

WEST MOORS TOWN COUNCIL

4 Park Way, West Moors, Dorset BH22 0HL
Tel: 01202 861044 Email: office@westmoors-tc.gov.uk



Dear Councillor

You are summoned to attend a meeting of the **FINANCE & GENERAL-PURPOSE COMMITTEE** being held on **THURSDAY 20th MARCH 2025 at 7.30pm** in The Pavilion, Fryer Field to transact the following business:

J Weedon

Judi Weedon
Town Clerk

13th March 2025

Committee Membership

Cllr C Way - Chair

Cllr M Hawkes
Cllr D Shortell

Cllr Mrs C Holmes
Cllr J Staig

Cllr J Randall
Cllr K Wilkes

Cllr Mrs N Senior
Cllr Mrs P Yeo

AGENDA

1. [To Receive Apologies for Absence](#)
2. [Questions from Members of the Public](#) (Public to submit questions a minimum of 24 hours prior to meeting. Any questions/representations will be read out) Public session is limited to 10 minutes
3. [To Receive Declarations of Interests on any Matter on this Agenda](#)
4. [To Receive Clerks Report](#)
5. [To Receive Financial Information](#)
 - a. [Bank Reconciliations up to end February 2025](#)
 - b. [Internal Controls and income reports to end February 2025](#)
 - c. [CCLA Information](#)
6. [To Approve Accounts for Payment](#)
7. [To Appoint Internal Auditor for 2025/26](#)
8. To Consider Grant Applications
 - a. [Dementia Action Group](#)
 - b. [Oakhurst First and Nursery School PTFA](#)
 - c. [West Moors Memorial Bowls Club](#)
9. To Review Policies and Procedure
 - a. [Terms of Reference](#)
 - b. [Absence Policy](#)
 - c. [Discipline Policy](#)
10. [To Receive Correspondence](#)
11. [Staff Matters:](#)
 - a. Sickness Report
 - b. Overtime report
 - c. Annual Leave report

AGENDA ITEM 1 – Apologies for Absence

The Clerk will give the apologies for those councillors who have given prior notice that they are unable to attend the meeting.

PLEASE NOTE: That a reason for all future apologies for non-attendance at meetings will be required. This is part of the Local Government Act 1972 s 85(3) and Sch 12 para 40.

The reason for the apology will be noted in the minutes.

AGENDA ITEM 2 – Questions from Members of the Public

Public are required to submit questions a minimum of 24 hours prior to meeting. Please note that the meeting is by law 'a meeting held in public, not a 'public meeting'. The law gives members of the public the right to attend and observe but not to speak. Any questions/representations received will be read out) Public session is limited to 10 minutes

AGENDA ITEM 3 – Declarations of Interests

If an item appears on the agenda that a member holds a pecuniary interest in, as stated on their registration of pecuniary interest form, they must declare that interest and follow the rules set out in the Code of Conduct.

If any member is in any doubt whether to declare an interest, please speak to the clerk.

Agenda Item 4 – Clerks Report

1. Lloyds Bank: Other banking providers are yet to be researched and considered.
2. Lloyds Bank: Letter received informing of closure of Ferndown Branch on the 17th November 2025.
3. Lloyds bank: letter informing of interest rate reduction for the 15th April on the business deposit account.
4. Lloyds Bank: The Assistant to the Clerk has been added to the bank mandate in order o access internet banking.
5. The internal auditor visited on the 12th February, everything was found to be in order. The next visit is scheduled for the 1st May, this will be the final visit from the current auditor.

Agenda Item 5 – Financial Information

Agenda 5a – Bank Reconciliations

Bank Statements up to 28th February have been checked by vice chair Cllr Mrs P Yeo, in the absence of the Chair Cllr Way and should any other member wish to inspect the bank statements they can be emailed or made available at the meeting

West Moors Town Council

Bank reconciliation as at 28.02.2025

Amount in bank as at 31/01/25	£250,817.05
Income during February	£5,680.09
Expenditure during February	£14,763.80
Amount in bank as at 28/02/25	£241,733.34

Bank Reconciliation as at 28/02/2025

Current	£4,418.29
Deposit	£212,372.18
CCLA PSDA	£25,000.00
Petty cash	£44.87

	£241,835.34
Less outstanding payments	£102.00
Plus unpresented receipts	£0.00

Total amount held in accounts	£241,733.34

Long Term Investment:

CCLA Property Fund	£121,203.60
(Nominal value at 31.01.2025)	

Outstanding Loan Amount

Public Works Loan	(£34,528.56)
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Agenda Item 5b – Income reports

Income reports for January and February 2025 shown below

Received Income 01.01.25 to 31.01.25			
Accepted date	Gross	Organisation	Details
02/01/2025	£40.50	Various	Bas sales
03/01/2025	£15.00	Me and My Dog Acadamy	Fryer field hire
03/01/2025	£195.00	Ferndown All Stars	Sports Fees
03/01/2025	£117.00	Longfleet FC	Sports Fees
03/01/2025	£100.89	CCLA Public Sector Deposit Account	Interest
06/01/2025	£96.00	Generation Elite	Sports Fees
06/01/2025	£960.00	AE Jolliffe	Cemetery fees
06/01/2025	£1,070.00	AE Jolliffe	Cemetery fees
06/01/2025	£20.00	Friends of the Stays of Greece	Storage fees
07/01/2025	£50.00	Terrafirma Maintenance Southern Ltd	Tractor hire
07/01/2025	£145.58	Terrafirma Maintenance Southern Ltd	Tractor Insurance
07/01/2025	£195.00	Verwood Family Church	Sports Fees
07/01/2025	£412.00	West Moors Youth FC	Sports Fees
07/01/2025	£31.50	Various	Bag sales
09/01/2025	£7,682.86	HMRC	VAT refund
09/01/2025	£197.38	Lloyds Bank	Interest
10/01/2025	£235.00	AE Jolliffe	Cemetery fees
13/01/2025	£32.00	Village Surgery	Pavilion hire
13/01/2025	£20.00	Bournemouth Youth Marching Band	Westival stall fee
13/01/2025	£20.00	Fit and healthy Chiropractic	Westival stall fee
13/01/2025	£63.00	Verwood Athletic	Sports Fees
14/01/2025	£36.00	Various	Bag sales
14/01/2025	£20.00	Mellow Designs	Westival stall fee
15/01/2025	£557.00	Grange Athletic	Sports Fees
15/01/2025	£40.00	JK house Training	Westival stall fee
16/01/2025	£165.00	Excalibur Stone Ltd	Cemetery fees
16/01/2025	£32.00	Village Surgery	Pavilion hire
20/01/2025	£670.00	Excalibur Stone Ltd	Cemetery fees
21/01/2025	£180.00	Verwood Town FC	Sports Fees
21/01/2025	£68.00	HELM	Hire of FF and Pavilion
21/01/2025	£117.00	Longfleet FC	Sports Fees
21/01/2025	£52.00	Various	Bag sales
23/01/2025	£39.00	Friends of the Stays of Greece	Additional Keys and deposit for pavilion
24/01/2025	£50.00	Youth Club	Annual ground rent
24/01/2025	£56.63	Youth Club	Water and sewage charges
27/01/2025	£50.00	Terrafirma Maintenance Southern Ltd	Tractor hire
28/01/2025	£9.00	Various	Bag sales
29/01/2025	£15.00	Me and My Dog Academy	Fryer field hire
30/01/2025	£485.00	AE Jolliffe	Cemetery fees
30/01/2025	£960.00	AE Jolliffe	Cemetery fees
31/01/2025	£195.00	longfleet Ability counts FC	Sports Fees

