



The Bridewell  
The Bury  
Odiham  
Hampshire  
RG29 1NB

**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND THE MEETING  
OF FULL COUNCIL TO BE HELD VIRTUALLY THROUGH ZOOM  
ON TUESDAY 16<sup>th</sup> JUNE 2020 COMMENCING AT 7:30PM**

10<sup>th</sup> June 2020

*Andrea Mann* Parish Clerk

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**Members of the press and public can join the meeting:**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/83691537345?pwd=cXZsQzdVYm9SbVFDazViOHRTVf0QT09>**

**Meeting ID: 836 9153 7345**

**Password: 086697**

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**FULL COUNCIL AGENDA**

<u>No.</u>	<u>Agenda Item</u>	<u>Page No.</u>
32/20	To receive and accept apologies for absence.	
33/20	To receive declarations of interests and requests for dispensation relating to any item on the agenda.	
34/20	<b>Flooding in North Warnborough</b> To receive an update from Cllr A McFarlane on recent flooding in North Warnborough including a presentation from the Hart DC Flood Risk Infrastructure Engineer on the Flood Alleviation Plans for Odiham and North Warnborough and a report from the Environment Agency Flood Risk Management Agent.	
35/20	<b>Approval of Minutes</b> To APPROVE the previous meeting minutes held on 19 <sup>th</sup> May 2020 previously circulated to Members and available at <a href="http://www.odiham.org.uk/meetings/agendas-minutes/">http://www.odiham.org.uk/meetings/agendas-minutes/</a>	
36/20	<b>Chair's Announcements</b>	
37/20	<b>Public Session</b> An opportunity for residents to raise questions and issues within the Parish in accordance with Standing Orders. Please view details at <a href="http://www.odiham.org.uk/your-council/policies/">http://www.odiham.org.uk/your-council/policies/</a> or email <a href="mailto:clerk@odiham.org.uk">clerk@odiham.org.uk</a> for further advice.	

<u>No.</u>	<u>Agenda Item</u>	<u>Page No.</u>
38/20	<b>Update on the local response to Covid-19</b> To receive a verbal update on the local response to Covid-19 including details of any changes to OPC's services following government announcements.	
39/20	<b>Previous Committee Minutes</b> To receive and NOTE the following draft committee minutes previously circulated to Members:  Minutes of the Planning & Development Committee held on 12 <sup>th</sup> May. Minutes of the Amenity Area Committee held on 10 <sup>th</sup> March. Minutes of the Traffic & Transport Committee held on 18 <sup>th</sup> February. Minutes of the Staffing Committee held on 28 <sup>th</sup> August 2019.	
40/20	<b>To consider Matters Arising from the Minutes not elsewhere on the Agenda and to review the Full Council Action Points list</b>	4
41/20	<b>Permanent Appointment of the Parish Clerk</b> To consider the permanent appointment of Andrea Mann as the Parish Clerk as proposed by the Staffing Committee.	
42/20	<b>Disciplinary and Grievance Policy</b> To consider the adoption of the new Disciplinary and Grievance Policy prepared using the new NALC model template and edited by the Staffing Committee.	5-21
43/20	<b>IT Policies</b> To consider: <ul style="list-style-type: none"> <li>i) The removal of the Email, Internet and Computer Use Policy and Procedures for Councillors.</li> <li>ii) The adoption of the draft Social Media and Electronics Communication Policy prepared using the SLCC model template.</li> </ul>	22-25
44/20	<b>Community Needs Assessment</b> To consider a request from the Odiham and Hook Lions for OPC to be involved in the Community Needs Assessment project and a Councillor representative. (External report circulated to Councillors only).	26-31
45/20	<b>Poppies at the War Memorial</b> To consider granting permission to The Odiham Society to plant sculptured poppies either side of the war memorial created for the various events to mark the significant war anniversaries (WW1 on the left and WW2 on the right) by 3 <sup>rd</sup> July utilising a Lottery grant. The poppies will be in place for a period of one month.	
<b>Financial Matters</b>		
46/20	<b>June 2020 Payments</b> To approve the payments listing for June 2020. (This listing will be circulated to Councillors by email before the meeting).	

