

REPORT 26.056(g) Employment Policies and Procedures

Author: Jon Sloan, Clerk

Date: 29th April 2026

1. BACKGROUND

Laverstock and Ford Parish Council's Standing Orders requires under section 5(j) reviews of specific key policies and procedures at each annual meeting. This includes a review of the Council's employment policies and procedures.

2. SUMMARY

The Council has adopted the following policies in order to meet its requirements under Equality Act 2010, Employment Rights Act 1996, Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999 and other relevant legislation.

Anti Bullying and Harassment Policy – recommended by the Personnel Committee for adoption in January 2025 (PERS25.007(a)) but never presented to Full Council. A revised policy with a sexual harassment risk assessment was recommended for adoption by the Personnel Committee (PERS25.035(a)). It is being discussed on the same agenda as this report – May 2026.

Disciplinary Policy – adopted November 2024 (PC24.137(b)). It is due for reconsideration in November 2027. **Annex One**

Driving for Work Policy – adopted December 2025 (PC25.151(f)). It is due for reconsideration in December 2028. **Annex Two**

Equality and Diversity Policy – adopted January 2025 (PC25.007(b)). It is due for reconsideration in January 2027. **Annex Three**

Grievance Policy – adopted November 2024 (PC24.139). It is due for reconsideration in November 2027. **Annex Four**

Lone Working Policy – adopted December 2025 (PC25.151(e)). It is due for reconsideration in November 2028. **Annex Five**

Sickness and Absence Policy – adopted November 2025 (PC25.139). It is due for reconsideration in November 2027. **Annex Six**

Staff Appraisal Policy – adopted April 2023 (PC23.049). A revised version is presented for adoption on the same agenda as this report – May 2026.

Stress Policy – recommended to have by WorkNest. This is a new policy and is presented for adoption on the same agenda as this report – May 2026.

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Training and Development Policy – adopted September 2025 (PC25.128). It is due for reconsideration in January 2027. **Annex Seven**

Further, the Council has contracted with WorkNest – an independent specialist advisor to local government authorities in the fields of HR, Employment Law and Health and Safety. This company provides advice and training for officers and Councillors in those fields and provides the Clerk with an annually reviewed Employee Handbook. Employment contracts are based on model templates supplied by NALC. Staff pay is according to Green Book terms. All other employment documentation, such as right to work evidence, is up to date and stored securely with employee files.

3. **RECOMMENDATION**

That Council notes this review of the stated Policies and procedures in line with Standing Order 5(j) and resolves to continue with their relative reconsideration / readoption dates.

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ANNEX ONE – adopted Disciplinary Policy

Purpose	To set out a Code of Practice
Scope	Employees
Date adopted	18 November 2024
Minute Ref:	24.137(b)
Previous	15 June 2015
Next Review	November 2027
Policy Owner	Personnel Committee
Supersedes	None

Laverstock & Ford Parish Council

DISCIPLINARY POLICY

The aim of this policy is to set out a Code of Practice and to provide guidance to Council members and employees regarding the disciplinary policy.

1. Introduction

- 1.1 This procedure is intended to ensure that all employees, irrespective of protected characteristics under the Equality Act 2010, are treated fairly and consistently. Whilst the ultimate sanction of dismissal can be applied for continual misconduct (or for gross misconduct), it is also an intention of the procedure to bring the consequences of misconduct or poor performance to the attention of the employees concerned so that they can improve their conduct and avoid dismissal.
- 1.2 Informal disciplinary matters will be dealt with by the Clerk or Chair of Personnel Committee. Formal disciplinary matters will be dealt with by the Personnel Committee who will appoint an Investigating Officer and, in the case of a Disciplinary Hearing, a Presiding Officer. No formal affirmative action or sanction can be taken against any employee without resolution of Full Council.

2. Scope

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The following procedure applies to all employees within Laverstock and Ford Parish Council.

3. Principles

- 3.1 The primary objective of the Disciplinary Procedure is to encourage employees to improve and correct unacceptable behaviour or conduct rather than simply punish employees. We will consider informal action, where appropriate, to resolve problems.
- 3.2 At every stage in the procedure the employee will be advised of the nature of the complaint against him/her and will be given the opportunity to state his/her case before any decision is made.
- 3.3 No disciplinary action will be taken against an employee until the case has been fully investigated and the disciplinary action will be reasonable in the circumstances.
- 3.4 The employee will be provided, where appropriate, with written copies of evidence and relevant witness statements before a disciplinary meeting.
- 3.5 During the process of the disciplinary procedure, the employee will have the right to be accompanied by a representative. The employee will be informed of this right in the letter requesting his/her attendance at meetings held under the procedure and again at the commencement of any meeting.
- 3.6 Whenever possible the date and time of any hearing should be mutually agreed by all parties, including the chosen representative.
- 3.7 No employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty might be summary dismissal without notice and without payment in lieu of notice.
- 3.8 Employees will be provided with a written decision, which will explain the disciplinary action being taken and set out the improvement or standard required.
- 3.9 An employee has the right to appeal against any formal disciplinary penalty imposed.

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- 3.10 Normally, no action under this procedure, including suspension will take place in respect of an officer who is an accredited representative of a trade union, and whose status has been notified to the authority in writing, until the circumstances of the case have been discussed with a full-time official of the trade union concerned.

4. Investigation

- 4.1 When a potential disciplinary matter arises, the Personnel Committee will appoint an Investigating Officer and arrange for an investigation to take place, including an investigatory interview with the employee(s) concerned. This should be done as quickly as possible in order to establish the facts before recollections and memories fade.
- 4.2 Where necessary, the Investigating Officer responsible will be assisted by a representative or consultant with appropriate experience of disciplinary investigations. Written notes of any meetings that take place will be made, which will be used for possible reference later.
- 4.3 Having thoroughly investigated the facts, the Investigating Officer will be expected to come to a decision regarding the allegations and the facts and other matters established during the investigation. This could involve a recommendation that the matter be dropped entirely; that it be referred to an informal hearing; or that it should be referred to a formal disciplinary hearing. In the latter situation, a report will be prepared summarising the information and evidence obtained and the conclusions and recommendations for further action under this Disciplinary Procedure.

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- 4.4 If the employee is accused of an act of gross misconduct, and it is felt inappropriate for the individual to remain at work because it might jeopardise the investigations or give concern for safe working practices etc., he/she will usually be suspended from work on normal pay, usually for no more than ten working days, whilst the alleged offence is investigated. The suspension will be kept under review. The provision for suspension is not, in itself, to be regarded as a disciplinary action and does not involve any prejudgment. (Whether the employee is suspended or not must not be taken as an indication that any misconduct will, or will not, be deemed to be gross misconduct.

5. Informal Action

- 5.1 There will be occasions when employees' misconduct, breaches of rules or unsatisfactory performance will be regarded as minor. In such cases the Clerk or Chair of Personnel Committee will meet with the employee confidentially to outline where improvement is required. Such counselling may be confirmed in writing.

6. Formal Disciplinary Action

- 6.1 Before any disciplinary hearing the employee will be provided with full information of the allegations, including the report of the investigating officer, witness statements and all relevant evidence/documents in good time to enable him/her to consider this with his/her representative prior to the hearing. This should not be less than five working days. The employee will be advised of the right to be accompanied at the hearing.
- 6.2 Any information to be relied upon by the employee at the hearing should normally be disclosed to the Presiding Officer, (i.e. the person who is appointed by the Personnel Committee to chair the disciplinary hearing), no less than two working days before the hearing.
- 6.3 At the hearing, the procedure will be that the investigating officer will present the results of the investigation before the employee and will present any witnesses. The employee will be entitled to ask questions of the investigating officer and the witnesses. The employee will then be able to present his/her own case either him/herself or through his/her representative and call any further witnesses. The employee will be required to respond to questioning by the investigating officer and the Presiding Officer at the hearing. All information placed before the Presiding Officer will be put in the presence of the employee and, if it is necessary to adjourn the hearing and reconvene for further information, this same principle will apply. Full details are set out in Appendix 1.

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6.4 Notification of the result of the Disciplinary Hearing

The results of all disciplinary hearings will be confirmed in writing to all parties, including any representative, stating the employee's right of appeal, giving: -

- The disciplinary action that has been taken (or not taken, as appropriate),
- The reason(s) why,
- The timescale within which improvement is required;
- The consequences if there is no satisfactory improvement or further misconduct occur.

6.4 The following section explains the different levels of disciplinary action, or sanctions, which may be taken against an employee.

7. Levels of Disciplinary Action

7.1. Stage 1 Warning - Verbal

This is the lowest form of disciplinary action under the disciplinary procedure. If conduct or performance does not meet acceptable standards the employee will normally be given a Stage 1 Warning.