31/01/2025	£156.00	Verwood Family Church	Sports Fees
31/01/2025	£156.00	Longfleet FC	Sports Fees
31/01/2025	£1,491.62	CCLA Property Fund	Dividend
TOTAL	£17,298.96		

Received Income 01.02.25 to 28.02.25			
Accepted date	Gross	Organisation	Details
03/02/2025	£20.00	Tulsa Band	Pavilion Hire
03/02/2025	£668.00	West Moors Youth FC	Sports Fees
03/02/2025	£964.00	Grange Athletic	Sports Fees
03/02/2025	£156.00	Ferndown All Stars	Sports Fees
03/02/2025	£150.00	Mr Wiltshire	Cemetery fees
03/02/2025	£63.00	Verwood Town FC	Sports Fees
04/02/2025	£30.00	Friends of the Stays of Greece	Storage fees
04/02/2025	£46.50	Various	Bag sales
04/02/2025	£261.50	Various	Bag sales
04/02/2025	£100.14	CCLA Public Sector Deposit Account	Interest
05/02/2025	£115.00	Thomas Jones Memorials	Cemetery fees
07/02/2025	£16.00	Kelly Payne	Sports Fees
10/02/2025	£30.00	Hants and Dorset Card club	Pavilion Hire
10/02/2025	£68.00	HELM	Sports and Pavilion hire
10/02/2025	£580.00	N. O'Hara Funeral Directors	Cemetery fees
10/02/2025	£196.67	Lloyds Bank	Interest
11/02/2025	£32.00	Various	Bag sales
12/02/2025	£17.50	John Berry	Pavilion Hire
13/02/2025	£38.70	West Moors Youth Club	Water and sewage charges
17/02/2025	£88.00	Grassby Funeral Services	Cemetery fees
17/02/2025	£130.00	Phoenix Marble and Granite	Cemetery fees
18/02/2025	£29.50	Various	Bag sales
24/02/2025	£63.00	Verwood Athletic	Sports fees
25/02/2025	£240.00	Verwood Town FC	sports fees
25/02/2025	£1,000.00	Mrs Smith	Purchase of Memorial Bench
25.02.25	£21.00	Various	Bag sales
25/02/2025	£17.50	John Berry	Pavilion Hire
27/02/2025	£39.00	Verwood Athletic	Sports Fees
27/02/2025	£15.08	Me and My Dog Academy	Hire of Fryer Field
27/02/2025	£312.00	Longfleet FC	sports fees
28/02/2025	£156.00	Ferndown All Stars	sports fees
28/02/2025	£16.00	Will Payne	Sports fees
TOTAL	£5,680.09		

AGENDA ITEM 5c – CCLA Information

The Public Sector Deposit Fund is providing a yield 4.5047% at the 10th March 2025. (a slight decrease from the figure reported in January)

The Property Fund is currently remaining stable at £2.80 per unit (as of 28.02.25). The dividends received during the past 12 months equate to £6,165.40

AGENDA ITEM 6 – Accounts for Payment

List of payments to be approved at the meeting

AGENDA ITEM 7 – Appoint Internal Auditor

The council's current internal auditor is retiring after he has completed the 2024/25 Annual return certification. Therefore, WMTC are required to appoint an internal auditor for 2025/26 onwards.

Two quotes have been received for this service, both of which were recommendations from the current internal auditor.

Current cost in 2024/25 was £595

Mulberry Local Authority Services Ltd and Lightatouch.

Quotes are attached separately for members to evaluate.

Members are requested to appoint an internal auditor from the information provided within the quotes.

AGENDA ITEM 8 – Grant Applications

Members are asked to consider the following applications for grant aid.

The grant budget for 2024/25 is overspent, so no funds are available in the current financial year.

The general grant budget for 2025/26 is £5000 is available from the 1st April.

Agenda Item 8a – West Moors Dementia Action Group

The dementia action group are asking for a grant £114 to produce a prompt card to help West Moors businesses and community to become more dementia aware.

Copy of application form below.



West Moors Town Council Application Form for Grants and Donations

Please return completed form to: The Town Clerk, West Moors Town Council, 4 Park Way,
West Moors, Ferndown, Dorset. BH22 0HL

Name of Organisation	West Moors Dementia Action Group
Name and Address of Applicant	Revd Lynne Morris [REDACTED]
Position in Organisation	Chair person
Telephone number (home)	[REDACTED]
Telephone number (work)	As above
Description of the project	Producing a handy pocket-sized prompt card to help West Moors Businesses and community to become more dementia aware and dementia friendly with a handy reminder in their pocket.
Estimated total cost of the project	Estimated cost £114.00
Amount requested from The Town Council	£114
Why is the project important to your Club/Organisation?	It will help in our aim to make West Moors a Dementia Friendly village, providing useful brief bullet points on a handy pocket sized laminated card of things to remember about what dementia is and how to support someone we might meet in the course of our daily work and activity around West Moors, or anywhere.
About your Club/Organisation	

What are the objectives of your Club/organisation?

To make West Moors a safe dementia friendly community and provide resources or signposts to help people with dementia and their carers.

How many of your members are residents of the West Moors Town Council area?

The WM Dementia Action Group are representatives of the community living or working in WM, for the people of WM.

Of the total number of people who benefit from your organisation, what proportion live in the West Moors Town Council area?

As above

Do you intend to attract new members when the project has been completed?

Yes. This will be ongoing from one generation to the next generation . There will always be volunteers needed to organise things, to help and support and always people with memory challenges in need of support.

How will this project benefit the community of which you are part?

It will help our community to be better served by the businesses and community as they become better informed and with the handy reminders in their pocket.

What facilities are available for the disabled in your organisation?

The majority of activities are disabled friendly.

Does your organisation include children under 16?

NO

If so does your organisation have a child protection policy in place?

NO

If Yes please provide a copy of the policy with your application.

If your organisation does include children under 16 but you do not have a child protection policy please contact the Parish Clerk

Sources of Funding

Have you applied for a grant or loan from any other source, if yes please detail below

	NO
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Organisation	Amount	Pending	Granted	If refused, reason for refusal

What level of funding will your organisation be putting into the project?