<u>No.</u>	<u>Agenda Item</u>	<u>Page No.</u>
47/20	<b>Investment Policy</b> To consider a revision to the Investment Policy agreed on 11 <sup>th</sup> February so that the Finance Committee become responsible for monitoring investments.	32-33
48/20	<b>Investments</b> To consider the Parish Clerk's report including proposed investments.	34-37
49/50	<b>Clerk's Replacement PC</b> To consider a request to upgrade the Parish Clerk's PC and approve expenditure totalling £675+VAT.	

### ***Councillor Reports***

50/20	<b>Meeting reports from Councillors</b> To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
51/20	<b>Reports from other Councils</b> To RECEIVE any verbal reports from Hart District Councillors and the Hampshire County Councillor representing Odiham.
52/20	<b>To note the date of the next meeting</b> Tuesday 21 <sup>st</sup> July 2020 at 7.30pm.

### ***Confidential Matters***

53/20	To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential contractual and staffing matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1.
54/20	<b>Website Upgrade</b> To consider the Parish Clerk's report on behalf of the Website Working party including the recommendation to award a contract to upgrade OPC's website.
55/20	<b>Exempt Staff Related Matters (if required)</b>

Full Council				
<b>Date of meeting</b>	<b>Agenda ref no</b>	<b>CIlr to action</b>	<b>Details</b>	<b>Status</b>
<b>OUTSTANDING ON-GOING ITEMS</b>				
Apr-20	307/19	Clerk	Arrange date for Annual Parish Assembly later in the year.	
		Clerk	Circulate May Council agenda to include Annual Council Meeting matters.	Completed
	302/19	Clerk/OPC	Respond to questions raised by Chairman of Medalstable.	In progress
	303/19	Clerk	Change previous minutes from draft and add to the website.	Completed
	306/19	Clerk	Progress IT upgrade matters where possible.	In progress
	308/19	Clerk	Add Finance Committee ToR's to the website.	Completed
	309/19	Clerk	Add Finance Regulations to the webiste.	Completed
		Clerk	Set up Councillor workshop session via Zoom to discuss reserves.	Completed
	310/19	Clerk	Add financial quarter 4 payments listings to website.	Completed
	311/19	CIlrs JR & DS	Agree bank reconcilliation.	Completed
		Chair	Approve bank reconcilliation.	Completed
	313/19	Clerk	Input payments to Unity Trust.	Completed
		CIlrs JR & DS	Authorise payments.	Completed
May-20	1/20	Clerk	Notify Hart Committee Services of Chair's appointment.	Complete
		Chair/Clerk	Arrange for Chair to sign declaration of acceptance of office.	Completed
	5/20	Clerk	Change previous minutes on website to approved.	Completed
	12/20	Clerk	Add Committee memberships to website.	Completed
	13/20	Clerk	Notify outside bodies of OPC's 2020/21 appointments.	Completed
	14/20	Clerk	Prepare bank account mandates with new signatories and obtain signatures where required.	Part complete
	15/20	Clerk	Notify Odiham Consolidated Charities Secretary of OPC's agreement to appointing Trustees.	Completed
	16/20	Clerk	Ask Basingstoke Canal Society whether OPC can nominate 2 reps on Boat Basin Working Party.	Completed
			Put forward CIlrs Stewart & Verdon.	Completed
	17/20	Clerk	Set up first Website Working Party meeting.	Completed
		Clerk	Add terms of reference to website.	Completed
		Clerk/Working Party	Continue research of website providers and packages.	Ongoing
		Working Party	Make recommendation to June meeting.	
	18/20	Clerk	Add 2019/20 end of year budget position and variances to Finance page on website.	Completed
	21/20	Chair/Clerk	Sign 2019/20 Governance Statement.	Completed
	22/20	Chair	Sign 2019/20 Accounting Statements.	Completed
		Clerk	Publish notice of public inspection rights and send completed AGAR to PKF.	Completed
	23/20	Clerk	Input payments to Unity Trust.	Completed
		CIlrs RC and AMC	Authorise payments.	Completed
	24/20	Clerk	Input agreed EMR into Scribe and record against bank balances.	Completed
		Finance Committee	To take responsibility for monitoring EMRs.	From July
	25/20	Clerk	Add Grants Giving Policy to website.	Completed
		Clerk	Develop new application form and circulate to Councillors for comment.	Completed
		Clerk	Develop application evaluation criteria.	Completed
		All	Promote OPC grants to community organisations.	
	27/20	CIlr AMC	Draft response letter to Thames Water on flooding at N Warnborough.	Completed



**Odiham**  
Parish Council

# **DISCIPLINARY AND GRIEVANCE POLICY**

**Reviewed and adopted on ?? 2020**

## ODIHAM PARISH COUNCIL'S DISCIPLINARY POLICY

### Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice\_ (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work.