This level of warning may be given by the Clerk or Chair of the Personnel Committee. It will be a verbal warning and will be noted on the employee's record for three months.

7.2 Stage 2 Warning - Written

This will normally be either:

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a) an improvement note for unsatisfactory performance if performance does not meet acceptable standards. This will set out the performance problem, the improvement that is required, the timescale, any help that may be given and the right of appeal. We will advise you that this is the first stage of the formal procedure. We will keep a record of the improvement note for six months, but it will then be considered spent – as long as you achieve and maintain satisfactory performance

or

b) a first warning for misconduct if conduct does not meet acceptable standards. This will be in writing and set out the nature of the misconduct, the change in behaviour required and the right of appeal. The warning will also tell you that a final written warning may be considered if there is no sustained satisfactory improvement or change. We will keep a record of the warning, but it will be disregarded for disciplinary purposes after six months. Where an offence is serious, or if a further offence occurs (which need not necessarily be of the same nature) whilst a Stage 1 Warning is still in force, the employee will be given a Stage 2 Warning.

This level of warning may only be given by a formally designated member of the Personnel Committee.

7.3 Final Warning

This is the most severe level of warning that can be given under the disciplinary procedure.

The employee might receive a final written warning if:

- the offence is sufficiently serious
- there is further misconduct
- there is failure to improve performance while still under a prior warning

The Final Warning will confirm the full details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to dismissal (or some other action short of dismissal) and will refer to the right of appeal.

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The Clerk will keep a copy of this written warning but it will be disregarded for disciplinary purposes after twelve months, as long as the employee achieves and maintains satisfactory conduct or performance.

Only the Chair of the Council, on the authority of the full Council, may give this level of warning.

7.4 Dismissal

If there is still further misconduct or failure to improve performance the final step in the procedure may be dismissal.

Employees will be provided, in writing, with the:

- reasons for dismissal
- date that employment will end
- confirmation of all final payments owed, including holiday pay and notice pay
- right of appeal

The Clerk will keep a copy of the written warning but it will be disregarded for disciplinary purposes after twelve months as long as the employee achieves and maintains satisfactory conduct or performance. If, whilst a final warning is still in force, conduct or performance remains unsatisfactory and the employee still fails to reach the prescribed standards, this will normally result in dismissal.

Dismissal may be taken only by the Chair of the Council on the authority of the full Council.

8. **Gross Misconduct**

An employee may be dismissed without the operation of the above warnings procedure if an offence is deemed to be gross misconduct.

If, on completion of the investigation and the subsequent disciplinary hearing, the Presiding Officer is satisfied that the employee has committed an act of gross

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misconduct the result will normally be summary dismissal without notice or any payment in lieu of notice.

This action may be taken only by the Chair of the Council on the authority of the full Council.

8.1 Examples of Potential Gross Misconduct

The following list provides examples of offences, which are normally regarded as gross misconduct, although each case will be considered on its own particular merits and circumstances:

- Theft, fraud, deliberate falsification of records;
- Fighting, assault or threats of violence against another person;
- Deliberate and serious damage to Council property;
- Serious incapability through alcohol or being under the influence of illegal drugs, with regard to any specific policies in place;
- Serious negligence, which causes unacceptable loss, damage or injury;
- Serious act of insubordination;
- Serious discrimination or harassment against another employee, customer or service user;
- Unauthorised entry to computer records;
- Deliberately accessing Internet sites containing offensive or obscene material
- Serious breach of the Council's policy on use of the Internet;
- Bringing the Council into serious disrepute;
- A serious breach of Health and Safety rules;
- Serious breach of the Official Code of Conduct for Local Authority Employees or that of Wiltshire Council;
- Disclosure of confidential information that could potentially seriously prejudice the interests of the Council.

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This list provides examples only and is not exhaustive. It is impossible to anticipate every situation where gross misconduct may occur or to prescribe that on every occasion one of the cases listed above occurs, it will be judged to be gross misconduct.

The employee might be suspended while an investigation is carried out. Suspension is when an employee is told to temporarily stop working. The employee would be on full pay throughout any suspension period.

Each situation will be carefully investigated before a decision is made to suspend the employee. Suspension will not be needed for most investigations. Suspension does not necessarily mean that the employee has done anything wrong and will not be used as discipline or punishment

8.2 We understand being suspended might be stressful so we will:

- only suspend you if there's no other option
- support you throughout the suspension period, always considering your mental health and wellbeing

9.0 Notice of Appeals

An employee who wishes to appeal against the formal disciplinary action taken under the Disciplinary Procedure must write to the Chair of the Council, to be received within five working days of receiving written confirmation of the disciplinary action, stating the grounds for the appeal, which may fall within one or more of the following categories: -

- (a) The disciplinary sanction imposed is considered excessive for the nature of the offence/ misconduct that took place or inconsistent with the treatment that has applied to other employees in similar circumstances;

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(b) Insufficient consideration was given by the Presiding Officer at the disciplinary hearing to the particular mitigating circumstances of the employee; or

(c) The disciplinary hearing did not take into account or was not aware of significant items of information or evidence before reaching its decision.

9.1 Appeals will be dealt with under the Council's Disciplinary Appeals Procedure, as set out in Appendix 1 to this document. Any written information to be relied upon by either party should normally be disclosed to each other a minimum of two working days (Monday to Friday) before the hearing.

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APPENDIX A1

DISCIPLINARY APPEALS

1. An employee who wishes to appeal against any formal disciplinary action must write with their reasons to the Chair of the Council within five working days of receiving the written decision regarding their wish to appeal. Receipt of the appeal will be acknowledged within two working days.

STAGE 1

2. The appeal will be considered by a member of the full Parish Council not previously involved in the matter. The appeal hearing will take place at the earliest practicable opportunity, normally within 15 working days of the receipt of the appeal notification. The employee may be accompanied by an accredited trade union representative or a work colleague.

The member of the Council will issue the decision regarding the outcome of the appeal in writing to the employee within five working days of the hearing, including reasons for the decision.

The procedure for Stage 1 Appeal hearings is attached as an appendix to this document.

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APPENDIX 1:

PROCEDURE FOR DISCIPLINARY HEARING OR STAGE 1 APPEAL

- (a) The hearing will be convened by a panel, made up of members agreed by Personnel Committee, who will meet within 10 working days of receipt of notification of appeal to set a hearing date and confirm procedure.
- (b) The investigating officer will put the case in the presence of the employee and his/her representative and may call witnesses.
- (c) The employee (or his/her representative) will have the opportunity to ask questions of the investigating officer and any witnesses who are called by that person.
- (d) The investigating officer will have the opportunity to re-examine witnesses.
- (e) The Panel may ask questions of the investigating officer and witnesses.
- (f) The employee (or his/her representative) will put his/her case in the presence of the investigating officer and may call witnesses.
- (g) The investigating officer will have the opportunity to ask questions of the employee and any witnesses.
- (h) The employee (or his/her representative) will have the opportunity to re-examine witnesses.
- (i) The Panel may ask questions of the employee and any witnesses.
- (j) Witnesses will only stay in the room whilst they are giving evidence or are being questioned. They will leave the room as soon as they have finished.

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- (k) The investigating officer and the employee (or his/her representative) may sum up their cases if they so wish.

- (l) The investigating officer and the employee and his/her representative and witnesses will withdraw.

- (m) The Panel will consider the facts in private, only recalling the investigating officer and the employee to clarify points of uncertainty on evidence already given. If recall is necessary, both parties are to return notwithstanding that only one is concerned with the point giving rise to doubt.

- (n) The Panel will announce the decision to the parties orally or in writing as may be determined. An oral announcement will be confirmed in writing in five working days.

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ANNEX TWO – Driving for Work Policy

Laverstock and Ford Parish Council Driving for Council Business Policy

Purpose	To set out a Code of Practice for the Council's approach to health and safety and managing risk for driving on Council business
Scope	Employees, Councillors
Date adopted	December 15 th 2025
Minute Ref:	PC25.151(f)
Previous	None
Next Review	December 2028
Policy Owner	F&GP Committee
Supersedes	None

The Health and Safety at Work etc. Act 1974 places a general duty on the Parish Council to have a "duty of care" for the safety of employees at work, there is also a duty of care to all other road users.

Management Approach

For most people, driving is the most dangerous work activity that they will undertake. Research indicates that every week, around 20 people are killed and 250 seriously injured in crashes involving someone who was driving for work purposes.

Employees are encouraged to follow the guidance given, in order to minimise risk to themselves and other road users.

