

**NORTH HORSHAM PARISH COUNCIL**  
**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE**  
**HELD ON THURSDAY 9<sup>TH</sup> AUGUST 2018 AT 7.30PM AT ROFFEY MILLENNIUM HALL**

**Present:** Councillors A. Britten (Chairman), M. Loates, T. Rickett B.E.M., S. Torn\* (Vice Chairman) and Mrs S. Wilton.

\* denotes absence

**In attendance:** Pauline Whitehead BA (Hons) FSLCC, Parish Clerk and Vivien Edwards, Deputy Clerk.

**PER/118//18      Public Forum.**

There were no members of the public or press in attendance.

**PER/119/18      Apologies for absence.**

The Committee received apologies and reasons for absence from Cllr. S. Torn.

**PER/120/18      Minutes**

The Minutes of the meeting held on 17<sup>th</sup> May 2018 were agreed and signed by the Chairman as being a true record.

**PER/121/18      Declarations of Interest**

The Deputy Clerk declared a prejudicial interest in the final item of Staff Matters (PER/127/18).

**PER/122/18      Chairman's announcements**

NALC announced a 2% pay increase for employees from 1st April 2018. Only 1% was put into the 2018/19 budget, therefore the financial situation will be monitored throughout the year and any overspend reported.

“The case of Harvey v Ledbury Town Council involves a High Court decision which has widespread implications for local authorities and their grievance procedures. In particular it significantly limits the ability of a town or parish council to regulate relations between members and employees internally. Recognising the potential difficulties this creates for all Clerks, NALC and SLCC have written to Government seeking an urgent review of the judgement. Given that most grievances are employment related and the employer is the Council not an individual councillor, it is suggested that in future Clerks bring a grievance against the Council as a body corporate since the Council owes a duty of care to protect staff from harassment, bullying etc. Such a grievance then probably falls outside the Code of Conduct and must be treated as an employment issue.” Extract from Trevor Leggo's report to the Society of Local Council Clerks (SLCC) Sussex branch meeting 5th July 2018. The Parish Council's adopted grievance procedure will stand until further advice is forthcoming.

Cost Centre	Actual Expenditure	Annual Budget	Expected spend from 1 <sup>st</sup> April 2018 – 31 <sup>st</sup> July 2018 Annual budget divided by 12, multiplied by 4.
Salaries	93,252	280,533	93,511
Payroll admin	0	360	120
Expenses	1,299	2,750	916
Training	0	1,500	500
Recruitment	12	650	217
Personnel	£94,563	£285,793	£95,264

When the annual budget was originally calculated, it included a 1% pay rise rather than the 2% that was agreed. It would, therefore, have been expected that the actual spend on salaries up to July 2018 would have been an additional 1%, so nearer £94,450 than the calculated estimated spend of £93,511.

The reduction in the actual expenditure is due to there not being a caretaker in post at Holbrook Tythe Barn since 31<sup>st</sup> May 2018. Cover has been provided by existing staff. Office staff claim money in expenses for travelling to and from the Tythe Barn which is reflected in the staff expenses figure. (The Society of Local Council Clerks subscription for the Clerk is also included). Lieu time is usually offered for additional hours worked by office staff. There is a proposal for some overtime to be considered under confidential matters as realistically, with a small staff, lieu time cannot be taken.

The advertisement for the replacement caretaker has been displayed on noticeboards and in local shop windows as well as on Universal job match, all of which cost relatively little. An advertisement in the West Sussex County Times will be considered next, if there is no interest in the post in the meantime.

**It was RESOLVED to note the Financial Report to 31<sup>st</sup> May 2018.**

### Childcare vouchers

Childcare vouchers offer benefits to parents through tax and NIC savings. The Employer's Guide to Childcare Vouchers and Tax Free- Childcare had been circulated to Committee Members.

Employees can claim up to £243 per month in Childcare vouchers. The amount is deducted from the employees salary reducing the amount of NIC paid by the employer (at 13.8%). When an employee redeems the voucher the employer is invoiced for the cost of the childcare voucher plus the percentage set by childcare voucher provider. Details of three schemes were presented to the Personnel Committee. Capita can accommodate a Childcare voucher scheme and do not charge for administering this through the payroll. There is therefore a modest saving to the Parish Council in NICs.

The Committee **RESOLVED** to provide a childcare voucher scheme for eligible employees. The Committee chose the quotation from Kiddivouchers that has no set up fee, no fixed term contract and an add on cost of 4.5%. There is a one month's written notice for termination of the service. The scheme would be initiated as soon as possible.

**PER/125/18 Staff Handbook Policies**

The Personnel Committee **RESOLVED** to put forward the attached General Information and Workplace Rules and Guidelines, Terms and Conditions of Service and Absence Management Policy to full Council.