We appreciate all help given and could top up if needed
We continue to look for ways to raise more funding.

What will be the effect on your Project or Organisation if a grant is not obtained from the Town Council?

If this was unable to go ahead there would be no businesses and fewer people in the community aware of some key points about dementia i.e. to help us respect, respond to and support our people who have dementia or similar memory challenges.

What are the additional revenue/expenditure implications for your organisation on completion of this project?

The more people, including our WM businesses, understand about dementia the more potential of financial support too, enabling more to be done locally.

How will any additional costs be covered?

From our accrued funds for other projects and costs.

Signature of Applicant

Lynne Morris

Print Name

Lynne Morris

Date

19th February 2025

Please note that there is an expectation that recipients will agree to collect their award from the Town Office and participate in any public

You may use this page if you need additional space for your answers
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The West Moors Dementia Action Group is a small group of 'gathered' local representatives and was initially set up by our Parish Council in 2015 to raise awareness of dementia and the need of support for those with dementia and those caring for them.

Reaching our local businesses has been a challenge regarding any information giving. We believe that a simple card with some basic information on that is easy to carry and utilise has the potential to help them help the community, and costs them probably no more than the occasional minute to read and reread the Prompt Card in their pocket. We appreciate it is almost the end of your financial year, and hope you will look favourable on our application. Any help and support will be much appreciated.

Please enclose the following with your completed application form:

- A copy of your organisation constitution
- A copy of your most recent audited accounts
- Any letters of confirmation of other grants/loans secured
- Business plan for the future operation of your Club/Organisation (if applicable)

Agenda Item 8b – Oakhurst First and Nursery School

Grant application for £1000, for development of the outside learning space for children in year 1.
Application form below. Copy of accounts and safeguarding policy sent separately.

West Moors Town Council Application Form for Grants and Donations



Please return completed form to: The Town Clerk, West Moors Town Council, 4 Park Way,
West Moors, Ferndown, Dorset. BH22 0HL.

Name of Organisation

Oakhurst first and Nursery School PTFA

Name and Address of
Applicant

Shaftesbury Road
West Moors
BH22 0DY

Position in Organisation

HEADTEACHER

Telephone number (home)

Telephone number (work)

Description of the project

Development of our outside
learning space for children
in Year 1 (ages 5-6yrs)

Estimated total cost of
the project

£4000

Amount requested from
The Town Council

£1000

Why is the project
important to your
club/organisation?

About your organisation

This area is in need of
development to make it purposeful
and beneficial to our 5-6yr olds
and enhance their learning in
school. It is not something that
come out of our existing school
budget.

What are the objectives of your Club/organisation?

To educate children aged 2-9ys

How many of your members are residents of the West Moors Town Council area?

The vast majority
There are 30 children in the class

Of the total number of people who benefit from your organisation, what proportion live in the West Moors Town Council area?

The vast majority

Do you intend to attract new members when the project has been completed?

It will hopefully attract new families to join the school.

How will this project benefit the community of which you are part?

Providing a more suitable outside learning space for our children

What facilities are available for the disabled in your organisation?

We are all floor level with no steps. We have a disabled toilet. Inclusion is a strength

Does your organisation include children under 16?

☒ YES

☐ NO

If so does your organisation have a child protection policy in place?

☒ YES

☐ NO

If Yes please provide a copy of the policy with your application.

If your organisation does include children under 16 but you do not have a child protection policy please contact the Town Clerk

Sources of Funding

Have you applied for a grant or loan from any other source, if yes please detail below

YES ☐ NO ☒

Organisation	Amount	Pending	Granted	If refused, reason for refusal

What level of funding will your organisation be putting into the project?

£3000

What will be the effect on your project or organisation if a grant is not obtained from the Town Council?

It will delay our project.

What are the additional revenue/expenditure implications for your organisation on completion of this project?

How will any additional costs be covered?

Fund raising

Signature of Applicant

Print Name

Date

[Redacted Signature]

ARON CLARK

6/12/24

Please note that there is an expectation that recipients will agree to collect their award for the office and participate in any publicity.

Agenda Item 8c – West Moors Memorial Bowls Club

Grant Application for £5,000 to assist with a replacement irrigation system for the bowling green.

Application form below. Copy of accounts and safeguarding policy sent separately.

West Moors Town Council Application Form for Grants and Donations



Please return completed form to: The Town Clerk, West Moors Town Council, 4 Park Way, West Moors, Ferndown, Dorset. BH22 0HL.

Name of Organisation	WEST MOORS MEMORIAL BOWLS CLUB
Name and Address of Applicant	DAVID ROSE [REDACTED]
Position in Organisation	CLUB PRESIDENT
Telephone number (home)	[REDACTED]
Telephone number (work)	
Description of the project	<p>The project is to replace the bowls green irrigation system. The one we have at present is approximately 25 years old and the 150 metre lengths of pvc pipes are brittle and likely to fail at any time. The pipes need replacing with high pressure hose and the spray heads also need replacing, from hydraulic to electronic operation. Trenches need cutting to allow placement of the pipes and then reinstated and overlaid with tarmac.</p>
Estimated total cost of the project	£15,000
Amount requested from The Town Council	£5,000 - or as much as can be afforded for us to maintain the integrity of the green
Why is the project important to your club/organisation?	A fully integrated bowling green irrigation system uses four pop-up sprinklers located halfway down each side of the green. The sprinklers pop-up under pressure and water the area in 180 degree arcs. The sprinklers operate individually and the system is usually operated early in the morning for about 20 minutes, 3 times weekly, weather dependent.
About your organisation	

What are the objectives of your Club/organisation?

1. Promote, foster and encourage the game of bowls in West Moors
2. To offer coaching and competitive opportunities in bowling
3. To provide and maintain facilities for the sport and the members
4. To provide social activities and other events in the interest of lawn bowls and for the enjoyment of Club members in a way that is fair to all
5. To promote sportsmanship, Fair Play and respect among members, ensuring a duty of care to all members

How many of your members are residents of the West Moors Town Council area?

120 members are West Moors residents

Of the total number of people who benefit from your organisation, what proportion live in the West Moors Town Council area?

80% of our present membership (150) reside in West Moors. Our constitution dictates that at least 75% are from West Moors

Do you intend to attract new members when the project has been completed?

We are continuously proactive in attracting new members. This year we are holding 2 Open Days and have put aside £1000 for advertising and promoting the club in our community. This, 2025, is our 75th Anniversary Year and so we are celebrating - in style!

How will this project benefit the community of which you are part?

Firstly - this will be a great weight off the shoulders of the Green Team and the Management Committee who bear the responsibility of maintaining the green.
Secondly it will mean that all outdoor club members can continue to enjoy playing and reap the physical, mental and social benefits this wonderful, inclusive game provides.

What facilities are available for the disabled in your organisation?