Employees who are authorised to use their own vehicle you must show the Council that they have insurance for business use. A copy of the Insurance Certificate will be kept on file. Employees are responsible for ensuring that the vehicle is taxed and has a valid MOT test certificate if it is over three years old. We may check that these are in place on the DVSA website at <https://www.vehicleenquiry.service.gov.uk>.

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Employees and Parish Councillors must produce the following original documents at the request of the Council, on an annual basis, or at the specific demand of the Clerk if applicable: Current MOT certificate, current driving licence, and current car insurance. For employees, the insurance must confirm cover for (Class 1) business use. For Parish Councillors, their insurance must show they are covered for driving on council business. In all cases, Councillors must obtain written confirmation from their insurer that they are covered for driving on council business. The Clerk must have sight of the policy document or a cover note specifying the level of cover to ensure the Council meets its health and safety obligations.

The Clerk must be informed of any imposed or pending driving penalties or convictions within 5 working days. These will be dealt with on a case-by-case basis.

A driving risk assessment is appended to this policy and will be reviewed annually. Updated risk assessments will replace the older version.

What do I have to do?

Vehicle maintenance and checks

Council vehicles will be maintained by approved companies and in accordance with the manufacturer's recommendations and schedules.

If you use your own vehicle in connection with work you must ensure that it is maintained in accordance with manufacturers recommended service intervals and in a roadworthy and legal condition at all times. If your vehicle is over three years old, it requires an annual MOT test.

Regular checks should be carried out on vehicles by drivers, especially prior to undertaking a long journey. These should include:

- Oil, coolant and brake fluid levels
- Screen washer fluid level
- Wiper condition and operation
- Windscreen condition and cleanliness
- Tyre pressure, tread depth and general condition
- All lights are working
- Seatbelts are working

If any faults are found that may affect vehicle safety, the vehicle **MUST NOT** be used until they are remedied.

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Vehicle breakdown

Breaking down can be a stressful and worrying experience, particularly if you are alone or in an unfamiliar place. It can also be hazardous. Following the basic safety guidelines can help you reduce the risks.



If you are on the motorway, if at all possible leave at the next exit or pull into a service station. If this is not possible then the hard shoulder should be used accordingly:

- Use the hard shoulder lane to decelerate before stopping as far to the left as possible, preferably near an emergency telephone
- Turn on your hazard warning lights, along with sidelights if it is dark or visibility is poor. DO NOT display a red triangle or other warning device
- Get out of the car by the doors on the verge side. Ensure passengers also get out of the vehicle the same way
- Take note of the marker posts and contact the emergency services, where possible, using an emergency phone instead of a mobile phone
- If walking along the hard shoulder to a telephone, keep as far away from the traffic as possible
- DO NOT attempt even minor repairs

If your vehicle breaks down on an ordinary road or carriageway, you should:

- Leave your car in as safe a place as possible, ideally away from traffic
- Switch off the engine
- Switch on the hazard warning lights, along with sidelights if it's dark or if visibility is poor
- Display a red triangle (if you have one) on the same side of the road, at least 45 metres (147ft) behind
- Find the nearest telephone or use a mobile phone to call for assistance
- Wait for assistance in a safe place, away from your vehicle, keeping clear of the road and traffic
- Do not stand between your vehicle and oncoming traffic as you may obscure lights

Tyre safety

You need good tyres to drive safely as they affect the steering, braking and acceleration of your vehicle. Faulty tyres work less efficiently and don't last as long; they could also mean a heavy fine and penalty points on your license. It is against the law to have:

- Car tyres with tread worn below 1.6mm

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- A mix of radial and cross ply tyres
- Over or under inflated tyres
- Tyres with cuts, lumps, bulges or tears
- The wrong sort of tyre fitted

Tyre pressures and inflation

Refer to the manufacturer's handbook for guidance on recommended pressures for your vehicle. Care must be taken when inflating a tyre. Only inflate the tyre to the manufacturer's recommended pressure for the type of driving to be undertaken.

Don't use tyre inflation devices near to cuts/open wounds etc. Tyre pressures should be checked every two weeks and when the tyres are cold (pressures are raised when warm).

Accidents

Any accidents involving physical injury to an employee driving on Council business (excluding commuting to and from work), or any accident involving a member of the public, must be reported through the Council's accident reporting procedures.

Mobile Phones

Research has shown that the potential for being involved in an accident whilst using a mobile phone can be significantly increased, due to the individual concentrating more on the phone conversation than on their immediate surroundings.

The law has now made it illegal to use a hand-held mobile phone when driving, even when you are stopped at traffic lights or in a queue of traffic. This includes making or receiving phone calls, pictures, text messaging or accessing the internet.

You can also be prosecuted for using a hands-free mobile phone if you fail to have proper control of the vehicle. If you drive carelessly or dangerously when using any phone the penalties can include disqualification, a large fine and up to two years imprisonment.

Therefore, the Council strictly forbids employees using hand-held mobile telephones whilst driving. A mobile telephone may only be used with a hands-free device, in which case the call should be kept to the shortest possible time and only to effect essential communications. Where employees need to operate the mobile phone or need to deal with a call through a caller's hands-free device for longer than receiving or giving a short communication, before doing so the Council expect the employee to stop and park the car where it is safe and lawful to do so and with the engine switched off. Whilst driving, employees should not use the message facility on the mobile phone, or if



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available through such a phone, an image facility or internet access. A breach of the Council's rule on the use of a mobile phone whilst driving will render the employee liable to action under the Disciplinary and Dismissal Procedure up to and including dismissal dependent on the circumstances.

Driver fatigue

Research shows that physical fatigue and tiredness in drivers is a significant cause of accidents, particularly on motorways. Drivers should recognise the signs of fatigue, which are:

- Increased yawning
- Having trouble keeping your eyes open
- Not remembering the last few minutes
- Jerking your head or body from the brink of falling asleep
- Losing concentration
- Car veering off the road

If you feel sleepy when driving you should get off the road and into a safe parking area to take a break. To keep awake until you reach a suitable parking place, you should turn on the radio, open the window and/or increase the cold air ventilation.

To avoid fatigue, try the following tips:

- Plan your journey to include a 15 minute break every 2 hours
- Drink coffee or a high caffeine drink
- Don't start a long trip if you're already tired
- Ensure you have had sufficient sleep if starting your journey early
- Avoid driving between midnight and 6am (i.e. when you are likely to feel sleepy)

Driver eyesight

Drivers should be able to read a number plate at the legal distance of around 20 metres (65 feet), using any corrective appliances such as glasses or contact lenses. The general recommendation is to have eyesight tested every two years. Having an eyesight test will usually identify the majority of common eyesight conditions and also give clues about other less common diseases

If there is a problem with your vision, because of either injury or disease or following an eyesight test, you must notify your line manager immediately.

Adverse weather

The weather in the United Kingdom is unpredictable and adverse weather conditions can occur suddenly. If you drive regularly for work you should ensure that you are prepared for these weather conditions. When adverse weather has been forecast, relevant details should be obtained to decide whether it is appropriate to travel. Alternative methods of travel may be more

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suitable, depending on the weather conditions. Driving in adverse weather should take account of visibility, ability to stop when roads are wet or icy and load being carried etc.

Poor Visibility

When visibility is seriously reduced you should drive at a safe distance with dipped headlights on. You may also use front and rear fog lights (in addition to the headlights) but you must switch them off when visibility improves.

Wet Weather

In wet weather, stopping distances will be at least double those required for stopping on dry roads. This is because your tyres have less grip on the road. In wet weather:

- you should keep well back from the vehicle in front. This will increase your ability to see and plan ahead
- if the steering becomes unresponsive, it probably means that water is preventing the tyres from gripping the road. Ease off the accelerator and slow down gradually
- the rain and spray from vehicles may make it difficult to see and be seen. Use dipped headlights

Flooded roads

Occasionally roads becoming flooded when there is a high rainfall over a short period of time.

- don't attempt to cross if water seems too deep
- drive slowly in first gear but keep the engine speed high by slipping the clutch to avoid stalling
- avoid the deepest water
- test brakes after driving through floods

Icy and Snowy Weather

Great care should be taken when driving in icy or snowy weather. Vehicle drivers are advised to carry a spade, warm clothing, a warm drink and emergency food in case your vehicle breaks down.

When driving:

- keep well back from the vehicle in front as stopping distances can be ten times greater than on dry roads
- take care when overtaking gritting vehicles
- watch out for snowploughs, which may throw out snow on either side. Do not overtake them unless the lane you intend to use has been cleared
- drive extremely carefully when the roads are icy. Avoid sudden actions as these could cause a skid

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Windy Weather

High side vehicles are most affected by windy weather, but a strong gust can also blow a car off course. This can happen on stretches of road exposed to strong cross winds, or when passing bridges or gaps in hedges. In strong winds your vehicle may be affected by turbulence created by large vehicles. Motorcyclists are particularly affected, so keep well back from them when they are over-taking high sided vehicles.