[https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf)

The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

2. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
3. This policy confirms:
  - 3.1. informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance
  - 3.2. the Council will fully investigate the facts of each case
  - 3.3. the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>
  - 3.4. employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
  - 3.5. employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
  - 3.6. employees may be accompanied or represented by a companion - a workplace colleague, a trade union representative or a trade union official
  - 3.7. at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
  - 3.8. the Council will give employees reasonable notice of any meetings in this procedure. The employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
  - 3.9. if the employee's companion is not available for the proposed date of the meeting, the

employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless there are reasonable grounds for proposing a later date

- 3.10. any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council. Every endeavour will be made to comply with the time limits set out in the procedure but it is recognised that reasonable variations on the time limits may be needed on a case by case basis.
- 3.11. information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- 3.12. audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- 3.13. employees have the right to appeal against any disciplinary decision. The appeal decision is final
- 3.14. if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- 3.15. disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- 3.16. this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- 3.17. except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- 3.18. if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it
- 3.19. the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties

### **Examples of misconduct**

4. Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list, which is not exhaustive, contains some examples of misconduct:
  - unauthorised absence
  - poor timekeeping

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

### **Examples of gross misconduct**

5. Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list, which is not exhaustive, contains some examples of gross misconduct:

- bullying, discrimination and harassment
- incapacity at work because of alcohol or drugs
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information
- wilfully carrying out actions capable of bringing the Councils (or its clients) into disrepute, e.g. by making public comments of a detrimental nature about the Council (or its clients) on external websites or chat rooms

### **Suspension**

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



## **Examples of unsatisfactory work performance**

9. The following list, which is not exhaustive, contains some examples of unsatisfactory work performance:
  - inadequate application of management instructions/office procedures
  - unsatisfactory management of staff
  - unsatisfactory communication skills.

## **The Procedure**

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

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

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

## **Disciplinary investigation**

12. A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
13. If a formal disciplinary investigation is required, the Council's staffing committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the staffing committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The staffing committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
  - 13.1. the allegations or events that the investigation is required to examine
  - 13.2. whether a recommendation is required
  - 13.3. how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report

- 13.4. who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
14. The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).
15. The staffing committee will notify the employee in writing of the alleged misconduct and details of the person undertaking any investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.
16. Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
17. If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
18. The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be considered under the policy.
19. The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
- 19.1. the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
  - 19.2. the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
  - 19.3. the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
20. The Investigator will submit the report to the staffing committee which will decide whether further action will be taken.
21. If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

### **The disciplinary meeting**

22. If the staffing committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors who do not need to be on the staffing committee, to formally hear the allegations. The staffing sub-committee will appoint a Chair from one of its members. The Investigator shall not sit on the sub-committee. The decision on the make-up of the sub-committee is the Staffing Committee's alone.
23. No councillor with direct involvement in the matter shall be appointed to the sub-committee. If there is an insufficient number of Councillors who have not previously been involved an independent person outside of the Council will be asked to be on the panel. In this case, the decision on the make-up of the sub-committee is the Council's alone.
24. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:
  - 24.1. the names of its Chair and other two members
  - 24.2. details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
  - 24.3. a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
  - 24.4. the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it
  - 24.5. that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
  - 24.6. that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official
25. The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:
  - 25.1. the Chair will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
  - 25.2. the Chair will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
  - 25.3. the Chair will invite the employee to present their account
  - 25.4. the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
  - 25.5. any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
  - 25.6. the employee (or companion) will have the opportunity to sum up

26. The Chair will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chair will also notify the employee of the right to appeal the decision.
27. The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