It was **AGREED** to investigate lockers for staff at Roffey Millennium Hall and put a report to the Finance Committee.

It was further **AGREED** that employees would complete the HMRC Employee's Statement of Sickness form for self certification for less than eight days sick leave as a record of time off through illness.

**PER/126/18 Exclusion of Press and Public**

It was **RESOLVED** to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1 for reasons of confidentiality as the following agenda item related to staff matters.

**PER/127/18 Staff matters**

a. Holbrook Tythe Barn Caretaker Vacancy.

The caretaker post at Holbrook Tythe Barn has been vacant since 31<sup>st</sup> May 2018. Cover has been provided by a variety of methods to maintain a quality service. The job has been advertised but there has been little interest. The Committee considered some alternative methods of covering the hall including buying in the service or employing someone on a fixed term variable hours contract on a trial basis following advice from HR Services.

**The Personnel Committee acknowledged the difficulty that there was in filling the caretaker post and gave delegated responsibility to the Clerk and Deputy Clerk to move forward as they felt appropriate, on the understanding that the Personnel Committee were kept informed and it was reported back at the next meeting.**

b. Staff Training

The Personnel Committee congratulated the Committee Clerk on achieving the Certificate in Local Council Administration (CiLCA). The Clerk had booked to attend the SALC Legal and Finance Training Day on 27<sup>th</sup> September 2018 and the Clerk's Technical Networking Day on 6<sup>th</sup> November 2018.

In partnership with Cranleigh Parish Council the Administration Clerk is receiving GDPR training on 24<sup>th</sup> September 2018.

The Deputy Clerk hopes to undergo HR training during the course of the year.

c. Statutory paternity pay and leave.

The Parish Council recognises an employee's right to paternity leave as set out in relevant legislation and follows statutory guidelines.

*The Deputy Clerk left the room during this item.*

d. Overtime payment due to exceptional circumstances.

The Deputy Clerk covered Holbrook Tythe Barn during June 2018 in addition to her usual duties.

**The Committee RESOLVED to pay the Deputy Clerk 16 hours overtime for June 2018.**

**PER/128/18      Date of the next meeting**

The next meeting is scheduled for 4<sup>th</sup> October 2018.

There being no other business, the Chairman closed the meeting at 8.25 p.m.

..... Chairman

..... Dated



# NORTH HORSHAM PARISH COUNCIL GENERAL INFORMATION AND WORKPLACE RULES AND GUIDELINES

## INTRODUCTION

The following sections set out general information and the rules of the workplace, which staff members are expected to follow. The workplace rules and guidelines are in place to set out what the Parish Council expects of its employees. If members of staff abuse or do not follow the rules and guidelines, this may lead to Disciplinary proceedings, which could result in dismissal.

## 1. PERSONNEL RECORDS

- 1.1. Each member of staff has an individual personnel file which is kept under secure conditions in the Parish Clerk's office and an electronic file which is password protected.
- 1.2. Individual personnel files can only be accessed by the Parish Clerk, as having overall responsibility for all members of staff; and the Deputy Clerk as the immediate Line Manager for cleaner/caretaker staff, litter wardens, the Administration Clerk and the Facilities Officer.
- 1.3. Data about members of staff will be collected in compliance with the Parish Council's General Privacy Notice (General Data Protection Regulation 2018).
- 1.4. The Data Controller, under the General Data Protection Regulation 2018, acting on behalf of the Parish Council is the Parish Clerk. The Parish Council has appointed an independent Data Protection Officer.
- 1.5. The type of **Personal Data** held in individual personnel files will include information relating to –
  - Employment application forms
  - Data in relation to payroll processing
  - Home address and telephone number
  - Next of kin or other emergency contact details
  - Current and previous contracts of employment with the Parish Council

- Current and previous Job Descriptions
- References
- All correspondence relating to the employment
- Absence and Leave
- Time Sheets
- Expenses Claims
- Records relating to any disciplinary or grievance proceedings.

Data will be held and destroyed in accordance with the Parish Council's Document Retention Policy.

- 1.6. Sensitive data** will only be processed in line with the Parish Council's General Privacy Notice. (General Data Protection Regulation).
- 1.7.** The types of sensitive data that may be held may comprise of –
- Medical information which would be used -  
to ensure compliance with health and safety and occupational health obligations; or  
when considering any health issues that may affect the member of staff's ability to work;
  - for the administration and management of insurance, pension, sick pay and other similar benefits.
- 1.8.** A member of staff has the right, under the General Data Protection Regulation (2018), to see information held about them, including personnel files, both written and computerised.
- 1.9.** If a member of staff wishes to see their personnel file, application should be made to the Parish Clerk, who will make the necessary arrangements within five working days. If the reason for seeing the personal file is part of a dispute of substantive request made under a Subject Access Request as part of the General Data Protection Regulation (2018), it will be referred to the external Data Protection Officer.
- 1.10.** At the viewing of the file –
- The member of staff will be accompanied by the Parish Clerk.
  - The member of staff must not write on or remove any document from the file.
  - The member of staff may request photocopies of documents in the file.