Personal Security

Below is a checklist for personal security when driving:

- keep the doors of the vehicle locked, especially when in towns to avoid 'carjacking'
keep 'valuables' including briefcases etc. out of sight when driving and on parking, lock whatever is to be left behind in the boot
when parking, if possible, drivers should use a manned car park and park near the exit. Reversing into parking spaces is also advised to allow drivers to drive off immediately
- keep the vehicle well maintained and with a surplus of fuel for the planned journey or to the next planned rest break or refuelling point
- keep a mobile phone with you to summon help or keep in contact with your manager/office
- avoid eye contact with other drivers and do not get into personal confrontation
- if you believe you are being followed, drive to a police station, if possible, or a crowded place
- always approach the vehicle with the key alarm/sender in hand, and be aware of people around you
- carry a torch (integral with the key if possible) to make locating the lock at night easier
- look in the back seat before entering and lock the car once seated

Alcohol and Drugs

Driving under the influence of alcohol or drugs (whether prescribed or illegal substances) is against the law. Drugs and alcohol can both seriously impair your ability to drive and the effects may last for a number of hours (or days). There is no safe limit of alcohol and drugs as their affect can be dependent on a number of factors:

- weight
- sex
- age
- metabolism
- amount of food consumed
- amount and type of alcohol consumed



REPORT 26.056(g) Employment Policies and Procedures

Author: Jon Sloan, Clerk

Date: 29th April 2026

Before driving, employees must ensure they are fit to drive and have a level of alcohol below the maximum limit allowed, ideally zero and not under the influence of any drugs that may affect ability to drive (check with your GP for the effects of any prescribed or over the counter drugs). The possession, use or distribution of drugs/substances for non-medical purposes is strictly forbidden.

Refuelling of Vehicles

Due to the risks of fire and explosion, when refuelling any vehicle, the following should be adhered to:

- do not use any naked flames whilst on the filling station forecourt
- do not use mobile phones
- do not smoke

Care should also be taken when walking on the forecourt due to the possibility of spilt diesel and petrol being present.

For those using an unfamiliar vehicle, check fuel type prior to dispensing. If using diesel, then gloves should be worn when refuelling.

Safe Speed

One of the most significant risks for drivers and road users is inappropriate speed. This includes both exceeding the speed limits and driving within the limits but in unsuitable conditions.

When driving you should observe the following guidance:

- ensure you know the national speed limits for the roads and vehicle you are driving
- plan journeys allowing for poor weather, traffic delays etc
- obey posted speed limit signs at all times (even if late at night/early morning)
- reduce speeds for poor weather, busy roads, unfamiliar roads, high pedestrian activity etc

Further Advice and Information

<http://think.direct.gov.uk/>

How can I get help?

If you have any questions or if you require further information on this subject, please speak to your line manager or supervisor.

REPORT 26.056(g) Employment Policies and Procedures

Author: Jon Sloan, Clerk

Date: 29th April 2026

Incident Recording Form

Use the form below to record information about the accident and to take the names and addresses of witnesses and police officers

Ensure that the names and addresses of any passengers are recorded

Third parties are obliged to give you their name, the vehicle registration number and insurance details under section 170 of the Road Traffic Act 1988

If a camera is available, photograph the scene from different angles. Take pictures of the vehicles involved and of the damage to your own and third party vehicles/property

To be completed by Employee driving and handed to the Clerk.

Date:

Time:

Location:

Speed limit:

Road conditions:

Police Details Police attended: Y/ N Officer's name/number:

Time:

Phone:

Reporting officer's station:

Passenger Details:

Other Vehicle/Property Damage (Use additional paper if required)

Vehicle type:

Make/model:

Driver name:

Registration number:

Third party insurer:

Policy number:

Description of damage to other vehicles/property:

REPORT 26.056(g) Employment Policies and Procedures

Author: Jon Sloan, Clerk

Date: 29th April 2026

Witness Details (Use additional paper if more witnesses)

Witness name:

Address:

Telephone/email details:

Write a brief description of what happened:

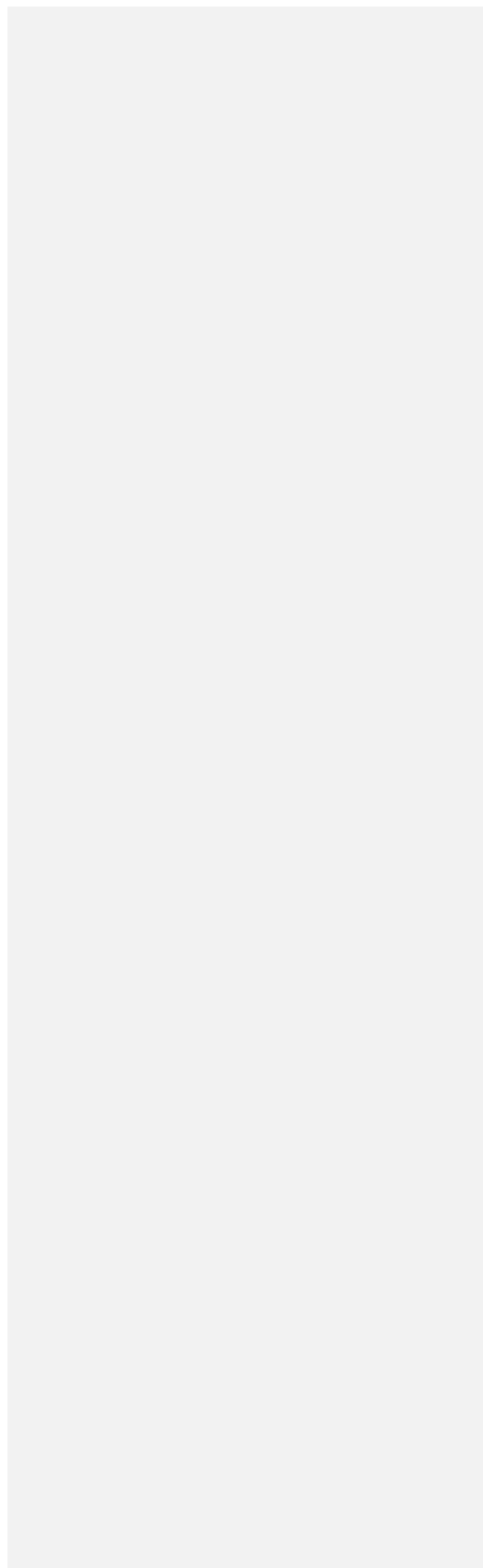
Incident Sketch

Make a sketch of the incident scene below.

Show the directions of the vehicles involved and note their approximate speeds. Indicate road markings, skid marks, hazards and the witnesses' locations.

Signature (Council Employee):

Date:



REPORT 26.XXX Employment Policies and Procedures

Author: Jon Sloan, Clerk

Date: 29th April 2026

RISK ASSESSMENT: DRIVING FOR BUSINESS

Risk Assessment Form					
Dept: L&FPC Staff		Date Assessed: 19th November 2025		Assessed by: Jon Sloan	
Task/ Activity: Driving for business		Review Date: Annually		Reference Number: v1.0	
Hazard and risk	People at risk	Our current controls	Our possible future controls	Risk level	Target date & by whom
Driver inexperience, poor driving technique, distractions (mobile phone)	Employees, passengers, other road users	Licence checks annually; driver declaration; mobile phone ban; handbook issued	Periodic driver training; refresher courses; monitoring of incidents	Medium	Clerk – Annual review
Alcohol/drugs or medication impairing ability	Employees, passengers, public	Zero tolerance policy; drivers declare medication; disciplinary procedure	Introduce random checks; provide DVLA guidance on medication	High	Clerk – Immediate and ongoing
Fatigue from long journeys or poor scheduling	Employees, other road users	Journey planning; encourage breaks; avoid night driving	Implement maximum driving hours policy; lone working check-in system	Medium	Clerk – Quarterly review
Vehicle condition – poor maintenance, lack of MOT/insurance	Employees, passengers, public	Annual MOT and insurance check; pre-use vehicle checks by driver	Spot checks (visual) by Clerk	High	Clerk – Immediate and ongoing
Unsecured loads causing injury	Employees, passengers, other road users	Drivers instructed to secure loads	Provide load securing training; audit compliance	Medium	Clerk – Ongoing
Adverse weather conditions	Employees, passengers	Discourage travel in severe weather	Formal severe weather policy; emergency contact protocol	Medium	Clerk – Annual review