### **Disciplinary action**

28. If the sub-committee decides that there should be disciplinary action, it may be any of the following:
  - 28.1. First written warning. If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:
    - 28.1.1. the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
    - 28.1.2. that further misconduct/failure to improve will result in more serious disciplinary action
    - 28.1.3. the employee's right of appeal
    - 28.1.4. that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).
  - 28.2. Final written warning. If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:
    - 28.2.1. the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
    - 28.2.2. that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
    - 28.2.3. the employee's right of appeal
    - 28.2.4. that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).
  - 28.3. Dismissal. The Council may dismiss:
    - 28.3.1. for gross misconduct
    - 28.3.2. if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
    - 28.3.3. if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.
29. The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which

the employment will end and details of his/her right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

### **The appeal**

30. An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
31. The grounds for appeal include;
  - 31.1. a failure by the Council to follow its disciplinary policy
  - 31.2. the sub-committee's disciplinary decision was not supported by the evidence
  - 31.3. the disciplinary action was too severe in the circumstances of the case
  - 31.4. new evidence has come to light since the disciplinary meeting.
32. Where possible, the appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case, which excludes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the staffing committee. If there is an insufficient number of Councillors who have not previously been involved, independent persons outside of the Council will be asked to be on the panel. The decision on the make up of the appeal panel is the Council's alone.
33. The appeal panel will appoint a Chair from one of its members.
34. The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
35. At the appeal meeting, the Chair will:
  - 35.1. introduce the panel members to the employee
  - 35.2. explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
  - 35.3. explain the action that the appeal panel may take.
36. The employee (or companion) will be asked to explain the grounds for appeal.
37. The Chair will inform the employee that he/she will receive the decision and the panel's

reasons, in writing, usually within five working days of the appeal hearing.

38. The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
39. If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
40. The appeal panel's decision is final.

## ODIHAM PARISH COUNCIL'S GRIEVANCE POLICY

### Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice, <http://www.acas.org.uk/index.aspx?articleid=2174>. It also takes account of the ACAS guide on discipline and grievances at work. [https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf) ). It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
  - 3.1. employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
  - 3.2. the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless there are reasonable grounds for proposing a later date.
  - 3.3. any changes to specified time limits must be agreed by the employee and the Council. Every endeavour will be made to comply with the time limits set out in the procedure but it is recognised that reasonable variations on the time limits may be needed on a case by case basis.
  - 3.4. an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
  - 3.5. information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)

- 3.6. audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
  - 3.7. 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
  - 3.8. if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
  - 3.9. 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 consent of affected parties
  - 3.10. Employees can use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor.
4. Employees can use the informal stage of the council's grievance procedure (paragraph 5) to deal with all grievance issues, including a complaint about a councillor.
- 4.1. Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor.
  - 4.2. If the complaint about the councillor is not resolved at the informal stage, the employee or the council can refer the matter to the monitoring officer at Hart District Council who will decide whether or not the complaint can be dealt with under the code of conduct.
  - 4.3. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)
  - 4.4. If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
  - 4.5. If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy) and in accordance with the code of conduct regime



### **Informal grievance procedure**

5. 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 manager (for example, because it concerns the manager), the employee should contact the Chair of the staffing committee or, if appropriate, another member of the staffing committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

### **Formal grievance procedure**

6. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chair of the staffing committee or another member of the Staffing Committee if the grievance involves the Chair.
7. The staffing committee will appoint a sub-committee of three members to hear the grievance. These will normally be Councillors and may include Councillors who are not on the staffing committee. The sub-committee will appoint a Chair from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee. In this case the decision on the make up of the grievance panel is the staffing committee's alone.
8. Where there are insufficient Parish Councillors who are unaffected by the grievance claim to form both a grievance and an appeal panel, independent external members may be sought eg from other councils. In this case the decision on the make-up of the panel is the Council's alone.
9. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. with the employee submitting the grievance, other employees, councillors or members of the public). The staffing committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
  - 9.1. the allegations or events that the investigation is required to examine
  - 9.2. whether a recommendation is required
  - 9.3. how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
  - 9.4. who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
10. The Investigator will be asked to submit their findings within 20 working days of appointment where possible.