- 1.11. If the member of staff is unhappy with what is on their file, this should be initially raised with the Parish Clerk. If the issue cannot be resolved, then a grievance should be raised.
- 1.12. If the member of staff considers that the information is wrong and can provide proof to substantiate this, the member of staff has the right, under the General Data Protection Regulation 2018, to have the information amended.
- 1.13 In respect of any medical information or reports covered by the Access to Medical Reports Act 1988, a doctor may not consent to the member of staff seeing all or part of a medical report if they believe that the information might harm the member of staff or other people; or identify another person.

## **2. TIME SHEETS**

- 2.1 All cleaners/caretakers/litter wardens are required to complete time sheets for all hours worked. Time sheets must be handed in, sent or emailed to the Deputy Clerk as soon as possible after completion of a 4-day shift.
- 2.1. All members of staff are required to complete a weekly Time Sheet for any hours worked as overtime, which should be handed in to the Parish Office, as soon as reasonably practicable after the end of the week or shift worked. Overtime should be approved by your line manager in advance if possible. If additional hours have been worked in an emergency, these must be reported to your line manager as soon as possible.
- 2.2. Time Sheets should reflect all the hours worked and should detail the time arriving for work and the time leaving and not an overall figure for the day or shift.
- 2.3. Time Sheets are used in the preparation of the monthly payroll process.
- 2.4. Time Sheets must be signed by the member of staff concerned and will be authorised by the immediate Line Manager or the Parish Clerk.

- 2.5** In line with Working Time Regulations 1998 all staff should have a break of 11 hours between shifts except in exceptional circumstances and where the employee consents.

### **3. CLAIMS FOR EXPENSES**

- 3.1.** All Members of staff are paid the current HMRC rate of .45p per mile for the use of their own car; and .20p per mile for the use of a bicycle.
- 3.2.** Claims for expenses should be made on the Parish Council's in-house form and should give the reason for the journey.
- 3.3.** Claims cannot be made for the first journey of the day or shift to work and the last journey of the day or shift.
- 3.4.** All individual journeys made during each day must be itemised – not the total figure of journeys per day. Expense claims may be refused for payment if this is not followed.
- 3.5.** Claims for expenses under £10 will generally be paid in cash. Other amounts will be paid by cheque.
- 3.6.** Expenses claim forms must be signed by the member of staff concerned and will be authorised by the immediate Line Manager or the Parish Clerk

### **4. CUSTOMER RELATIONS**

- 4.1.** The Parish Council, as a local authority, provides a public service not just to users of the Council's community venues but also to the wider public.
- 4.2.** All members of staff should treat customers and visitors to the community venues and other facilities with courtesy and be as helpful as possible
- 4.3.** Members of staff should not offer their own personal views to customers and visitors, in respect of Parish Council business.



- 4.4. In the event that a query is made of a member of staff which cannot be answered, the person making the enquiry should be referred to the Parish Office.
- 4.5. The Parish Council will not tolerate abusive or violent behaviour towards members of staff from customers or visitors. Any such incidents should be reported immediately to the Parish Clerk. Notices advising this, will be displayed at each of the community venues.

## 5. APPEARANCE AND DRESS CODE

- 5.1. The Parish Council does not operate a Dress Code Policy. However, caretakers are issued with North Horsham Parish Council polo shirts and fleeces to be worn during their working day.
- 5.2. All members of staff should dress appropriately for a public working environment and should not wear items of clothing bearing inappropriate wording, images or logos or that may offend normally accepted standards; and be neat and tidy at all times when at work.
- 5.3. Account will be taken of religious and cultural standards of clothing.

## 6. CASH HANDLING

- 6.1. Members of staff, other than those administrative staff who work in the Parish Office are not permitted, **under any circumstances**, to accept cash in respect of invoices that have been raised for hire of the community venues or the Multi Courts.
- 6.2. A person wishing to pay in this way, must be referred to the Parish Office, during opening hours
- 6.3. This rule is to protect both the member of staff and the customer from any allegations of mis-appropriation.
- 6.4. Caretakers at Roffey Millennium Hall may be asked to hand in cheques to the Parish Office in respect of raised invoices. This is acceptable providing the cheque is in an envelope, stating who the cheque is from and is countersigned and dated by the member of staff taking the cheque.