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Author: Jon Sloan, Clerk

Date: 29th April 2026

Lone working risks during travel	Employees	Lone working policy; notify route and return time	Introduce GPS tracking or check-in app	Medium	Clerk – Within 6 months
Accident or emergency procedures unclear	Employees, passengers, public	Accident procedure issued; emergency numbers provided	Remind employees to carry in-vehicle emergency kits	Medium	Clerk – Annual review
Manual handling injuries when loading/unloading	Employees	Manual handling training; use of aids where possible	Review equipment needs; refresher training	Low	Clerk – Annual review
Stress and time pressure	Employees	Flexible scheduling; encourage remote meetings	Monitor workloads; provide stress management resources	Medium	Clerk – Ongoing

REPORT 26.XXX Employment Policies and Procedures
Author: Jon Sloan, Clerk
Date: 29th April 2026

ANNEX THREE – adopted Equality and Diversity Policy

**LAVERSTOCK AND FORD PARISH COUNCIL
EQUALITY AND DIVERSITY POLICY**

Purpose/Principles	To avoid unlawful discrimination and provide equal opportunities in employment, and everything we do.
Scope	Employees, Councillors, Members of the public, suppliers, contractors
Date adopted:	31 January 2025
Minute Reference:	PCS25.007(b)
Previous versions (Dates):	15/6/15 (Equal Opportunity Policy). 26/09/22 - 22.129
Next review:	January 2027
Policy owner:	Personnel Committee
Supersedes:	None

Our commitment

The council is committed to avoiding unlawful discrimination and providing equal opportunities in employment, and everything we do.

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

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

This policy applies to all employees, parish councillors and other officials within the Laverstock and Ford Parish Council.

Laverstock and Ford Parish Council supports the principles and practices of equal opportunity and recognises that it is the duty of all councillors and employees to accept their personal responsibility for fostering a fully integrated community at work.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics" as set out in the Equality Act 2010.

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

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Author: Jon Sloan, Clerk

Date: 29th April 2026

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

Types of unlawful discrimination

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

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

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

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

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

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

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

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

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

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Author: Jon Sloan, Clerk

Date: 29th April 2026

Equal opportunities in employment

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

Recruitment

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

Working practices

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

Equal opportunities monitoring

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

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

Anti-Harassment and Bullying Policy

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

Trades Union Membership

The council will not discriminate positively or negatively against people who are, or are not, members of a trades union.

People not employed by the council

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

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Author: Jon Sloan, Clerk

Date: 29th April 2026

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

Training

The council will raise awareness of, and provide training in, equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will raise awareness of, and provide training to, all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

Your responsibilities

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

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

Grievances

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

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

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

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

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

REPORT 26.XXX Employment Policies and Procedures
Author: Jon Sloan, Clerk
Date: 29th April 2026

Purpose	To set out a Code of Practice
Scope	Employees
Date adopted	18 November 2024
Minute Ref:	24.137(c)
Previous	15 June 2015
Next Review	November 2027
Policy Owner	Personnel Committee
Supersedes	None

ANNEX FOUR – adopted Grievance Policy

Laverstock & Ford Parish Council

GRIEVANCE POLICY

1. Introduction

1.1 This policy is based on and complies with the ACAS Formal Grievance Procedure (21 May 2024). It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

2. Scope

2.1 The following procedure applies to all employees within the Laverstock and Ford Parish Council.

3. Informal Grievance Procedure

3.1 The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her direct supervisor (for example, because it concerns them), the employee should contact the Clerk or, if appropriate, the Chairman of the Parish Council.

4. Formal Grievance Procedure

4.1 If it is not possible to resolve the grievance informally, the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the Parish Council, who will begin an investigation.

5. Investigation

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Author: Jon Sloan, Clerk

Date: 29th April 2026

5.1 The Chair of the Parish Council will appoint the Personnel Committee to investigate the grievance. No Councillor with direct involvement in the matter shall be appointed to the sub-committee.

5.2 The Personnel Committee will investigate the matter before holding a grievance meeting, which may include interviewing others (e.g. employees, Councillors or members of the public).

6. Notification of Grievance Meeting

6.1 Within five working days of the Council receiving the employee's grievance, the employee will be asked by Personnel Committee, in writing, to attend a grievance meeting. The letter to the employee will include the following:

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

7. Principles

7.1 This policy confirms that employees have the right to be accompanied or represented at a grievance meeting or appeal by a trade union representative or work colleague. The representative/colleague will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The representative/colleague cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.

7.2 The Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their representative/colleague must make all reasonable efforts to attend. If the employee's representative/colleague not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date.

7.3 Any changes to specified time limits must be agreed by the employee and the Council. An employee has the right to appeal against the decision about his/her grievance. The appeal decision is final.

7.4 Information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the Data Protection Act 2018.

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Author: Jon Sloan, Clerk

Date: 29th April 2026

7.5 Recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition.

7.6 If an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure.

7.7 If a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith.

7.8 The Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the Council's and the employee's consent.

8. Grievance Meeting

At the grievance meeting:

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

9. Appeal

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

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

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

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Author: Jon Sloan, Clerk

Date: 29th April 2026

9.3 The Appeal will be heard by a panel of three members of the Parish Council committee who have not previously been involved in the case. There may be insufficient members of the Parish Council who have not previously been involved. If so, the appeal panel will be a committee who may include Wiltshire Councillors. The appeal panel will appoint a Chair from one of its members.

9.4 The employee will be notified, in writing, within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will take place within 25 working days of the council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a trade union representative or colleague.

9.5 At the appeal meeting, the Chair will,

- introduce the panel members to the employee
- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the grievance subcommittee.
- explain the action that the appeal panel may take

9.6 The employee (or his/her representative/colleague) will be asked to explain the grounds of his/her appeal.

9.7 The Chair will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting

9.8 The appeal panel may decide to uphold the decision of the Grievance committee or substitute its own decision.

9.9 The decision of the appeal panel is final.

REPORT 26.XXX Employment Policies and Procedures
 Author: Jon Sloan, Clerk
 Date: 29th April 2026

ANNEX FIVE – adopted Lone Working Policy

**LAVERSTOCK AND FORD PARISH COUNCIL
 LONE WORKING POLICY**

Purpose/Principles	To set out a Code of Practice on safe working practices when alone
Scope	Employees
Date adopted:	15 th December 2025
Minute Reference:	PC25.151(e)
Previous versions (Dates):	New
Next review:	November 2028
Policy owner:	Personnel Committee
Supersedes:	N/A

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REPORT 26.XXX Employment Policies and Procedures

Author: Jon Sloan, Clerk

Date: 29th April 2026

Purpose of this policy and procedure

The Council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers. It does not apply to Councillors.

Policy

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the Council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

Definition

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A person who opens and closes a hall either early in the morning or late at night
- An Operations Officer inspecting green spaces
- Office workers who work alone in the premises, and,
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

Responsibilities

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

Managers

- Will try to avoid the need for lone working as far as is reasonably practicable;
- Ensure that the worker is competent to work alone;

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Date: 29th April 2026

- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures;
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained;
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment;
- Must raise the alarm if staff cannot be contacted or do not return as anticipated
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

Lone workers

- Take reasonable care of themselves and others who may be affected by their work
- To follow any instruction given by management or the council
- Raise with their line manager any concerns they have in relation to lone working
- Not to work alone where there is inadequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone

Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Buddies should ensure they maintain and share up to date contact details (see below)

Risk Assessments

Managers must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and update as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or Councillors.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone

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Date: 29th April 2026

- Remote locations
- Abuse from members of the public
- Animal attacks

Ways in which lone working risks can be reduced

The three most common lone working environments for staff and Councillors in Laverstock and Ford Parish Council are visiting outdoor spaces for inspection purposes, working alone in an indoor space (office, home working) and driving.

We have risk assessed these, and other, activities and implemented reasonable mitigation measures. This risk assessment will be reviewed annually and amended as necessary, appending any new version to this policy. Staff and Councillors should ensure they are fully apprised of its contents.

Our primary mitigation method is the use of a Buddy Scheme alongside a messaging app whereby staff notify one another of the start, end and location of lone working situations. Failure to notify the end of that situation should trigger an intervention either by the nominated work Buddy or the manager or the staff member's next of kin.

Buddy scheme

The following information should be written down and kept by the lone worker and their buddy, next of kin and manager (see the **Buddy Form**):-

- Name and contact details of the lone worker
- Name, relationship and contact details of the buddy
- Name, relationship and contact details of the lone worker's next of kin
- Name, relationship and contact details of the lone worker's manager
- Any 'code word' that would indicate that the lone worker needs assistance
- Note: All these details must be kept securely in line with data protection legislation

If you change your contact details, you must let your buddy and manager know.