We hold dedicated Friday morning short mat sessions for VI (Visually Impaired) and bowlers with a mobility disability. We provide helpers and refreshments at these well-attended, popular sessions. We have designated disabled parking, entrance ramps for wheelchairs and a disabled cloakroom and loo.

Does your organisation include children under 16?

YES

NO

If so does your organisation have a child protection policy in place?

YES

NO

If Yes please provide a copy of the policy with your application.

If your organisation does include children under 16 but you do not have a child protection policy please contact the Town Clerk

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Sources of Funding

Have you applied for a grant or loan from any other source, if yes please detail below

YES ☐ NO ☒

Organisation	Amount	Pending	Granted	If refused, reason for refusal
N/A				

What level of funding will your organisation be putting into the project?

Should we be so fortunate as to acquire of grant from the Council, we will naturally fund the balance of the total cost.

What will be the effect on your project or organisation if a grant is not obtained from the Town Council?

We will cope - we have to. We have added expenditure this year and we will need to prioritise where our hard earned funds are spent.
Also required this year are;
New Lawn Green Mower - cost £8,000 - £10,000
Replacement Pump House Electrics - cost £2,000-£3,000
Promotion and membership recruitment - £1,000
New Boiler and Hot Water System - £3,300

What are the additional revenue/expenditure implications for your organisation on completion of this project?

On completion of this project, the only expenditure related to the sprinkler will be water and electric costs.
Other anticipated expenditures are listed above.

How will any additional costs be covered?

Additional costs will be met from our funds accrued from membership subscriptions, match fees and fund raising events held during the year.

Signature of Applicant

Print Name

Date

11/03/2025

Please note that there is an expectation that recipients will agree to collect their award for the office and participate in any publicity.

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During dry and hot weather the need to water the green properly can't be over emphasised. Allowing the green to dry out will cause irreparable damage and cause the green to fail. In the UK during a rainless week the average green will lose about 25mm of water to evaporation and plant transpiration combined; this will be significantly higher during periods of extreme heat. This means that we should aim to replace at least 25mm through irrigation over the week. Of course we can subtract any significant rainfall the green receives from that figure. An automatic pop up system will provide the green with a really heavy watering twice or three times a week, which is more beneficial than a light water every night. It also waters the green fairly evenly across the entire surface. Any Localised Dry Patches or Hot Spots still have to be watered by hand. Light applications usually don't address the need to get water deeper into the root zone; more of the water is lost to evaporation and if too light, might not even penetrate the surface. At WMMBC A considerable amount of green maintenance is done freely by club members. The alternative to an automatic watering would be a hose and sprinkler (which would require members, 2 or 3 times weekly moving the sprinkler around the green until it was fully water-logged) or a simple hosing all over by hand! Please bear in mind that our green is 35m by 35m. That takes a lot of time and some watering! As you can appreciate this irrigation system is the very lifeline to our club's enviable green which is maintained by our dedicated green team working tirelessly year in and year out.

I have attached a copy of our audited accounts year ending 30th September 2024 and a copy of our Child Protection Policy which we have adopted from Bowls England. "Safeguarding Children in Bowls Policy 2022"

We have 2 qualified Safeguarding Officers, both with enhanced DBS.

I have also attached a copy of our current constitution which is in the process of being updated and rewritten in order to be more acceptable to contemporary sensibilities.

We have not applied for any other grants or loans.

For Official Use Only

Please enclose the following with your completed application form:

- A copy of your organisation constitution
- A copy of your most recent audited accounts
- Any letters of confirmation of other grants/loans secured
- Business plan for the future operation of your Club/Organisation (if applicable)

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AGENDA ITEM 9 – Review Council Policies

Members are asked to review the policies stated below.

Agenda Item 9a – Terms of Reference – last reviewed in July 2022

Proposed Amendments highlighted in red

GENERAL TERMS OF REFERENCE

APPLICABLE TO ALL COMMITTEES

1. The terms of reference of all committees are subject to the following:
 - a. That powers be exercised in accordance with any policy adopted, or directions given, by the Town Council.
 - b. That powers be subject to the Council's Standing Orders and Financial Regulations.
 - c. That any unresolved differences between Committees shall be referred to Full Council for determination.
 - d. That any proposal which involves a change in the existing policies approved by Council, shall be submitted to the Town Council for approval.
 - e. Day to day management of Council matters rest with the Clerk to the Council.
 - f. Urgent/emergency matters may be dealt with as they arise by the Clerk to the Council in consultation with the Chairman of Committee (or in his/her absence the Vice Chairman) and Chairman of Council and reported to the next appropriate Committee or Full Council meeting whichever comes first.
 - g. Committees will bring to the attention of Council any matters which they are aware are being pursued by other local authority/statutory/voluntary or other bodies which may have a beneficial or detrimental effect on West Moors.
 - h. All meetings will normally commence at 7.30 pm and aim to close by 9.30 pm.
 - i. There will be a designated period of public questions and presentations. Such presentations shall be limited to a maximum of three minutes. Members of the public will be able to speak during the meeting at the discretion of the Chairman.
 - j. Committees will consider critical appraisals to minutes/Reports/documentation which from time to time are received from Dorset Council/DAPTC or other bodies which have been brought to Council's attention by the Town Clerk/individual Councillor or member of the public which may have an adverse or beneficial effect on West Moors.
2. Delegation Of Authority To Sub-Committees
Where a function within the terms of reference of a Committee has been further delegated to a sub-committee that sub-committee will report their findings/recommendations back to the appropriate Committee or direct to Council as per their remit.

Finance and General-Purpose Committee

Remit

To monitor, oversee and review all matters relating to Council finances and its use of resources, ensuring the efficient and effective management of those resources including land, property and finance making recommendations to Full Council as appropriate.

To advise Council on policies and strategies and consider legislation and consequences thereof upon this council.

To deal with all issues relating to personnel matters, conditions of employment and appointment of staff making recommendations to full council where appropriate.

Constitution

The Constitution of this committee shall be made up of a minimum of 8 members of the Council. The quorum of the committee shall be 4 members.

Attendance at meetings

All members of the council may attend all meetings of the Council and speak thereat with the permission of the Committee Chairman but may not vote unless a member of the committee.

Delegated to Committee

- To manage the Council's finances.
- To advise the Council on the budget proposals of all committees and recommend the level of precept to be levied each year.
- To consider matters arising from internal/external auditors reports and where considered necessary make changes to the Councils system of controls.
- To undertake annual risk assessment
- To be responsible for all the Councils insurance matters
- To advise the Council on its Corporate Policies and Strategies
- To recommend to the council changes to Standing Orders, financial regulations, committee structure, constitution and procedures.
- To approve and award grants on behalf of the Council.
- To approve accounts for payment and authorise payments of the Council.
- To manage and oversee all aspects of the Council Close Circuit Television system.
- Consideration of all matters not falling within the province of other committees.
- To oversee the general management of staff by receiving written and verbal reports from the Clerk and in the case of the Clerk from the Chairman of the Council and to make recommendations to the Council where appropriate. (including the monitoring of staff absence)
- To consider annual staff salary reviews and make recommendations to Council.
- Assist with appointment of staff/be involved as required in the interview process.
- To monitor and develop members of staff and review their training needs.
- To keep under review matters relating to health, safety and welfare of all Council employees.
- To monitor the staff appraisal process.
- To monitor/review staff job descriptions, employment contracts, and conditions of employment and make recommendations to Council where appropriate.
- To review the staff structure and make recommendations to Council where appropriate.
- To consult, consider and recommend general staff matters.