- 6.5. If cheques, as described above, are offered at Holbrook Tythe Barn or North Heath Hall, these should be politely declined and the person requested to make the payment to the Parish Office

## **7. USE OF WORK MOBILE PHONES**

- 7.1. **Caretakers / cleaners** Members are provided with a mobile phone between the two members of staff at each of the buildings.
- 7.2. These phones are for Parish Council business use only. Mis-use of these phones may result in Disciplinary Proceedings and potential dismissal.
- 7.3. At the end of each four-day shift or other period of working, the phone should be passed to the member of staff taking over.
- 7.4. In the event that a member of staff loses a works mobile phone, or it becomes damaged, the member of staff must report the loss or damage immediately to their Line Manager or the Parish Clerk.
- 7.5. The member of staff may, depending on the circumstances, be charged the cost of a replacement phone

## **8. KEY HOLDERS**

- 8.1. The Parish Council employs a 24/7 Key Holder Service for the three Community venues. The Facilities Officer, Deputy Clerk and some hirers also hold keys.

## **9. WORK KEYS**

- 9.1. Keys are issued to members of staff for the buildings they work in.
- 9.2. The Parish Council views the security of all of its buildings as a priority and the loss of keys is viewed as a serious matter.
- 9.3. Members of staff are requested **not** to label work keys with any means of identification as to the building to which they relate.

- 9.4. In the event that a member of staff loses any keys relating to work or they become damaged, the member of staff must report the loss or damage to their immediate Line Manager or the Parish Clerk immediately.
- 9.5. The member of staff may, depending on the circumstances, be charged the cost of a replacement key or key.

## **10. PERSONAL PROPERTY**

- 10.1. The Parish Council does not, at this time, provide personal lockers for use by individual members of staff. This is under review.
- 10.2. At Holbrook Tythe Barn and North Heath Hall, members of staff have access to the cleaning materials store cupboards and they are encouraged to place any personal items that they may have with them in these areas whilst working.
- 10.3. Members of staff at Roffey Millennium Hall are advised to keep any personal belongings brought to work in the Parish Office, which should be kept locked when the Office is unattended.
- 10.4. The Parish Council does not accept responsibility for the loss or damage to any personal items.

## **11. REVIEW**

- 11.1 As part of the Staff Handbook, the rules and guidelines may be changed or added to at any time if required by law or the needs of the Parish Council. In any event, the rules and guidelines will normally be reviewed on a two-year basis.



**NORTH HORSHAM PARISH COUNCIL**  
**TERMS AND CONDITIONS OF SERVICE**

**1. GENERAL INFORMATION**

- 1.1. The conditions of employment of all members of staff during their employment with North Horsham Parish Council are set out in individuals' Statement of Employment Particulars.
- 1.2. These conditions of employment will be as generally set out by the National Joint Council for Local Government Services in the "National Agreement on Pay & Conditions of Service – 'the Green Book' as may be amended from time to time.
- 1.3. A copy of the National Joint Council's "Green Book" is available to view by request to the Parish Clerk
- 1.4. The conditions set out in individual Statements of Particulars is supplemented by the Staff Handbook, which contains –
  - The General Information and Workplace Rules and Guidelines.
  - The Policies in relation to staff as approved by the Parish Council.



## **NORTH HORSHAM PARISH COUNCIL**

### **ABSENCE MANAGEMENT POLICY**

#### **POLICY STATEMENT**

The contribution made to North Horsham Parish Council, by every member of staff, is highly valued and the Council is committed to working with staff to manage health, work and wellbeing to promote good attendance. "Work can have a positive impact on our health and wellbeing". The Advisory, Conciliation and Arbitrary Service (ACAS).

#### **KEY PRINCIPLES**

North Horsham Parish Council's Absence Management Policy is based on the following principles –

- Providing pay, subject to contractual terms and conditions, to members of staff who are unable to attend work due to sickness.
- Sharing responsibility with members of staff to ensure regular and punctual attendance at work.
- Supporting members of staff who have genuine reasons for absence, including –
  - Special Leave for necessary absences not caused by sickness.
  - A flexible approach to the taking of annual leave.
  - Programmed return to work in cases of long term sickness absence.
  - The use of qualified Occupational Health Advisors, where appropriate to –
    - Help to identify the member of staff's illness
    - Advise on the best way to improve the member of staff's health and well-being.
- To work with all members of staff in the implementation of this Policy.
- To manage absence and sickness to support the Council in providing a high quality service to members of the public.

## **WHO DOES THE POLICY APPLY TO?**

This Policy applies to all employees of North Horsham Parish Council.