In circumstances where a buddy system is appropriate as a way of reducing the risks identified in the risk assessment, the buddy must have relevant details about your lone working, that may include;

- where you are going (address or area if there is no address);
- details of the purpose (i.e. preparing the hall, grass cutting, meeting);
- contact details of anyone you intend to meet (any additional contact details for the location you are visiting);
- your mode of transport;
- when you are expected to return;

Your buddy must know what to do if you do not return or make contact at the anticipated/agreed time. You may use an app to manage details if you have completed the Buddy Form.

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Author: Jon Sloan, Clerk

Date: 29th April 2026

Health and wellbeing

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

Reporting incidents

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, buddy or councillor or colleague to let them know (or ask someone to do so on your behalf).

Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

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

— policy ends here —

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Author: Jon Sloan, Clerk

Date: 29th April 2026

Guidance for Staff

Lone working should be avoided wherever possible as it greatly increases the risks of incident and injury. However, if lone working is unavoidable, always be aware of safe routes for withdrawing from a location or situation. Make sure you report any sites or incidents that either could have or did lead to an undesirable outcome, as soon as possible.

Before any task is undertaken, please consider:

- Are you capable of undertaking the task without assistance?
- Are you fully aware of the hazards involved and the risks to which they are exposed?
- Do you know what to do in an emergency, unforeseen or difficult situation?
- Have you informed another person (your nominated Buddy) of your whereabouts, your planned time of return, and the action to be taken if you fail to return? You may consider using a social app to achieve this.
- Some types of work should never be undertaken alone, such as working at night or use of chainsaws or other hazardous equipment.

Employees and volunteers who are working alone should:

- Always carry a fully charged mobile phone and make sure that you can get a signal.
- Identify yourself and the capacity in which you represent the Parish Council to landowners if you are working on private land.
- Avoid inflaming situations, especially when you are outnumbered, use your judgment and apply common sense.
- In the case of serious criminal damage or other serious offences call for assistance from the police or your assigned buddy before confronting the offender(s). When calling the police dial 999 explain the situation, tell them that you are going to confront an offender and that there could be a breach of the peace. This is likely to evoke a fast response.
- Try to avoid direct involvement until backup arrives. Observe the situation from a safe distance taking notes, photographs etc. When direct action is necessary, where possible ensure that an impartial witness to events is present. This is likely to reduce the risk of assault and will provide you with a stronger case if allegations are subsequently filed against you.
- Do not provoke violence through obstruction or attempting to confiscate things.
- Never confront people with firearms. Always call the Police.
- Record all events accurately together with the names and addresses of witnesses.

Note: Staff members should not go, or ask volunteers, to visit people with previous history of aggressive problems. Nor should they allow them access to Parish premises.

Make sure you have received appropriate training for the task to be carried out on site or in any indoor location and that you fully understand the nature of the work you are to carry out, the hazards that may arise and the precautions to be taken.

Depending on the site and the nature of work it may be appropriate to carry the following personal protective equipment:

- Suitable outdoor clothing, map and compass/ GPS, whistle, fully charged mobile phone, watch, torch with spare batteries, first aid kit, food and fresh water.
- Know your limitations and do not take unnecessary risks. If you do not feel fit to carry out the task allocated, do not do it.

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Author: Jon Sloan, Clerk

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The lone working reporting system - the 'Buddy' Form

- Designate a 'buddy' and inform him / her of your intentions and leave her / him with contact numbers, name and address or location information.
- When you arrive at any site where you will be working alone, first make sure you have a working mobile phone and check whether you are working in a poor signal reception area. If the signal is weak, find a nearby phone box to call in your whereabouts (if outdoors) giving as much information as you can, and how long you intend to spend there. Give the number and location of the phone box if using one.
- If a situation arises where you feel you are in any doubt about your safety as a lone worker you should withdraw from the site and if necessary, call the police for assistance. No job or task is so important that you need to put yourself at risk. Avoid confrontation, walk away and head towards a more public place where you can raise an alarm if necessary.
- Once the task is completed, call your 'buddy' on leaving the site. If your 'buddy' is unavailable for any reason, leave a message with a second contact with strict instructions to pass it on.

Emergency procedure for buddies if lone worker fails to report in:

- 30 minutes after the lone worker was due to report in, call on the given number every 5 - 10 minutes (using mobile, office, and home contact numbers). For lone workers known to be travelling, attempts should be made to contact the destination to check for news of traffic delays. Continue to attempt contacting the lone worker.
- After a further 30 minutes have elapsed the 'buddy' must plan a search, plus continue to attempt contacting the lone worker.
- After one hour a physical search must commence. If contact cannot be established within two hours of the elapsed report time the police must be contacted.

Buddy form

Complete the following Buddy Form (update if details change). You may have more than one buddy depending on the type of work you are undertaking, in which case please complete one form per buddy.

Your buddy will ideally be a colleague, or a family member, or a friend that you regularly have contact with and who is aware of your area of work. Please ensure that your Buddy is familiar with the procedures. You may also find it useful to keep a copy for yourself. A copy should be given to the Clerk.

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In the event of failure to report in by the specified times, follow the procedures on the preceding page.

Name of Lone Worker		
Contact address		
Contact phone numbers	Work: Mobile:	Home: Other:

Name of Next of Kin		
Contact address		
Contact phone numbers	Work: Mobile:	Home: Other:

Name of Buddy		
Contact address		
Contact phone numbers	Work: Mobile:	Home: Other:

Code word(s) in case you need assistance:
Travel / vehicle details (including car registration, make and colour):
Known risks to inform the emergency services if emergency procedures are implemented:

Risk Assessment Form						
Dept: L&FPC Staff		Date Assessed: 19 th November 2025		Assessed by: Jon Sloan		
Task/ Activity: Lone Working		Review Date: end 2026		Reference Number: v1.0		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Probability	Impact	Residual Risk Review
Driving to meetings etc. Driving to and from various sites for work	Car hijacking Theft of items from vehicle Road rage Accidents Vehicle breakdown	Employees Councillors	Need for journeys replaced by: <ul style="list-style-type: none"> • Having telephone calls • Reduce need to travel – use journey management planning Employees entitled to use alternative means of transport. Employees to check vehicle(s) daily prior to use (fuel, tyres, lights, etc). Plan journey beforehand. Keep valuables to a minimum / hidden from view. Keep vehicle doors locked. Mobile phone to be kept available for emergency use.	LOW	MED	MEDIUM Implement specific driving for work policy
Walking between offices / sites	Walking in remote locations / in dark Theft of valuables		All staff have access to Council-supplied or personal communications device. Council sites have external lighting or in well-lit areas. Mobile phones to be kept charged	LOW	LOW	LOW Provide vulnerable staff with attack alarms Training for staff on dealing with violence and aggression

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	Violence / aggression					
Working in remote locations	Accident / illness Violence / aggression		<p>All staff have access to Council-supplied or personal communications device.</p> <p>Staff to wear supplied PPE - hi-viz tabard, gloves, goggles (as needed).</p> <p>Destination / current location logged with manager / office / buddy scheme.</p> <p>Staff required to notify manager of any illnesses or injuries which may increase risk.</p> <p>Mobile phones to be kept charged.</p>	LOW	LOW	<p>LOW</p> <p>Provide vulnerable staff with attack alarms.</p> <p>Training for staff on dealing with violence and aggression.</p>
Working with hazardous substances / work equipment	Exposure to chemicals Injury from equipment Equipment failure Restricted access to first aid	Employees Councillors	<p>Prohibited activities determined e.g. confined space work, work on or near live electrical conductors, chainsaws, working over water</p> <p>Specific risk assessments in place for higher risk activities, e.g. litter picking, Community SpeedWatch, CEV</p>	LOW	LOW	<p>MED</p> <p>Establish safe systems of work for work with hazardous substances / equipment</p> <p>Establish emergency plans, including fire, first aid etc.</p>

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Working at height	Fall from height		All personnel prohibited from working at height.	LOW	MED	LOW Not needed as prohibited
Meetings with staff, public, contractors	Violence / aggression		Rooms laid out so that access remains unimpeded during meeting. Staff advised to meet wherever possible in public space. If not possible, then to position themselves closest to the exit. Check authenticity of persons prior to visit Arrange to meet office / public places Other staff to attend where possible	LOW	LOW	LOW Training for public facing staff on dealing with violence and aggression
Working alone in premises or department	Accident / incident Restricted access to support Work equipment failure Security / violence		Access doors to be kept locked when working alone. No visitors inside the office when alone. Communication device(s) available for staff working alone – personal or Council-supplied	LOW	LOW	LOW Establish plans for emergencies Consider automatic warning devices / alarms / CCTV / doorbell camera