Planning Consultative Committee

Remit

As a statutory consultee of the Planning Authority (Dorset Council), to consider all planning applications passed to West Moors Town Council from the Planning Authority and make recommendations upon the suitability of the application.

To monitor Tree preservation orders and tree work.

On behalf of the Town Council make recommendations regarding:

Regional Planning advice

Dorset Council's Local Plan

Planning Structure in West Moors and planning policy in general.

Constitution

The Constitution of this committee shall be made up of a minimum of 8 members of the Council.

The quorum of the committee shall be 4 members.

Attendance at meetings

All members of the council may attend all meetings of the Council and speak thereat with the permission of the Committee Chairman but may not vote unless a member of the committee.

Delegated to Committee

- The Planning Consultative committee are authorised to make binding decisions on behalf of West Moors Town Council with regard to all aspects of paragraph 1 (remit) provided that in all cases the meeting is quorate.
- To consider and reply to correspondence on any of the above matters.
- To consider reports from the Town Council tree preservation officer.
- To respond on behalf of the Council to planning appeals.

Minute No 17/131 - RESOLVED that West Moors Town Council Planning Consultative committee will not accept additional documents/pictures during public time and will only make a decision based on the material presented to the committee that is already in the public domain on the Planning Portal. Members of the public to be informed that should they have additional information this should be submitted to Planning Authority to ensure it becomes part of the public record.

Environment Committee

Remit

To monitor, oversee and manage all aspects of the Fryer Playing Field, Multi Use Games area, West Moors Cemetery, Petwyn village green and allotments, **Park Way car park and public toilets.**

To consider all matters relating to footpaths and bridleways as shown on the definitive map.

To consider all matters relating to the management of civic amenities (bus shelters, benches etc.). To consider all matters relating to roads and footpaths within the Town.

Constitution

The Constitution of this committee shall be made up of a minimum of 8 members of the Council. The quorum of the committee shall be 4 members.

Attendance at meetings

All members of the council may attend all meetings of the Council and speak thereat with the permission of the Committee Chairman but may not vote unless a member of the committee.

Delegated to Committee

To undertake, within the overall policies and approved budgets of the Council, the following powers, duties and functions:

- To manage, oversee and develop Fryer Playing Field, play areas, Multi Use Games Area, skate park and any other leisure and recreational facilities.
- To manage and oversee the Cemetery.
- To consider Council policy in relation to its statutory obligations as a Burial authority and make recommendations to Council.
- To consider fees and charges for Fryer field, MUGA, Cemetery and allotments and make recommendations to Council.
- To maintain and improve public seats and bus shelters.
- To manage and oversee the Park Way car park
- To manage and oversee the public toilets located at Park Way
- To maintain the War Memorial
- To maintain the Petwyn to a high standard.
- To manage and Oversee the Allotments at Gulliver's Farm
- To manage and oversee Festive Decorations
- To consider and recommend to Council actions on: trunk roads, roundabouts, all roads within the Town and public footpaths.
- To consider possible additions to the definitive map for the parish of West Moors.
- To consider matters relating to litter within the Town.
- To manage and control the work of the lengthsman and make recommendations to Council on any matter relating to the lengthsman.
- To prepare the annual budget for the management of services under the remit of the committee and recommend to the Finance and General-Purpose committee.
- To undertake the Council's functions in relation to flooding.
- To consider and reply to correspondence on any of the above matters, within policies laid down by the Council.
- To consider matters delegated by full Council.
- To consider reports from the Town Council footpath liaison officer.
- To fulfil the Council's statutory functions in relation to provision of allotments and any resulting management function.

Agenda Item 9b – Absence Policy – last reviewed June 2016

ABSENCE POLICY

Policy Statement

We are committed to improving the health, wellbeing and attendance of all employees. We value the contribution our employees make to our success.

So, when any employee is unable to be at work for any reason, we miss that contribution. This absence policy explains:

- what we expect from managers and employees when handling absence
- how we will work to reduce levels of absence to no more than 10 days per employee per year.

Key principles

The organisation's absence policy is based on the following principles:

1. As a responsible employer we undertake to provide payments to employees who are unable to attend work due to sickness. (See the Council Sick Pay scheme.)
2. Regular, punctual attendance is an implied term of every employee's contract of employment – we ask each employee to take responsibility for achieving and maintaining good attendance.
3. We will support employees who have genuine grounds for absence for whatever reason. This support includes:
 - a. 'special leave' for necessary absences not caused by sickness
 - b. a flexible approach to the taking of annual leave
 - c. access to counsellors where necessary
 - d. rehabilitation programmes in cases of long-term sickness absence.
4. We will consider any advice given by the employee's GP on the 'Statement of Fitness for Work'. If the GP advises that an employee 'may be fit for work' we will discuss with the employee how we can help them get back to work – for example, on flexible hours, or altered duties.
5. We will use an occupational health adviser, where appropriate, to:
 - a. help identify the nature of an employee's illness
 - b. advise the employee and their manager on the best way to improve the employee's health and wellbeing.
6. The council's disciplinary procedures will be used if an explanation for absence is not forthcoming or is not thought to be satisfactory.
7. We respect the confidentiality of all information relating to an employee's sickness. This policy will be implemented in line with all data protection legislation and the Access to Medical Records Act 1988.

Notification of absence

If an employee is going to be absent from work they should speak to their manager within an hour of their normal start time. They should also:

- give a clear indication of the nature of the illness and
- a likely return date.

The manager will check with employees if there is any information they need about their current work. If the employee does not contact their manager by the required time the manager will attempt to contact the employee at home.

An employee may not always feel able to discuss their medical problems with their line manager. Managers will be sensitive to individual concerns and make alternative arrangements, where appropriate. For example, an employee may prefer to discuss health problems with a person of the same sex.

Evidence of incapacity

Employees can use the council self-certification arrangements for the first seven days absence. Thereafter a 'Statement of Fitness for Work' is required to cover every subsequent day.

If absence is likely to be protracted, ie more than four weeks continuously, there is a shared responsibility for the Council and the employee to maintain contact at agreed intervals.

'May be fit for some work'

If the GP advises on the Statement of Fitness for Work that an employee 'may be fit for work' we will discuss with the employee ways of helping them get back to work. This might mean talking about a phased return to work or amended duties.