## **WHAT DOES THE POLICY DEAL WITH?**

### **1. UNAUTHORISED ABSENCE AND LATENESS**

### **2. ABSENCE BY REASON OF SICKNESS**

- 2.1. Reporting sickness absence
- 2.2. After seven days continuous sickness absence
- 2.3. Continued sickness absence
- 2.4. Sickness during Annual Leave
- 2.5. Returning to Work
- 2.6. Frequent or intermittent sickness absence
- 2.7. Monitoring sickness absence
- 2.8. Occupational Sick Pay
- 2.9. Conduct during sickness absence
- 2.10. False Declarations in respect of Sickness Absence
- 2.11. Medical Appointments

### **3. ANNUAL LEAVE**

- 3.1 Annual Leave Entitlement
- 3.2 Applying for Annual Leave
- 3.3 Unused Annual Leave
- 3.4 Sickness during Annual Leave
- 3.5 Annual Leave Records

### **4. TIME OFF IN LIEU**

- 4.1. Entitlement to Time off in Lieu
- 4.2. Calculating Time off in Lieu
- 4.3. Using Time off in Lieu
- 4.4. Applying for Time off in Lieu
- 4.5. Time off in Lieu Records

### **5. OTHER ABSENCE**

- 5.1 Dependant Leave
- 5.2 Compassionate Leave
- 5.3 Public Duty
- 5.4 Volunteer Reservists
- 5.5 Jury Service
- 5.6 Adverse Weather Conditions
- 5.7 Records for other absences
- 5.8 Maternity/paternity/adoption/parental leave

### **6. REVIEW OF POLICY**

## **1. UNAUTHORISED ABSENCE AND LATENESS**

- 1.1 Unauthorised absence occurs when an employee fails to attend work and has not made arrangements with their line manager.
- 1.2 Where an employee returns to work following an unauthorised absence, they will be required to attend a meeting with their line manager to explain their absence. The employee will be expected to take any unauthorised absence from their annual leave entitlement, or if no entitlement remains, pay will be deducted for the period of unauthorised absence. Unauthorised absence may result in disciplinary action being taken.
- 1.3 There may be occasions when it is unavoidable to be late for work. The employee should contact their line manager to explain the reasons for any delay. The employee will be expected to make up any time lost at work to lateness. Persistent lateness may result in disciplinary action being taken.

## **2. ABSENCE BY REASON OF SICKNESS**

### **2.1 Reporting sickness absence**

- 2.1.1. If an employee is unable to attend work due to sickness, they must inform their line manager, giving the reason for sickness, the likely duration and the expected date of return. The employee must inform the Deputy Clerk (caretaking/cleaning staff) or the Parish Clerk (administration staff) within one hour of the member of staff's normal start time or by 10am whichever is the later to maintain service levels. If at all possible, a report should be made earlier than this. Only in exceptional circumstances will the council accept notification of absence from a third party.
- 2.1.2. If the Deputy Clerk or the Parish Clerk is not available, the member of staff must leave a message with the Parish Office and ensure that this includes a contact telephone number (if one is available), an appropriate explanation of the illness and some indication of the date when the member of staff is likely to return to work.
- 2.1.3. Regular contact must be maintained with the line manager during a period of absence. For guidance, the Deputy Clerk or the Parish Clerk should be telephoned again on the third day of any absence, informed of progress and likely return date.

### **2.2. After seven days continuous sickness absence**

**2.2.1.** The member of staff must obtain a Doctor's Certificate dated from the 8th day of sickness. The **original** Certificate must be sent to the Parish Clerk or brought into the Parish Office.

**2.2.2.** Failure to submit a Certificate **could** result in loss of pay.

**2.2.3.** Certificates must be sent to the Parish Clerk or brought into the Parish Office, within two days of the date of issue.

### **2.3. Continued sickness absence**

**2.3.1.** If the sickness absence continues beyond the period stated in the member of staff's Medical Certificate, further Certificates must be obtained promptly by the member of staff, to cover their absence until they are fit to return to work.

**2.3.2.** In the event of a member of staff being absent through sickness for either –

- a period of four weeks
- or as soon as the Parish Council considers that the sickness absence may be prolonged
- or that the sickness may have been caused by or exacerbated by the employee's work

North Horsham Parish Council reserves the right to require the member of staff to undergo an independent medical examination.

**2.3.3.** The cost of such an examination will be met by North Horsham Parish Council.

**2.3.4.** The medical report arising from such an examination will be fully disclosed to North Horsham Parish Council. Any medical information received by the council will be treated as strictly confidential.

**2.3.5.** Members of staff's statutory rights under the Access to Medical Records Act 1988 and any other relevant legislation are unaffected by this section of the Policy.

### **2.4. Sickness absence during Annual Leave**

**2.4.1.** If a member of staff falls sick during the course of their Annual Leave, a Doctor's Certificate must be provided; and the member of staff will be regarded as being on sick leave from the date specified on the Certificate.



2.4.2. The balance of the Annual Leave may be taken at a later date, subject to the provisions regarding Annual Leave, elsewhere in this Policy.