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<p>Out of hours working or night working</p>	<p>Accident Violence / aggression</p>	<p>Employees Councillors</p>	<p>Premises well lit. Where possible, shifts planned so more than one person working at nights. Communications kept available for staff working nights. Ensure staff have access to suitable means of transport to prevent walking / driving alone where possible. Mobile phones to be kept charged.</p>	<p>LOW</p>	<p>LOW</p>	<p>LOW Provide vulnerable staff with attack alarms Emergency plans - establish for night working Health assessments offered to establish fitness to work Consider automatic warning devices / alarms / CCTV / doorbell camera</p>
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Author: Jon Sloan, Clerk

Date: 29th April 2026

ANNEX SIX – adopted Sickness and Absence Policy

LAVERSTOCK AND FORD PARISH COUNCIL SICKNESS ABSENCE POLICY

Purpose/Principles	To provide guidance on what to do if you are sick or absent from work
Scope	Employees
Date adopted:	20 October 2025
Minute Reference:	PC25.139
Previous versions (Dates):	15 June 2015
Next review:	November 2027
Policy owner:	Personnel Committee
Supersedes:	None

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Return-to-work meeting	2
Medical appointments	3
Statutory Sick Pay	3
Council's Sick Pay (occupational sick pay)	3
Medical advice	4
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What to do if you are unwell

If you are away from work because of sickness you must:

- Telephone the Clerk, before your contractual (or normal start time for work) on the first day of absence providing details and how long you expect to be off. If you are unable to call personally, someone else may call for you. It is your responsibility to ensure the Council is notified. You must then telephone again each day (unless otherwise agreed with the Clerk). In the case of the Clerk they must telephone or email the Chair of the Personnel Committee and Chair of the Council.
- If you are away for seven days or less (including weekends and other non-working days), you must complete a self-certification form and provide it to the Council when you are back at work.
- If you are away for more than seven days (including weekends and other non-working days), you must send in a 'fit to work' statement from your doctor and continue to do so as each new certificate is issued to you. This certificate gives details as to whether you are too ill to work or whether you are well enough to work with suitable support from the Council. This gives you and the Council the opportunity to discuss suitable arrangements which will support your return to work. The form also gives more space for the doctor to provide information about your condition and helpful tick boxes to suggest common ways to help you return to work.
- All sickness or injury absence will be entered on your employment record and will be monitored from time-to-time.

Return-to-work meetings

On the first day back at work after a period of sickness absence your manager (or in the case of the Clerk being the subject of this policy, then the Chair of the Council or Chair of the Personnel Committee) may want to meet informally. If this is not possible on your first day back, the meeting may take place later. The return-to-work meeting should take place in a private place, and all discussions should be private and confidential. The meeting would normally include

- a welcome back to work;
- outline the purpose of the return-to-work meeting; which is to manage and monitor absence and attendance to identify any problem areas and offer support where appropriate;
- a discussion about the reasons for absence, in a supportive way and to understand whether the Council can take any steps to help the employee's attendance;
- explain that the absence will be recorded;
- establish if medical advice has been sought (if appropriate);
- ensure the self-certification form has been completed or a fit note from the doctor has been provided;
- a discussion on absence over the last 52 weeks, the impact on pay and any next steps; and
- a handover of work where appropriate.

Medical appointments

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The Council recognises that employees will, from time to time, need to attend medical appointments. Please try to arrange medical appointments in your own time or, if this is not possible, at times that will cause the minimum amount of absence from work or inconvenience to the Council. The Council will allow reasonable time off work with pay for such appointments.

Statutory Sick Pay

If you are ill and unable to attend work, you may be entitled to Statutory Sick Pay (SSP). SSP is currently paid after 4 Qualifying Days absence from work. The Qualifying Days are your normal working days that are in your contract. Tax and National Insurance will be deducted from SSP and if you earn below the lower earnings limit, you will not qualify for SSP.

Occupational Sick Pay

Any sickness absence taken is paid in line with our contractual sick/injury pay scheme (inclusive of SSP) which provides payment during periods of certificated sickness as follows:

During 1st year of service	1 months full pay, and (after 4 months' service) 2 months half pay
During 2nd year of service	2 months full pay, 2 months half pay
During 3rd year of service	4 months full pay, 4 months half pay
During 4th & 5th year	5 months full pay, 5 months half pay
After 5 years service	6 months full pay, 6 months half pay

Occupational sick pay shall be inclusive of any statutory sick pay due in accordance with applicable legislation. SSP and occupational sick pay are subject to the usual deduction for PAYE, National Insurance, pension contributions etc.

Payment is, however, conditional upon you complying with the Council's procedure for notifying your manager of the absence, attending an interview with your manager on request to discuss the absence, and completing a self-certification form on return to work or providing a fit-note when requested. We may also ask you to attend an interview/examination with a nominated doctor at the request of the Council.

We may not pay you occupational sick pay where:

- you have failed to comply with the Council's sickness absence notification and evidence requirements;
- you unreasonably refuse to attend a sickness absence meeting with the Council on request;
- you are unable to work because you hurt yourself in dangerous sports / activities or any other occupation you have;
- you have misled the Council about your fitness to work;
- you have resigned; or
- where disciplinary proceedings are pending against you.

Medical advice

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The Council may want to obtain advice on your fitness for work from occupational health advisers or medical practitioners. Examples of when the Council might refer to occupational health or a medical practitioner include the following:

- to seek a medical report on your illness or injury;
- to establish when you might be able to return to work;
- to understand when you are likely to be fully fit to resume your normal duties;
- to understand what alternative duties you might be fit to undertake if you are unfit to resume your normal duties;
- to understand when you are likely to be fit to undertake any alternative duties;
- to ask for guidance on your condition, for example if there is a possibility that you are disabled or ambiguity as to the exact nature of the condition;
- to ask what reasonable adjustments could be made to working conditions or premises to facilitate a return to work;
- to understand the likely recurrence of the illness or injury once you have returned to work; and
- to discuss any adjustments that could be made to accommodate your disability, if you are disabled.

The Council will pay the cost of the report and you will have the right to see it. The Council will also be provided with a copy of the report and once we have seen it, we will want to meet you to discuss the findings and consider options available to you.

If you choose not to consent to an Occupational Health referral, any decisions in relation to your employment may be made without the benefit of access to medical reports.

Persistent short-term absence

Persistent short-term absence is where an employee is frequently absent from work for relatively short periods due to sickness. We understand most employees will have some short-term sickness absence from time to time. However, if you are frequently and persistently absent from work, this can damage efficiency and productivity, and place an additional burden of work on your colleagues and Councillors.

Therefore, it is essential that frequent absence is dealt with promptly and consistently and in some circumstances, the Council may begin a capability or disciplinary procedure as part of the absence management process. If we do so, we will meet with you to set attendance targets. Following a review meeting we may issue a formal warning if those targets are not met. You will be given written notice in advance of any formal meeting and you can be accompanied by a work colleague or trade union representative. You may appeal against a formal warning. If your absence remains unacceptable after a second formal warning, the Council may bring your employment to an end following consultation with you.

If frequent absence is due to an underlying long-term health condition then we will also request, with consent, a medical report either from an Occupational Health Physician or your G.P. or consultant to establish further information about your health and how the Council can support your attendance.

When considering the reasons for absence, and deciding on whether a formal meeting is appropriate, the Council will not consider any pregnancy related absence. The Council will also make adjustments

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where absences are related to a disability by allowing a higher level of absence before considering whether disciplinary action is appropriate.

The Council will consider any alternative employment options before making any decision about ending employment. You will have the right to be accompanied by a work colleague or trade union representative at formal meetings and a right of appeal against a formal warning or dismissal sanction. The monitoring of absence operates on a rolling 52-week period.

Where it appears that there is no acceptable reason for an absence or if you have not followed the correct absence notification procedure, the matter should be treated as a conduct issue and dealt with under the disciplinary procedure.