11. The investigation should involve sharing, in confidence, with any named individual any claim against them and the evidence which supports those claims and documenting their response.
12. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

### **Notification**

13. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
  - 13.1. the names of its Chair and other members
  - 13.2. the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
  - 13.3. the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
  - 13.4. a copy of the Council's grievance policy
  - 13.5. confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible and no later than two working days before the meeting. The sub-committee has the right to refuse to hear witnesses who have not been notified to the sub-committee at least two working days before the meeting.
  - 13.6. confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two working days' notice. The sub-committee has the right to refuse any further evidence which has not been provided at least two working days before the meeting.
  - 13.7. findings of the investigation if there has been an investigation
  - 13.8. an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

### **The grievance meeting**

14. At the grievance meeting:
  - 14.1. the Chair will introduce the members of the sub-committee to the employee
  - 14.2. the employee (or companion) will set out the grievance and present the evidence
  - 14.3. the Chair will ask the employee questions about the information presented and will want to understand what action does he/she wants the Council to take
  - 14.4. any member of the sub-committee and the employee (or the companion) may question any witness
  - 14.5. the employee (or companion) will have the opportunity to sum up the case

- 14.6. a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.
15. The Chair will provide the employee with the sub-committee's decision, in writing, usually 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.

### **The appeal**

16. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the staffing committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
17. Appeals may be raised on a number of grounds, e.g.:
  - 17.1. a failure by the Council to follow its grievance policy
  - 17.2. the decision was not supported by the evidence
  - 17.3. the action proposed by the sub-committee was inadequate/inappropriate
  - 17.4. new evidence has come to light since the grievance meeting.
18. The appeal will be heard by a panel of three Council members who may include members of the staffing committee. Where it is not possible to select three Council members not directly involved in the grievance hearing or the grievance itself the council may appoint independent members eg of other local councils. The decision on the make up of the appeal panel is the Council's alone.
19. The appeal panel will appoint a Chair from one of its members.
20. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally 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 workplace colleague, a trade union representative or a trade union official.
21. At the appeal meeting, the Chair will:
  - 21.1. introduce the panel members to the employee
  - 21.2. explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub- committee
  - 21.3. explain the action that the appeal panel may take.
22. The employee (or companion) will be asked to explain the grounds of appeal.

23. 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.
24. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
25. The decision of the appeal panel is final.



**Odiham**  
Parish Council

# **SOCIAL MEDIA AND ELECTRONIC COMMUNICATION POLICY**

**Reviewed and adopted on ????**

## **Social Media and Electronic Communication Policy**

The use of digital and social media and electronic communication enables Odiham Parish Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Facebook page and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

The Council Facebook pages intends to provide information and updates regarding activities and opportunities within our Parish/Town and promote our community positively.

Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by either the Chair/Vice Chair of the Council or the Clerk to the Council;
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted. • Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due. • Stay on topic. • Refrain from using the Council's Facebook page for commercial purposes or to advertise market or sell products.
- The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.
- Sending a message/post via Facebook will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council's Clerk and/or members of the council by emailing.
- 

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language

- Potentially libellous statements
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that 'A post breaching the Council's Social Media Policy has been removed'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

### **Odiham Parish Council Website**

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectation' for the web site. The Council reserves the right to remove any or all of a local group's information from the web site if it feels that the content does not meet the Council's 'rules and expectation' for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

### **Odiham Parish Council email**

The Clerk to the council has their own council email address (clerk@odiham.org.uk) The email account is monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate. The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk. All new Emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence. Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Clerk. NB any emails copied to the Clerk become official and will be subject to The Freedom of Information Act. These procedures will ensure that a complete and proper record of all correspondence is kept. Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

### **SMS (texting)**

Members and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

### **Video Conferencing e.g. Zoom**

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Council. The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation). Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.



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**Odiham**  
Parish Council

# **INVESTMENT POLICY**

**Reviewed and adopted on 11<sup>th</sup> February 2020**

## **A Local Council's Investment Strategy**

A local council has a general power to invest its funds for any purpose relevant to its functions under any enactment and for the prudent management of its financial affairs (Local Government Act (LGA) 2003 sections 12). The investment of surplus funds is governed by Section 15 of the LGA 2003 and Guidance issued by the Secretary of state. Investments below £10,000 are not subject to this guidance but the Council must make a formal decision on the extent to which the guidance applies for investments between £10,000 and £50,000.