## **2.5. Returning to work**

2.5.1. If the Medical Certificate does not state the exact date on which the member of staff should return to work, a "Fit to Return to Work" Certificate must be obtained from the doctor before the member of staff resumes their duties. This is a requirement of the Statutory Sick Pay provisions.

2.5.2 Absences not covered by a Doctor's Certificate must use the Council's 'Self Certification' form, as outlined in the Employment Rights Act 1996, obtainable from the Parish Clerk.

2.5.3 The Council takes a sympathetic view towards genuine ill health problems and will provide a supportive approach to employees who have been subject to long term sickness. An employee returning to work following a period of long term sickness will be supported on their return to work, and the following options may be considered:-

- Phased return to work.
- Change of role or working pattern.
- Provision of specialist equipment.

2.5.4 Where an employee has returned from any period of sickness, a return to work interview will be conducted by their line manager.

## **2.6. Frequent or intermittent sickness absence**

2.6.1. The Parish Clerk may discuss any sickness absence with the member of staff, but always in the particular instances of –

- Three or more absences in a three month period.
- Frequent or intermittent absences amounting to 8 days in a rolling year.
- Patterns which give rise for concern e.g. absences at weekends, days prior to and after weekends or days adjacent to Bank Holidays.

## **2.7. Monitoring sickness absence**

2.7.1. Records will be kept, in accordance with the terms of General Data Protection Regulation (2018) and other relevant legislation, to enable the monitoring of employees' absences by reason of sickness.

## 2.8. Occupational Sick Pay

2.8.1. North Horsham Parish Council's Occupational Sick Pay scheme is payable as shown in the table below -

Length of service	Full Pay for	Half Pay for
During first year	1 Month	
After completion of 4 months service		2 Months
During 2nd year	2 Months	2 Months
During 3 <sup>rd</sup> year	4 Months	4 Months
During 4 <sup>th</sup> and 5 <sup>th</sup> years	5 months	5months
After 5 years service	6 months	6 months

2.8.2. The Council **may** withdraw the scheme for any absence (or repeated absence) if it is related to -

- Misconduct.
- An injury incurred whilst working for someone else or self-employment.
- An injury incurred whilst taking part in professional or dangerous sport.

2.8.3. Each individual case will be determined on its merits.

2.8.4. If the member of staff's sickness absence is due to an accident and there will be a claim for damages from a third party, e.g. following a car accident, the member of staff must inform the Parish Clerk.

2.8.5. The claim should include loss of pay which, if successful, must be reimbursed to the Parish Council.

2.8.6. North Horsham Parish Council reserves the right to withhold occupational sick pay if there is evidence which casts doubt on the validity of a sickness claim.

## 2.9. Conduct during sickness absence

2.9.1. In all cases of sickness or injury, which necessitate taking time off work, it is expected that the member of staff will do everything they can to facilitate a speedy return to fitness and to work.

**2.9.2.** The Parish Council would not expect any member of staff who is absent from work or on a phased return to work, due to sickness or injury to –

- Participate in any sports, hobbies, social activities or unpaid work inconsistent with their stated illness or injury; and which could aggravate the illness or injury or which could delay recovery.
- Undertake any paid or unpaid employment or voluntary work whilst absent from the Parish Council's employment on sick leave.

**2.9.3.** A breach of these expectations may be dealt with under North Horsham Parish Council's Disciplinary Code.

## **2.10. False Declarations in respect of sickness absence**

**2.10.1.** The submission of a fraudulent sickness claim will be considered to be a very serious disciplinary matter, which may result in dismissal.

## **2.11. Medical Appointments**

**2.11.1.** Employees are expected to arrange medical appointments out of normal working hours wherever possible. The council recognises this is not always possible. Where it is necessary to make an appointment during normal working hours, employees are encouraged to make the appointments are either the start or the end of the day wherever possible to minimise the disruption to the work of the council. Your line manager should be informed as soon as a medical appointment in working hours is made.

**2.11.2.** In the case of hospital appointments or procedures taking the whole day, the member of staff should inform their line manager as soon as possible. In patient appointments or procedures taking the whole day will be treated as sick leave in accordance with the procedures in this policy.

**2.11.3.** In the case of a genuine emergency, the member of staff must contact the Deputy Clerk or Parish Clerk as soon as possible.

**2.11.4.** Frequent absence for emergency treatment may be dealt with by the Parish Council's Disciplinary Procedures.

- 2.11.5. Necessary paid time off will be granted for the purposes of health screening.