If it is not possible to provide the support an employee needs to return to work – for example, by making the necessary workplace adjustments – or an employee feels unable to return then the Statement will be used in the same way as if the GP advised that the employee was 'not fit for work'.

Return to work discussions

If the absence is longer than 7 days managers will discuss absences with employees when they return to work to establish:

- the reason for, and cause of absence
- anything the manager or the company can do to help
- that the employee is fit to return to work.

If an employee's GP has advised that they 'may be fit for work' the return to work discussion can also be used to agree in detail how their return to work might work best in practice.

A more formal review will be triggered by:

- frequent short-term absences
- long-term absence.

This review will look at any further action required to improve the employee's attendance and wellbeing.

Absence due to disability/maternity

Absences relating to the disability of an employee or to pregnancy will be kept separate from sickness absence records. We refer employees to our Equality Policy.

Review

The policy will be reviewed as and when there is an organisational or legislation change.

No Changes are recommended for this policy

Agenda Item 9c – Discipline Policy – last reviewed July 2019

The current policy is shown below along with the NALC Model Policy.

If members are minded to adopt the NALC Model Policy a few amendments would be required where the policy mentions a staffing committee.

CURRENT West Moors Town Council Discipline Procedure.

1. GENERAL

2.

Scope of the Procedure

This Procedure applies to all staff, part time and full time.

Probation

Special provisions apply to members of staff who are on probation, as set out in this procedure.

The aim of this Procedure is to provide a consistent and fair mechanism for the application of disciplinary measures against a member of staff whose conduct is unacceptable. The general ethos is intended to be corrective rather than punitive.

The Grievance Committee of the Council will implement the procedure if it relates to the Clerk; otherwise the Clerk will implement it.

2. PROCEDURE

Informal procedure

When the conduct of a member of staff is causing concern, the line manager's first step will normally be to discuss the problem with the member of staff. Such discussions do not constitute part of the formal disciplinary procedure, and will take the form of an attempt to identify the nature of the problem, its causes and possible solutions. It may be appropriate to consider further training or transfer to other duties. The line manager should make a brief note of any such discussions. It is not normally expected that a representative would accompany the member of staff during informal discussions.

Stage 1: Oral Warning

Where informal discussions have not led to improved conduct, or where, exceptionally, the alleged misconduct is such that informal discussion is inappropriate, the line manager may consider giving the member of staff an oral warning. Before an oral warning is given the line manager must arrange a hearing.

The line manager will inform the member of staff in writing in advance that there is to be a hearing. The letter will give the member of staff full details of the alleged misconduct, the date and time of the hearing, the fact that the hearing is taking place under Stage 1 of this Procedure, and the right of the member of staff to attend and to be accompanied by a friend, or other representative. At the hearing the line manager will interview the member of staff, who will be given the opportunity to respond. Witnesses may attend and give evidence. The line manager should ensure that a note is taken of the hearing. The line manager may request another member of staff to attend the hearing.

If, having considered the evidence, the line manager is satisfied that the delivery of an oral warning is appropriate, he or she will inform the member of staff that an oral warning is being given under the Procedure, and that the warning will be in force for a period of three calendar months, after which it will be spent. The line manager will set out:

- the finding
- the improvement in conduct expected
- the time during which this improvement must be achieved
- any training or support which may be available
- the consequences of a failure to improve

These details will be confirmed in a letter sent to the member of staff together with a copy of the note of the hearing.

The member of staff will be shown any report on his or her conduct prepared during the period in which the oral warning is current.

If, having considered the evidence, the line manager is satisfied that an oral warning is not appropriate, he or she will so inform the member of staff and will confirm this by letter.

Stage 2: First Written Warning

If the member of staff does not meet the required improvements set out under the oral warning, or where, exceptionally, the alleged misconduct is such that it is appropriate to dispense with an oral warning, the Line manager having conducted an investigation, may consider giving the member of staff a first written warning.

The Line manager will inform the member of staff in writing that there is to be a hearing. The line manager may request another member of staff to attend the hearing. The letter will give the member of staff full details of the alleged misconduct, the date and time of the hearing, the fact that the hearing is taking place under Stage 2 of this Procedure, and the right of the member of staff to attend and to be accompanied by a friend, or other representative. A request by the member of staff for an adjournment will be granted if good grounds are shown. Where appropriate the member of staff should be provided with copies of any relevant documentary evidence in advance of the hearing.

At the hearing the Line manager will interview the member of staff, who will be given the opportunity to respond. Witnesses may attend and give evidence. If, having considered the evidence, the Line manager is satisfied that a first written warning is appropriate, he or she will inform the member of staff that a letter will be sent within seven days giving a first written warning under the Procedure, and that the warning will be in force for a period of six months from the date of the letter, after which it will be spent. The Line manager will enclose a copy of the note of hearing, and will set out in the letter:

- the finding
- the improvement in conduct expected
- the time during which this improvement must be achieved
- any training or support which may be available
- the consequences of a failure to improve

Alternatively the Line manager may instead issue an oral warning, as set out under Stage 1.

The member of staff will be shown any report on his or her conduct prepared during the period in which the first written warning is current.

If, having considered the evidence, the Line manager is satisfied that no warning is appropriate, he or she will so inform the member of staff and will confirm this by letter.

Stage 3: Final Written Warning

If the member of staff does not meet the required improvements set out under the first written warning, or where serious misconduct is alleged, the Line manager having conducted an investigation, may consider giving the member of staff a final written warning. Before a final written warning is given, the Line manager must arrange a hearing.

The Line manager will inform the member of staff in writing that there is to be a hearing. The letter will give the member of staff full details of the alleged misconduct, the date and time of the hearing, the fact that the hearing is taking place under Stage 3 of this Procedure, and the right of the member of staff to attend and to be accompanied by a friend, or other representative. A request by the member of staff for an adjournment will be granted if good grounds are shown. Where appropriate the member of staff should be provided with copies of any relevant documentary evidence in advance of the hearing.

At the hearing the Line manager will interview the member of staff. The member of staff will be given the opportunity to respond. Witnesses may attend and give evidence. The Line manager should ensure that a full note is taken of the hearing.

If, having considered the evidence, the Line manager is satisfied that a final written warning is appropriate, he or she will inform the member of staff that a letter will be sent giving a final written warning under the Procedure, and that the warning will be in force for a period of one year from the date of the letter, after which it will be spent. The Line manager will enclose a copy of the note of the hearing, and will set out in the letter:

- the finding
- the improvement in conduct expected
- the time during which this improvement must be achieved
- any training or support which may be available
- the consequences of a failure to improve

The member of staff will be shown any report on his or her conduct prepared during the period in which the final written warning is current.

If, having considered the evidence, the Line manager is satisfied that no warning is appropriate; he or she will so inform the member of staff and will confirm this by letter.