This guidance recommends that the Council produces an Annual Investment Strategy which sets out the Council's policy on managing investments.

### **OPC adopted the following investment terms at the full Council meeting on 11<sup>th</sup> February 2020**

All investments shall be made in £ sterling.

Short term investments are defined as investments up to 1 year.

Long term investments are defined as investments over one year.

Investments shall consider the following objectives to ensure the best balance between:

1. Security
2. Liquidity
3. Yield

All investments shall be "specified investments" giving relatively high security and liquidity such as short term deposits, 1, 2 or 3 year bonds or short term fixed deposits with high street banks or other funds marketed to the public sector.

"Non-specified investments" such as stocks and shares give a much higher, potential risk and shall not be considered.

The Finance Committee will review and agree all investments and every transaction will require two Councillor signatories plus the Responsible Finance Officer.

Assumptions:

3 months running costs of approximately £40,000 shall be held in the Unity Trust account to cover any unforeseen expenditure or interruption to OPC's administration.



**REPORT ON:** Investments

**WRITTEN BY:** Andrea Mann, as OPC's Responsible Financial Officer

**MEETING DATE:** 16<sup>th</sup> June 2020

**AGENDA ITEMS:** 48/20

## Introduction

The full Council meeting on 11<sup>th</sup> February 2020 agreed:

- i) To adopt an Annual Investment Strategy
- ii) To retain the Unity Trust current account as the day-to-day operating account to which Hart DC pays the precept every 6 months.
- iii) To retain a minimum balance of £40,000 in the Unity Trust current account equating to approximately 3 months running costs.
- iv) To close the Lloyds 30 Day Notice account (G Rotherly Bequest), transfer these funds to other investments and set up an earmarked reserve to spend in accordance with the bequest deed. An annual grant scheme was suggested, awarding up to 10% of the original investment in accordance with the bequest. This has since been actioned.

No decision was reached on how surplus funds should be invested.

Since the meeting on 11<sup>th</sup> February, the Covid-19 pandemic has significantly impacted on the UK interest rates.

## Balances Held

OPC's balances at 31<sup>st</sup> May 2020 stand at:

Account	Account Details			
	Balance @ 31.05.20	Interest Rate	Fixed Term	Access
Lloyds 30 day notice account (G Rotherly Bequest)	£3,522.96	0.05%	No	Instant
Unity Trust	£145,811.76	-	No	Instant
Lloyds Treasurer's account	£39,170.80	0%	No	Instant
Lloyds Money Market	£62,013.28	Variable 0.01% at 31.05.20	1 month	End of term
	£250,518.80			

## Investment Options

In line with OPC's Investment Policy, the table below includes updated interest rates for the short-term investment options provided in the February paper.

Account	Type	Interest	Charges	Access	Financial Services Compensation Scheme (FSCS) currently £85,000
Lloyds flexible savings account	Savings account for existing customers.	0.05% Linked to Band of England base rate.	None	Instant access	Protected

Unity Trust	Savings Account	0%	N/A net interest shown	Instant Access	Protected
CCLA Public Sector	Deposit Fund	Variable 0.2992% at 05.06.20	0.08% (already included in interest rate shown).	On demand	Not protected
HSBC	Flexible Saver	Variable for each investment. (example 0.01% @ 17.06.20)	None	On demand	Protected

## Conclusion

OPC's current investments only receive interest of approximately £22 per month which was raised as an issue by the Internal Auditor in November 2019.

Since then the Covid-19 pandemic has impacted on interest rates lowering High St savings accounts as low as 0%. Higher yields can be achieved through fixed rates bonds (one year plus) but this would mean that funds cannot be accessed until maturity dates.

OPC has now agreed a list of earmarked reserves which should help to give an understanding of when funds will be required.

As long as funds can be easily accessed, the assumptions below indicate a short term investment of £150,000 is realistic:

- Balances at 31<sup>st</sup> May £250,518.80. Represented by:
  - June to September running costs approx. £62,000\*
  - 6 months general reserves approx. £93,000
  - Earmarked reserves for projects and capital £101,627 (as attached).

\*It should be noted that these figures are slightly skewed because the precept is received in 2 instalments and some annual and 6 monthly charges have already been paid in advance, eg building rates and office rental.
- The Unity Trust account should not fall below £40,000.

