



# Bishopstoke Parish Council

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**Members of the People Committee are summoned to attend a meeting on  
Tuesday 27<sup>th</sup> June at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.  
This meeting is open to the public.**

## AGENDA

### PUBLIC SESSION

1. Apologies for Absence
2. To adopt and sign Minutes of the Human Resources Committee meeting held on 28 February 2023
3. Declarations of Interest and Requests for Dispensations
4. To discuss, amend if necessary, and re-adopt the Grievance policy
5. To discuss, amend if necessary, and recommend the Council Mission Statement and Objectives
6. To receive the overtime hours report
7. To receive the Clerk's report
8. Date, time and place for next meeting

*D L Wheal*  
*Clerk to Bishopstoke Parish Council*  
*21<sup>st</sup> June 2023*



## **Minutes of a Meeting of the People Committee held at Bishopstoke Methodist Church commencing at 7:30pm on 28<sup>th</sup> February 2023**

**Present:** Cllrs R Dean (Chair), A Dean, and Winstanley

**In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)  
Cllrs Daly and Francis (Bishopstoke Parish Council)

**Public Attendance:** 0 members of the public were present.

**PPL\_2223\_M03/**

### **Public Session**

#### **14 Apologies for Absence**

14.1 Apologies were received from Cllrs Hillier-Wheal and Tidridge.

#### **15 To adopt and sign Minutes of the Human Resources Committee meeting held on 25 October 2022**

15.1 The Minutes of the above meeting had been circulated prior to the meeting.

15.2 Proposed Cllr R Dean, Seconded Cllr A Dean, **RESOLVED** unanimously that the minutes of the People Committee meeting held on 25 October 2022 be adopted and signed.

#### **16 Declarations of Interest and Requests for Dispensations**

16.1 None declared or requested.

#### **17 To discuss, amend if necessary, and adopt the Lone Working policy**

17.1 The draft Lone Working Policy had been included in the supporting papers for the meeting.

17.2 Cllr Francis requested the inclusion of text specifying staff should notify someone on their return to clause 6.1.5.

17.3 Proposed Cllr Winstanley, Seconded Cllr R Dean, **RESOLVED** unanimously that the policy, including text specifying staff should notify someone on their return, should be adopted.

17.4 Cllr Daly requested the Clerk produce guidelines for Cllrs in similar situations.

#### **Action: Clerk**

#### **18 To decide overtime arrangements for 2023-24 and make necessary changes to staff contracts**

18.1 A memo detailing the current overtime spend and recommendations had been included with the papers for the meeting.

18.2 Cllr Francis suggested that in addition to a report on overtime spend going to the Finance Committee for monitoring spend a report on overtime hours should also be sent to the People Committee for health and wellbeing purposes.

18.3 Proposed Cllr R Dean, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Council monitor overtime hours and spend with reports being sent to the People and Finance Committees respectively, and with action being discussed if the overtime spend goes above £500 per month on average.

## **19 Date, time, place and agenda items for next meeting**

19.1 The next meeting of the Human Resources Committee is expected take place at 7:30pm on Tuesday 27<sup>th</sup> June 2023 at the Bishopstoke Methodist Church. These details are subject to change.

## **20 Confidential Business**

20.1 Proposed Cllr R Dean, Seconded Cllr Winstanley, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed relating to employees' remuneration, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

## **21 To make recommendations regarding salary levels**

21.1 The Clerk's and Chair's recommendations for salary levels had been included with the supporting papers for the meeting.

21.2 Targets for the Clerk were discussed and agreed.

21.3 Proposed Cllr R Dean, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the salary levels be as recommended in the report.

*There being no further business, the Chair closed the meeting at 8:25pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# GRIEVANCE POLICY

## 1. Policy

- 1.1 It is the Council's policy to encourage employees with grievances relating to their employment to use the procedure below to seek satisfactory solutions. The Council will try to resolve grievances as quickly as possible to the satisfaction of the individual(s) concerned. Where this is not possible, every effort will be made to explain the reasons for the decision.
- 1.2 If employees are not satisfied with the outcome, they have the right to pursue their grievance to the next stage. It is hoped that most grievances will be resolved during the informal discussion. Employees who have raised grievances will be treated fairly at all times before, during and after the grievance hearing(s).
- 1.3 Certain kinds of grievance cannot be dealt with under this procedure either because it is inappropriate or because there are already established agreements for the settlement of disputes in relation to them. Examples of these are: -
  - 1.3.1 Matters not relating to employment or matters over which the Council has no control
  - 1.3.2 Disciplinary matters
  - 1.3.3 Queries relating to statutory deductions from pay or rates of pay collectively agreed at the national or local level
  - 1.3.4 Matters relating to the pension scheme(s)
- 1.4 Any panels mentioned in this policy will be appointed at the time they are needed. The Chair and Vice Chair of the Council will not sit on the same panel.

## 2. Related policies and procedures

- 2.1 This policy is to be read in conjunction with the Council's discipline policy, code of conduct, complaints procedure and standing orders.

## 3. Procedure

- 3.1 Informal stage  
If you have a grievance about your employment you should discuss it informally with your line manager. The line manager will give a response within five working days. (See Notes 4.1 – 4.3 below for exceptions to this procedure.)
- 3.2 Stage 1.  
If you feel that the matter has not been resolved satisfactorily through informal discussions, you must put your grievance in writing to the Chair of the Council. The Chair shall report your written grievance to a Grievance Panel meeting, held in the absence of the public and the press. You will receive a reply within five working days follow this, and a meeting will be arranged. You must take all reasonable steps to attend the meeting. You, any relevant witnesses and members of the Grievance Panel will attend the meeting. You

may choose to be accompanied by a colleague, lay or trade union official. The meeting may be adjourned to allow matters raised during the course of the meeting to be investigated or to give the members of the Grievance Panel time to consider the decision. The members of the Grievance Panel will give a response in writing within five working days of the meeting and will inform you of the appeals procedure.