Stage 4: Procedure following Failure to Comply with a Final Written Warning

If the member of staff does not meet the required improvements set out under the final written warning, or where further serious misconduct is alleged, the Line manager after having conducted an investigation, may consider disciplinary action. Before such action is taken, the Line manager must arrange a hearing.

The Line manager will inform the member of staff in writing that there is to be a hearing. The letter will give the member of staff full details of the alleged misconduct, the date and time of the hearing, the fact that the hearing is taking place under Stage 4 of this Procedure, the fact that possible disciplinary action includes dismissal, and the right of the member of staff to attend and to be accompanied by a friend, or Union or other representative. A request by the member of staff for an adjournment will be granted if good grounds are shown. Where appropriate the member of staff should be provided with copies of any relevant documentary evidence in advance of the hearing.

At the hearing the Line manager will interview the member of staff. The member of staff will be given the opportunity to respond. Witnesses may attend and give evidence. The Line manager should ensure that a full note is taken of the hearing.

If, having considered the evidence, the Line manager is satisfied that the allegations are proved and that disciplinary action is appropriate, he or she may dismiss the employee. Within seven days of the hearing the Line manager will send the member of staff a copy of the note of the hearing, together with a letter confirming the finding. If, having considered the evidence, the Line manager is satisfied that no action is appropriate; he or she will so inform the member of staff and will confirm this by letter.

Gross Misconduct

West Moors Town Council has the right to dismiss summarily (without notice) any member of staff who has been found guilty of gross misconduct.

If there are reasonable grounds to believe that gross misconduct has occurred, the Line manager will arrange a hearing. He may suspend the member of staff on full pay while an investigation of the allegation of gross misconduct takes place. The member of staff should only be suspended where necessary to protect a member of staff or public, or the property of the West Moors Town Council. Written reasons will be recorded and given to the member of staff.

Unless the matter is deemed urgent, no member of staff shall be suspended unless he or she has been given an opportunity to make representations to the Line manager, in person or in writing. In cases deemed to be urgent a member of staff may be suspended with immediate effect. An opportunity will be given to the member of staff to make representations as soon as reasonably practicable. The Line manager will inform the member of staff in writing that there is to be a hearing. The letter will give the member of staff full details of the alleged gross misconduct, the date and time of the hearing, the fact that the hearing is taking place under this Procedure, the fact that possible disciplinary action includes dismissal, and the right of the member of staff to attend and to be accompanied by a friend, or representative. A request by the member of staff for an adjournment will be granted if good grounds are shown. Where appropriate the member of staff should be provided with copies of any relevant documentary evidence in advance of the hearing.

At the hearing the Line manager will interview the member of staff. The member of staff will be given the opportunity to respond. Witnesses may attend and give evidence. The Line manager should ensure that a full note is taken of the hearing.

If, having considered the evidence, the Line manager is satisfied that the allegations are proved, he or she may take disciplinary action, including summary dismissal.

As an alternative to dismissal, the Line manager may give a final written warning. The period during which the warning will remain active will be determined at the time of the hearing and will be notified in writing to the member of staff. In exceptional circumstances this period may exceed one year.

Within seven days of the hearing the Line manager will send the member of staff a copy of the note of the hearing together with a letter confirming the finding and the action taken.

If, having considered the evidence, the Line manager is satisfied that no action is appropriate; he or she will so inform the member of staff and will confirm this by letter.

3. PROBATIONARY PERIODS

Probationary Warning

A probationer's work performance will be monitored throughout the period of probation. The probationary period is intended to provide a support mechanism for staff new to West Moors Town Council, and this Procedure should be used with the aim of achieving improvements.

When a probationer's work performance is unsatisfactory, the line manager may consider giving a formal written warning, usually half way through the probationary period. Before a formal warning is given, the Line manager will interview the probationer.

The Line manager will inform the probationer in writing that the interview is to take place. The letter will give the probationer full details of the alleged unsatisfactory performance, the date and time of the interview, the fact that the interview is being held under this Procedure, and the right of the probationer to attend and to be accompanied by a friend, or other representative.

At the interview the Line manager will discuss the probationer's performance. The Line manager may request another member of staff to attend. The probationer will be given the opportunity to respond. Witnesses may attend and give evidence. The interview should be conducted in a constructive manner, designed to achieve improved performance if at all possible. The Line manager should ensure that a note is taken.

If, having considered the matter, the Line manager is satisfied that a written warning is appropriate, he or she will inform the probationer that a letter will be sent within seven days giving a written warning under the Procedure. The Line manager will enclose a copy of the note of the hearing and will set out in the letter:

- the finding
- the improvement in performance or conduct expected
- the time during which this improvement must be achieved
- any training or support which may be available

- the consequences of a failure to improve, which may include dismissal or an extension of the probationary period

The probationer will be shown any report on his or her performance.

If, having considered the matter, the Line manager is satisfied that no warning is appropriate, he or she will so inform the probationer and will confirm this by letter.

Extension of Probation or Termination of Employment

If the probationer's work remains unsatisfactory or where serious misconduct is alleged, the Line manager, may consider dismissal or an extension of the probationary period. Before such action is taken, the Line manager must arrange a hearing.

The Line manager will inform the probationer that there is to be a hearing. The letter will give the probationer full details of the alleged poor performance, the date and time of the hearing, the fact that the hearing is taking place under this Procedure, the disciplinary action proposed, and the right of the probationer to attend and to be accompanied by a friend, or other representative. Where appropriate the member of staff should be provided with copies of any relevant documentary evidence in advance of the hearing.

At the hearing the Line manager will interview the probationer. The probationer will be given the opportunity to respond. Witnesses may attend and give evidence. The Line manager should ensure that a full note is taken of the hearing.

If, having considered the evidence, the Line manager is satisfied that action is appropriate, he or she will inform the probationer of the action to be taken. Within seven days of the hearing the Line manager will send the probationer a copy of the note of the hearing together with a letter confirming the finding and the action taken.

If, having considered the evidence, the Line manager is satisfied that no action is appropriate, he or she will so inform the probationer and will confirm this by letter.

Spent Warnings

A warning that is spent will be disregarded for future disciplinary purposes; save that where a pattern emerges whereby the conduct of a member of staff is satisfactory throughout the period during which a warning is current, only to lapse very soon thereafter, the warning may be borne in mind in deciding the type of warning to be given in the future. After a warning is spent, any notes and correspondence relating to the warning will be destroyed, except for one copy, which will be held on the central personnel file, clearly marked as spent.

4. APPEALS

Right to Appeal

A member of staff has the right to appeal against formal warnings and disciplinary action. An appeal may be made under this Procedure after a member of staff has left West Moors Town Council following dismissal.

Notice of Appeal

A member of staff who wishes to appeal against a disciplinary warning or disciplinary action should write to the Chairman of West Moors Town Council setting out clearly the grounds on which the appeal is based. The appeal must be made within three weeks of the date of the letter notifying the member of staff of the decision taken.