## Recommendations

- To open a CCLA deposit fund using existing cheque signatories Cllrs R Coleman, A McFarlane, D Stewart and P Verdon.
- Invest £150,000 into the new CCLA account by closing and transferring funds from the Lloyds Treasurers, 30 day notice and Money Market accounts and transferring the remainder from the Unity Trust account.
- That the Finance Committee continue to review OPC's investments to make further improvements.

**Odiham Parish Council**  
**Reserves Balance**  
**2020 - 2021**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
Allotment Deposits	60.00	1,040.00	0.00	0.00	1,100.00
Chapel Cottage Deposit	0.00	1,211.00	0.00	0.00	1,211.00
Buften Field Play Area	0.00	5,919.00	125.00	0.00	5,794.00
G Rotherby Bequest	0.00	3,522.00	0.00	0.00	3,522.00
<b>Total Capital</b>	<b>60.00</b>	<b>11,692.00</b>	<b>125.00</b>	<b>0.00</b>	<b>11,627.00</b>
<b>Earmarked</b>					
Office Rental	0.00	1,000.00	0.00	0.00	1,000.00
IT Support/Upgrade	0.00	5,000.00	0.00	0.00	5,000.00
Election Expenses	0.00	2,500.00	0.00	0.00	2,500.00
Website	0.00	3,500.00	0.00	0.00	3,500.00
Cemetery Maintenance	0.00	2,000.00	0.00	0.00	2,000.00
Amenity Equipment Repairs	0.00	1,000.00	0.00	0.00	1,000.00
Chapel Building Maintenance	0.00	30,000.00	0.00	0.00	30,000.00
Chapel Cottage Maintenance	0.00	1,500.00	0.00	0.00	1,500.00
War Memorial Maintenance	0.00	2,000.00	0.00	0.00	2,000.00
Play Area Replacement	0.00	5,000.00	0.00	0.00	5,000.00
Benches & Noticeboards	0.00	2,000.00	0.00	0.00	2,000.00
Parish Room Maintenance	0.00	1,000.00	0.00	0.00	1,000.00
Grounds Maintenance	0.00	10,000.00	0.00	0.00	10,000.00
Memorial Testing	0.00	1,000.00	0.00	0.00	1,000.00
Revaluation of Buildings	0.00	1,000.00	0.00	0.00	1,000.00
Increasing Biodiversity	0.00	2,000.00	0.00	0.00	2,000.00
Footpaths Improvements	0.00	2,000.00	0.00	0.00	2,000.00
Development of Sustainable Træ	0.00	5,000.00	0.00	0.00	5,000.00
Re-energising the High St	0.00	10,000.00	0.00	0.00	10,000.00
Conservation Area Character Ap	0.00	2,500.00	0.00	0.00	2,500.00
<b>Total Earmarked</b>	<b>0.00</b>	<b>90,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>90,000.00</b>
<b>TOTAL RESERVE</b>	<b>60.00</b>	<b>101,692.00</b>	<b>125.00</b>	<b>0.00</b>	<b>101,627.00</b>

# The Public Sector Deposit Fund

UK domiciled short-term LVNAV Qualifying Money Market Fund rated AA+mmf  
Fact Sheet – 31 May 2020

## Investment objective

To maximise the current income consistent with the preservation of capital and liquidity.

## Investment policy

The Fund will be invested in a diversified portfolio of high quality sterling denominated deposits and securities. All investments purchased will have the highest available short term credit rating and a correspondingly strong long term rating.

The weighted average maturity of the investments will not exceed 60 days. There will be no exposure to derivatives or to other collective investment schemes.

## Target investors

The Fund is aimed at local authorities and public sector investors seeking a high level of capital security and a competitive rate of interest for their short-term investments.

## Who can invest?

The Fund is open to all public sector investors.

## Responsible investment policy

We monitor our counterparties' environmental, social and governance risk management on a regular basis. Our research utilises external data resources and our in-house Ethical and Responsible Investment Team.