### **3.3 Stage 2**

If you are not satisfied with the members of the Grievance Panel's response, you may raise the matter, in writing, with the Council's Appeal Panel within five working days. A meeting will be arranged, constituted as in Stage 1, except that members of the Appeal Panel will replace members of the Grievance Panel. The members of the Appeal Panel will give a response within five working days of the meeting. The Appeal Panel's decision is final.

### **3.4 Investigations**

The Council is committed to ensuring that all grievances are investigated fully. 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 the parties concerned. The identity of witnesses will be kept confidential where necessary.

## **4. Notes**

- 4.1** The grievance procedure should not be used for appeals against disciplinary decisions, as that is the purpose of the disciplinary appeals procedure. If, however, you have a complaint against the behaviour of a manager during the course of a disciplinary case, you may raise it as a grievance with a senior manager. The disciplinary procedure may be suspended for a short period if necessary until the grievance can be considered.
- 4.2** Employees are encouraged to raise grievances and will not suffer any detriment from doing so.
- 4.3** The timescales listed above will be adhered to wherever possible. Where there are good reasons, e.g. the need for further investigation or the lack of availability of witnesses or companions, each party can request that the other agrees to an extension of the permitted timescale.
- 4.4** The Council reserves the right to seek assistance from external facilitators at any stage in the grievance procedure.
- 4.5** For employees during their first year of employment, the Council reserves the right to speed up the decision making process and may choose to follow a shortened version of the above procedure.
- 4.6** A copy of the written grievance and written decisions made will be placed on the employee's/ex-employee's personnel file, together with any notes or evidence taken or compiled during the course of the procedure.

**5. Abuse of this policy**

**5.1** Any abuse in the application of this policy e.g. if an employees grievance is found to be malicious or to have been made in bad faith will be dealt with in accordance with the Council's Disciplinary Policy and Procedure and may possibly result in disciplinary action being taken, up to and including dismissal.

**6. Alterations and amendments to this policy**

**6.1** This policy and procedure does not form part of employees' contractual rights. The Council reserves the right to revise the contents of this policy and procedure from time to time or withdraw it at its absolute discretion, in accordance with the needs of the council.

**7. Additional information**

**7.1** For further information, please contact the Clerk.

**Mission** – To be the voice of the people of Bishopstoke to enhance our village as a great place to live, work and visit.

**Aim 1** – To improve, and protect, our environment for residents and wildlife.

**Aim 2** – To promote better health & well-being outcomes for all.

**Aim 3** – To strengthen a sense of place.

**Aim 4** – To encourage residents to become more involved in the life of the village.



## People Committee – Clerk’s Report

### 27<sup>th</sup> June 2023

#### **Staff**

This month we said goodbye to Cheryl after more than 12 years serving the Council. She will be sorely missed.

As has been the case for some time now there are more tasks and projects to be done than can realistically be managed with the level of staff employed by the Council. The Council continues to add projects (most recently the Greening Campaign) but Officers are currently having to pick and choose what to work on once the basic day-to-day running of the Council jobs are complete. This has led to slowdowns in some areas as there are only so many hours in the working week. Additionally, the job of modernising the Council is not yet complete and there are additional requirements such as increasing the regularity of inspections and risk assessment updates which will take more officer time away from projects. Progress will also naturally slow down over the summer as this is a traditional time for holidays, with all staff anticipating taking at least 2 weeks off during the summer months.

#### **Contractors**

Green Smile continue to provide excellent and responsive service to the Council, the latest examples of this including receiving a report of fly tipping at Stoke Common play area one evening and having it cleared away by 9am the following morning. Green Smile’s regular attendance at Assets Committee meetings has also proved useful.

Green’s Clearance are used to help clear abandoned allotment plots and are also being used to assist with moving all the files from the office to storage.

We now have a potential ad hoc handyperson available for minor repairs, paintwork, cleaning etc.

#### **Priorities**

The Clerk has modified staff meetings to allow a better discussion of current roles, difficulties and priorities. Further cross training is being arranged to ensure continuity of service. Current short term priorities (to complete within 3 months) are completion of the Communications Policy; finishing transfer of allotment administration to AdvantEDGE module; monthly inspections of burial grounds and allotment sites up and running; weekly inspection of play areas to be brought in house; relocation of the war memorial; approving an internal auditor for the next three years; cemetery gates project; bin project and clearing the parish office.





## People Committee – Overtime Report

27<sup>th</sup> June 2023

April (4 weeks)

Employee	Basic Hours	Basic Hours in Month	OT Hours in Month
Clerk	37	148	0.25
RFO	15	60	0
Assets	30	120	2.5
Projects	10	40	16

May (4 weeks)

Employee	Basic Hours	Basic Hours in Month	OT Hours in Month
Clerk	37	148	3.5
RFO	15	60	0
Assets	30	120	2.5
Projects	10	40	24

Total this year (8 weeks)

Employee	Total Basic Hours	Total OT Hours
Clerk	296	3.75
RFO	120	0
Assets	240	5
Projects	80	40