazon	Cables	£44.97
Gear4Music	Stage Monitor	£230.98
The National Allotment Society	Annual Membership	£66.00
	Total	£5,766.02