### **3. ANNUAL LEAVE**

#### **3.1 Annual Leave Entitlement**

- 3.1.1. Details of the leave entitlement for each individual member of staff are contained in the individual's Contract of Employment.
- 3.1.2. The current Annual Leave entitlement for full-time members of staff is twenty one days, rising to twenty five days, after five years of continuous service.
- 3.1.3. For those members of staff working an alternative working pattern, there is an equivalent leave calculation, which is made available to each member of staff.
- 3.1.4. Half-day Annual Leave is usually either 9am to 12.45pm or 1.15pm to 5pm.

#### **3.2. Applying for Annual Leave**

- 3.2.1. Applications for Annual Leave should be submitted to the Deputy Clerk or Parish Clerk, on the dedicated form, for endorsement, before final approval by the Parish Clerk.
- 3.2.2. Cover for caretaker holidays will be arranged by the Deputy Clerk/ Facilities Officer.

#### **3.3 Unused Annual Leave**

- 3.3.1. North Horsham Parish Council encourages and expects members of staff to take their full annual leave entitlement during the current leave year which runs from April to March.
- 3.3.2. The Parish Clerk may authorise, in exceptional circumstances only, that untaken annual leave may be carried forward to the next leave year. This discretion will be limited to one week (part time hours *pro rata*) only.
- 3.3.3. Unused Annual Leave will not be paid unless –

- the member of staff leaves the employment of North Horsham Parish Council, when the amount of Annual Leave owing will be calculated pro rata to the date of leaving.
- there are exceptional circumstances preventing the member of staff from taking their Annual Leave entitlement. In such cases, approval can only be given by the Personnel Committee.

### **3.4. Sickness absence during Annual Leave**

**3.4.1.** If a member of staff falls sick during the course of their Annual Leave, a Doctor's Certificate must be provided; and the member of staff will be regarded as being on sick leave from the date specified on the Certificate.

**3.4.2.** The balance of the Annual Leave may be taken at a later date, subject to the provisions regarding Annual Leave contained in this section of the Policy.

### **3.5. Annual Leave Records**

**3.5.1.** An Annual Leave record will be kept in respect of each member of staff.

## **4. TIME OFF IN LIEU**

### **4.1 Entitlement to Time Off In Lieu**

**4.1.1.** North Horsham Parish Council usually pays overtime to caretaking/cleaning members of staff. However, in some circumstances, where mutually agreed, lieu time may be awarded.

**4.1.2.** Time off in lieu is awarded to administration staff who are not paid overtime, and who act as Clerk to meetings of the Parish Council, its Committees and Working Groups; or attend meetings on behalf of the Parish Council; or any other approved Parish Council function, outside of normal office hours.

**4.1.3** Where office staff cover the opening of the halls, lieu time is awarded. If cover is given for a prolonged period, to cover vacant posts or sickness, overtime may be given with the approval of the Personnel Committee.

**4.1.4** The council encourages the use of Time Off in Lieu when it offers a way to help manage the council's salary budget, but this must be

balanced with providing sufficient cover for the office and buildings to run smoothly.

#### **4.2. Calculating Time off in Lieu**

**4.2.1.** Where the event is between 5pm and 10pm, the entitlement is calculated at half a day time off in lieu.

**4.2.2.** Where the event ends after 10pm, the entitlement is one day time off in lieu.

**4.2.3** Office staff who cover the opening and closing of buildings will be awarded lieu time to recompense them for working beyond their contracted hours.

#### **4.3. Using Time off in Lieu**

**4.3.1** North Horsham Parish Council encourages and expects those members of staff who accrue Time off in Lieu to utilise it during the current leave year.

**4.3.2.** A member of staff will only be permitted in exceptional circumstances to carry forward accrued Time off in Lieu to the following leave year; and will be subject to the approval of the Personnel Committee.

#### **4.4 Applying for Time off in Lieu**

**4.4.1.** Applications for the taking of Time off in Lieu should be submitted to the Parish Clerk, on the dedicated form, for approval.

#### **4.5. Time off in Lieu Records**

**4.5.1.** A Time off in Lieu record will be kept in respect of each member of staff.

### **5. OTHER LEAVE**

#### **5.1 Dependant Leave**

**5.1.1.** In the event of an emergency involving a dependant, a member of staff may request time off at short notice to deal with the situation and to make any necessary longer term arrangements.

**5.1.2.** A dependant is the husband, wife, child or parent of the member of staff; or partner of family member who lives in the same household as the member of staff.

**5.1.3.** This will normally be for up to two days but may be extended, in exceptional circumstances, at the discretion of the Parish Clerk.

**5.1.4.** Such time off will normally be unpaid but the Parish Clerk may allow the time to be taken as Annual Leave or as Time off in Lieu (if accrued).