Composition of Appeal Panel

The Chairman of West Moors Town Council will form an appeals committee of 3 Councillors

Nature of the Appeal

There will be no entitlement to a rehearing of the case. Those hearing the appeal may overturn the disciplinary warning or disciplinary action or impose a different penalty where they consider it just to do so. In particular they may do so in the light of new evidence, or where it is considered that the original hearing was not conducted fairly, or where the disciplinary decision was unreasonable in the light of the findings of fact.

Procedure

As soon as possible after the notice of appeal has been received, the Chairman will establish an appropriate appeals committee. At least five working days before the hearing, the Chairman will provide the member of staff and the members of the committee with copies of relevant reports and correspondence relating to the disciplinary warning or disciplinary action.

The committee will determine its own procedure. The member of staff may present his or her case in person or in writing, and may be represented by a friend, or other representative.

Where the appeal committee has three members, the decision of the majority will prevail.

The Chairman will confirm the decision of the panel to the member of staff in writing within seven days of the hearing.

Specimen disciplinary rules

1. Introduction

These Rules apply to all members of staff and form part of their terms and conditions of employment. They set out behaviour, which may amount, to misconduct, resulting in disciplinary action. The Rules are intended to promote a productive, harmonious and safe working environment.

2. General Requirements

Members of staff are expected to:

- Comply with their terms and conditions of employment
- Fulfil the duties of their post as reasonably required by their line manager
- Observe relevant rules, regulations, codes of practice and policy statements
- Comply with health and safety, and data protection requirements

3. Misconduct

The following may constitute misconduct:

- Conduct which constitutes a criminal offence, whether committed on West Moors Town Council premises or elsewhere
- Action likely to cause injury or impair safety on West Moors Town Council premises
- Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language at work
- Sexual or racial harassment of any member of staff of West Moors Town Council, or customer.
- Fraud, deceit, deception or dishonesty in relation to the West Moors Town Council, or its staff, or visitors
- Theft, misappropriation or misuse of West Moors Town Council property, or the property of West Moors Town Council's staff, or visitors, including intellectual property.
- Misuse or unauthorised use of West Moors Town Council premises or equipment.
- Damage to West Moors Town Council property, or the property of West Moors Town Council's staff, or visitors, caused intentionally or recklessly
- Incapacity at work through the use of alcohol or drugs

- Breach of the provisions of any West Moors Town Council or departmental code, rule or regulation
- Failure to respect confidentiality of information
- Unauthorised absence or poor timekeeping

4. Gross Misconduct

A member of staff who is found to have been guilty of misconduct will normally in the first instance be given a warning. However gross misconduct may lead to summary dismissal without warning. Gross misconduct is misconduct of such seriousness as to give good grounds for immediate dismissal.

Examples of gross misconduct are assault or physical violence, theft, fraud, falsifying time-sheets or other records, serious breaches of regulations relating to health and safety or data protection, and any other serious issue of misconduct or issue of negligence where the actual or potential consequences are extremely serious or where the reputation of West Moors Town Council is seriously damaged.

The Line manager will deal with any issues not covered by this Procedure as diligently as possible.

(For Line manager please substitute Grievance Committee where appropriate)

How the Grievance Committee and Appeal Committees are constituted.

The Chairman or Vice Chairman of the Council shall constitute a committee of three members to sit on the Grievance committee. The three members will be selected at random from a list of willing Councillors, who have no connection to the disciplinary concerned. The Appeal committee, should it be required, will be constituted in the same manner, excluding those councillors already sitting on the Grievance committee.

NALC MODEL DISCIPLINARY POLICY

[ENTER COUNCIL NAME] COUNCIL'S DISCIPLINARY POLICY

Introduction

- 1 This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>).
- 2 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
- 3 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.
- 4 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 5 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 that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>
 - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - employees 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 investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
 - if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within 7 calendar days of the original meeting date unless it is unreasonable not to propose a later date
 - any changes to 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 decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include 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 consent of affected parties

Examples of misconduct

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

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

Examples of gross misconduct

7 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

- 8 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.
- 9 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.
- 10 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

- 11 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

- 12 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.
- 13 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.
- 14 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

- 15 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- 16 If a formal disciplinary investigation is required, the Council's staffing committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the staffing committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The staffing committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should 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.
- 17 The Investigator will be asked to submit their findings usually within 35 Calendar 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).
- 18 The staffing committee 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 they have 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 they meets with the Investigator, they will have the opportunity to comment on the allegations of misconduct.
- 19 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 20 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.
- 21 The Investigator has no authority to take disciplinary action. Their role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be considered under the policy.
- 22 The Investigator's report will contain their recommendations and the findings on which they were based. They will recommend either:

- the employee has no case to answer and there should 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.

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

24 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

25 If the staffing committee decides that there is a case to answer, it will appoint a staffing sub-committee of 3 councillors, to formally hear the allegations. The staffing sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.

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

- the names of its Chairman and other two members
- details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
- a copy of the information provided to the sub-committee which may include the investigation report, 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 so that they 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 2 working days before the meeting
- that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

27 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 Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
- the Chairman 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 Chairman will invite the employee to present their account
- the employee (or the companion) will set out their case and present evidence (including any witnesses and/or witness statements)
- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
- the employee (or companion) will have the opportunity to sum up

- 28 The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within 7 calendar days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.
- 29 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

Disciplinary action

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

First written warning

- 31 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 specified period of time (e.g. 12 months).

Final written warning

- 32 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 final written warning will set out:
- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
 - that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
 - the employee's right of appeal
 - that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal

- 33 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.
- 34 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, they will receive a written statement of the reasons for their dismissal, the date on which the employment will end and details of their right of appeal. If the 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

- 35 An employee who is the subject of disciplinary action will be notified of the right of appeal. Their written notice of appeal must be received by the Council within 7 calendar days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
- 36 The grounds for appeal include;
- a failure by the Council to follow its disciplinary policy
 - the sub-committee's disciplinary 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.
- 37 Where possible, the appeal will be heard by a panel of 3 members of the staffing committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of 3 members of the Council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.
- 38 The employee will be notified, in writing, within 14 calendar days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that they may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
- 39 At the appeal meeting, the Chairman will:
- introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
 - explain the action that the appeal panel may take.
- 40 The employee (or companion) will be asked to explain the grounds for appeal.
- 41 The Chairman will inform the employee that they will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 42 The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 43 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.
- 44 The appeal panel's decision is final.

AGENDA ITEM 10 – Correspondence

1. Thank you letter from the East Dorset and Purbeck CAB thanking the Town Council for the grant of £1500
2. Thank you letter from Mosaic – Supporting bereaved children for the grant of £1400.

AGENDA ITEM 11 – Staff Matters

Sickness report: No sickness since last reported

Overtime report: Since last reported: no extra paid hours have been worked

Annual Leave:

Leave remaining before the end of the financial year:

Clerk - 4 days and 4.5 hours lieu time

Assistant - 3.5 days