Long-term absence

As a guide, long term absence is any absence which lasts or is expected to last over 4 weeks. In all cases of long-term absence, it is essential for the Council to maintain contact with you. In cases where the return date is less certain this will take the form of consultation and will include:

- Discussions at the start of the absence and periodically throughout
- Obtaining better information on your health and likely prognosis, ideally through an Occupational Health Physician
- Where appropriate alerting you to the fact that your absence is becoming a problem, and
- Allowing you the opportunity to state your opinion of your condition and giving consideration to that opinion

Where ill-health means that you are unlikely to return to work for a long period of time, the Council may need to consider bringing your employment to an end. In these circumstances, the Council will:

- Review your absence record to assess whether or not it is sufficient to justify dismissal
- Consult with you
- Obtain up-to-date medical advice
- Advise you in writing as soon as it is established that termination of employment has become a possibility
- [Discuss whether you may be able to access benefits from the Local Government Pension Scheme (where appropriate)]
- Meet with you to discuss the options and consider your views on continuing employment before any decisions are made, allowing you to be accompanied by a work colleague or trade union representative
- Review if there are any alternative jobs that you could do prior to taking any decision on whether or not to dismiss
- Allow a right of appeal against any decision to dismiss you on grounds of long-term ill health
- Following this meeting, inform you of the final decision

Absence as a result of disability

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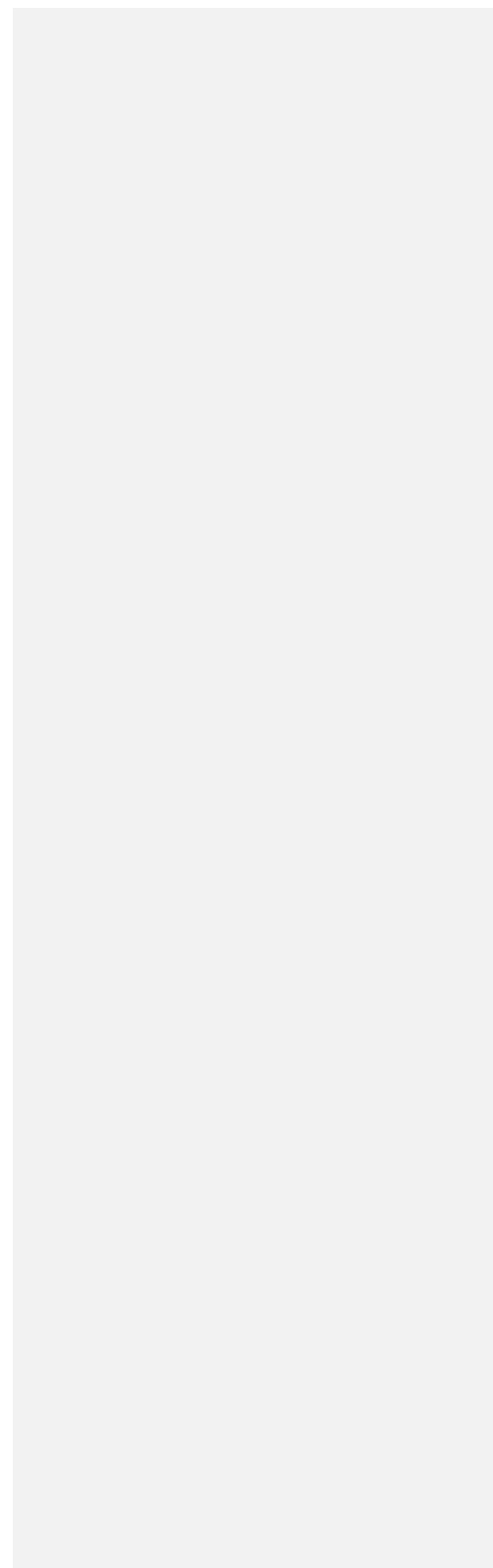
Where you experience sickness absence as a result of a disability it will be treated in line with the provisions contained within the Equality Act 2010 (formerly as part of the Disability Discrimination Act 1995). This will include considering whether any reasonable adjustments can be made.

Data protection

The Council will treat personal data collected during the absence management process in accordance with its data protection policy on processing special categories of personal data. Information about how your data is used and the basis for processing your data will be provided in our employee privacy notice. When relying on legitimate interests as the legal ground for processing your data, you can object to the processing.

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

— policy ends here —



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Author: Jon Sloan, Clerk
Date: 29th April 2026

ANNEX SEVEN – Training and Development Policy

LAVERSTOCK AND FORD PARISH COUNCIL TRAINING AND DEVELOPMENT POLICY

Purpose/Principles	To ensure our Councillors and staff are trained to the highest standard and kept up to date with new legislation, enabling them to fully understand their roles and responsibilities.
Scope	Employees, Councillors, Volunteers
Date adopted:	15 th September 2025
Minute Reference:	PC25.128
Previous versions (Dates):	26 th September 2022 – 22.129
Next review:	January 2027
Policy owner:	Personnel Committee
Supersedes:	22.129 T&D Policy

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Author: Jon Sloan, Clerk

Date: 29th April 2026

Purpose and scope

This purpose of this policy is to set out the Council's position on the provision of training and development opportunities for staff, Councillors and volunteers. It applies to all staff whether full or part time, temporary or fixed term.

Objectives

- Provide and support training and development to ensure the proper administration of the Council and help achieve the objectives and aspirations of the Council.
- Regularly review training needs.
- Plan training and development and budget accordingly.
- Remove barriers that may hinder training and development.

Training and development for Councillors

Councillors will be encouraged to attend regular training to help them operate and develop as a Councillor.

- Relevant training courses for Councillors are usually held by Wiltshire Association of Local Councils (WALC), National Association of Local Councils (NALC), and Wiltshire Council.
- New Councillors will be offered attendance at a Core Skill for Councillors course.
- Councillors sitting on specialist committees will be offered relevant courses, such as Employment, Community Engagement or Accounts and Audit.
- Chair and Vice-Chair will be offered Chairmanship training.
- Councillors appointed to new projects will be offered appropriate training.
- Training expenses will be met by the Council.
- Councillors will be provided with copies of Standing Orders, Financial Regulations, Code of Conduct and the policies and procedures of the Council. Updates in the form of briefings, newsletters and bulletins will be circulated.
- Councillors who are prevented from participating fully in any training, for any reason, should contact the Clerk to discuss how the Council can assist, such as the loan of equipment, or the provision of training material in an alternative format.

Training and development for officers and other staff (including volunteers)

The Council will support employee's professional development using a variety of training methods, such as attendance at conferences or courses, online training or internal training. Training needs may be identified from a variety of sources including one-to-ones, appraisals, team meetings, future plans or changes to processes. Individuals are also encouraged to identify their own training needs and bring these to the attention of the Clerk. Some training will be mandatory or desirable for the job role, and identified in the job description. The Council will provide such training within the specified period of time for attainment.

- New employees will be given an induction, explaining the role of the Council, Councillors, Clerk and other staff.

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- Staff will be provided with copies of Standing Orders, Financial Regulations, Code of Conduct and the policies and procedures of the Council. Updates in the form of briefings, newsletters and bulletins will be circulated.
- Training will be provided relevant to their duties, such as information technology, understanding legal powers, finance or the planning system.
- Staff appointed to support new projects will be offered appropriate training.
- Subscriptions to relevant publications and memberships of relevant associations will be provided.
- Training expenses and study leave for mandatory training will be granted by the Council. Training expenses and study leave for desirable training, relevant to the job role, may be approved at the discretion of the Council.
- Individuals may identify optional training that is beneficial to themselves, but not necessarily linked to their job role or beneficial for the Council. Training expenses and study leave for training which is optional, are entirely at the discretion of the Clerk (or Personnel Committee in the case of training for the Clerk).
- Staff who are prevented from participating fully in any training, should contact the Clerk to discuss how the Council can assist, such as the loan of equipment, or the provision of training material in an alternative format.

Review

Training requirements for Councillors will usually be identified by themselves, the Chair or the Clerk. Training opportunities will be investigated by the Clerk and brought to the attention of the full Council. Training requirements for staff will be identified by themselves, or through one-to-ones, appraisals or new project or process requirements. The Clerk will keep a record of all training undertaken, together with recommendations and a schedule for regular review.

Budget

An allocation for Training and Development will be made in the budget each year, to meet training and development needs. All training will be subsequently evaluated by the Clerk to gauge its relevance and effectiveness.

Consideration

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record.

In order to ensure that the Council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

Categorising training and personal development

The three categories are as follows:

1. Mandatory

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the Council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. They should also be stated in the contract for new starters, along with whom is responsible for the costs of the training/qualifications. Where a qualification becomes mandatory for the role, the Council will provide reasonable assistance for the employee to attain the qualification with a time period specified by the Council.

Commented [JS1]: Model Policy Variation: deleted "For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification"

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement.

Commented [JS2]: Model Policy Variation: Added a time period to this sentence

2. Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time. The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the Council.

3. Optional

An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the Council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'.

Study leave

Where individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Where individuals require study leave to undertake training which is not mandatory but part of the individual's desire for career development, the Council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Clerk (or, in the case of the Clerk, the Chair of the Personnel Committee), setting out the details of the course of study, how it relates to their work, and the time being requested.

No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Clerk (or, in the case of the Clerk, the Chair of the Personnel Committee) will consider requests for flexible working to allow the study to take place, as long as the needs of the Council can be met.

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

— policy ends here —