## **5.2. Compassionate Leave**

**5.2.1.** Compassionate leave is at the overall discretion of the Parish Clerk. The council recognises that each individual's respective relationships are different, however, in order to achieve consistency, in general compassionate leave will be granted in the following circumstances:-

- the death of a close relative ie spouse, civil partner, child, sibling
- the diagnosis of, or final stages of care for, a serious (life threatening) illness affecting a close family relative.
- The employee falling victim to a serious crime.
- Fire/flood/ burglary at the employee's home.
- Road traffic collisions or other distressing accidents/ incidents involving the employee or a close family member.

## **5.3. Public Duty**

**5.3.1.** Members of staff who hold certain public positions under Section 50 of the Employment Rights Act 1996 (for example Justices of the Peace, Prison Board members, Statutory Tribunal members, School Governors etc.) are entitled to be allowed reasonable time off to perform the duties associated with the post.

**5.3.2.** Whether such time off will be paid will be at the discretion of the Parish Clerk.

**5.3.3.** Members of staff who are considering accepting an appointment under the above legislation are strongly advised to discuss the situation with the Parish Clerk, prior to accepting the appointment, to determine whether a reasonable amount of time off can be allocated.

**5.3.4.** Similarly, members of staff who may be considering joining the Special Constabulary are strongly urged to discuss the situation with the Parish Clerk before doing so.

#### **5.4. Volunteer Reservists**

**5.4.1.** Those members of staff who are Volunteer Reservists have special employment protection under The Reserve Forces (Safeguard of Employment) Act 1985, in the event that they are mobilised for operational duties with the Regular Forces.

**5.4.2.** The Parish Council, as an employer, is also afforded protection under the Reserve Forces Act 1996.

**5.4.3.** Members of staff who are either a Volunteer Reservist or considering becoming one are strongly urged to discuss the situation with the Parish Clerk.

#### **5.5 Jury Service**

**5.5.1.** If a member of staff is called for Jury Service, the Parish Clerk must be informed immediately.

**5.5.2.** Jury Service normally lasts for 10 days, although some trials may take longer. Jurors are usually warned in advance if this is likely to happen and members of staff should consult with the Parish Clerk if this is likely to be the case and before volunteering to sit on a lengthy trial.

**5.5.3.** Members of staff who are called for Jury Service should give a copy of the Confirmation of Jury Service letter received from the Court to the Parish Clerk as soon as practicable after receipt.

**5.5.4.** Whilst members of staff called for Jury Service will be paid as normal, they will be expected to make the appropriate claim for loss of earnings while on Jury Service.

**5.5.5.** The member of staff must ask the Court for a Certificate of Loss of Earnings which should be passed to the Parish Clerk for completion.

**5.5.6.** Whilst there are limits to the amounts that can be claimed, the amount claimed and received from The Court Service by the member of staff will be deducted from the next appropriate monthly salary payment.



**5.6. Absence due to adverse weather conditions**

**5.6.1.** The decision as to whether the Parish Council's Community Venues are opened at times of adverse weather conditions will be taken by the Parish Clerk, in liaison with the Deputy Clerk.

**5.6.2.** Where the decision is made to close the Community Venues those members of staff who are rostered to work on any such days will be paid in full.

**5.6.3.** Those members of staff who are not rostered to work on those days or who are on other leave will not be entitled to a day off in lieu.

**5.6.4.** Where the Community Venues remain open and members of staff are unable to attend work due to the adverse weather conditions, the member of staff should make contact with the Deputy Clerk or Parish Clerk as soon as possible, ideally before the working shift is due to begin, so that cover for the shift can be arranged.

**5.6.5.** Where a member of staff is unable to attend for work due to adverse weather conditions, one of the following options may be considered and approved by the Deputy Clerk or the Parish Clerk –

- to work from home (applicable to the Parish Clerk and Deputy Clerk only).
- to work at an alternative Community Venue (which will be subject to the availability of other members of staff and use of the Venues).
- to make up the time within the next two months, for example when working authorised overtime hours.
- to take the time as Annual Leave.
- to take the time as unpaid leave.

**5.6.6.** All requests to implement the above will be treated sympathetically and will take into account such factors as the distance to be travelled to and from work, the prevailing weather conditions, the member of staff's usual mode of transport to work and the safety, health and mobility of the member of staff.

**5.6.7.** Where worsening weather conditions affect a member of staff's journey home approval may be given by the Premises Manager or the Parish Clerk to leave work early, without loss of pay.

**5.7. Records of other absence**

**5.7.1.** A record of other absence will be kept in respect of each member of staff.

**5.8 Maternity/ paternity/ adoption/ parental leave**

**5.8.1.** The Council recognises an employee's right to maternity/ paternity/ adoption/ parental leave as set out in relevant legislation.

**6. REVIEW OF THE POLICY**

Subject to any new legislation, changes in case law which require immediate amendment or the requirements of the Parish Council, the Absence Management Policy will be reviewed on a two year basis.