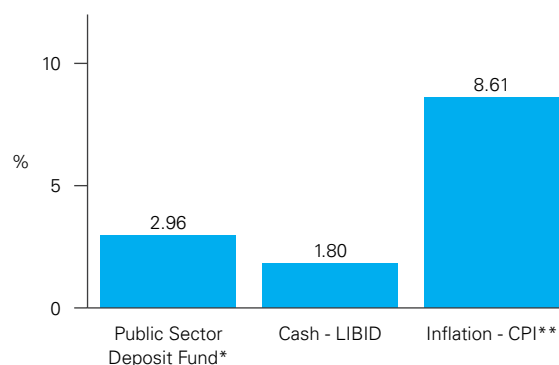
## Key risks

Investors should consider the following risk factors before investing: Issuer/Credit Risk (issuer/financial institution may not pay), Market Risk (investment value affected by market conditions), Operational Risk (general operational risks), Maturity Profile (timings of investment maturity), Liquidity Risk (investment in non-readily realisable assets), Concentration Risk (need for diversification and suitability of investment) and Interest Rate Risk (changes to interest rate affecting income). Please see the Fund Prospectus for further details.

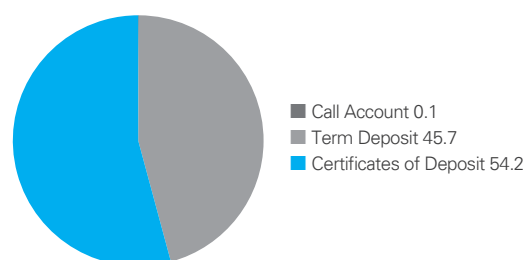
## Share class 4 yield as at 31 May 2020

**0.3227%**

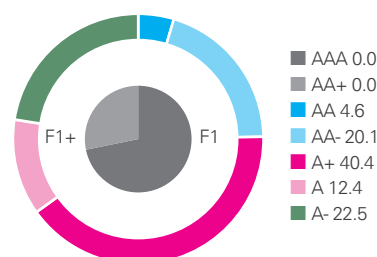
## 5 years cumulative performance



## Asset type (%)



## Credit rating† (%)



## Top 10 counterparty exposures (%)

9.3%	Nationwide Building Society
9.1%	DBS Bank Limited
9.1%	KBC Bank N.V.
9.1%	Landesbank Baden-Wuerttemberg
9.1%	Mizuho Bank
6.1%	National Bank of Canada
3.5%	Landesbank Hessen-Thüringen Girozentrale
3.2%	Barclays Bank plc
3.1%	Standard Chartered Bank plc
3.0%	Sumitomo Mitsui Banking Corporation Europe

## Top 10 country exposures (%)

25.6%	UK
13.1%	Germany
12.7%	Japan
11.7%	Singapore
11.1%	Canada
9.1%	Belgium
7.3%	France
2.9%	Australia
2.7%	Switzerland
2.0%	Sweden

\*Source: CCLA - Net performance shown after management fees and other expenses with gross income reinvested. The yield on the Fund will fluctuate and past performance is not a reliable indicator of future results. Holders of the Fund are not covered by the Financial Services Compensation Scheme. \*\*CPI is lagged one month. †Using Fitch Ratings methodology.

## Income - period to end May

Average yield over the month	0.3597%
Yield at the month end	0.3227%

## Discrete year total return performance

12 months to 31 May	2020	2019	2018	2017	2016
The Public Sector Deposit Fund	+0.66%	+0.71%	+0.32%	+0.31%	+0.44%
Benchmark	+0.44%	+0.55%	+0.26%	+0.16%	+0.37%
Relative	+0.22%	+0.16%	+0.06%	+0.15%	+0.07%

## Annualised total return performance

Performance to 31 May	1 year	3 years	5 years
The Public Sector Deposit Fund	+0.66%	+0.56%	+0.49%
Benchmark	+0.44%	+0.42%	+0.36%
Relative	+0.22%	+0.14%	+0.13%

Net performance shown after management fees and other expenses with gross income reinvested. Benchmark – London Interbank Sterling 7 Day Bid Rate. Past performance is not a reliable indicator of future results. Source: CCLA

## Market update

Estimates of UK GDP in the first quarter of the year suggested that output declined by -2.0%, a little better than the more pessimistic forecasts. Conditions weakened sharply at the end of the period however, output in March was -6.2% lower than in the equivalent period in 2019, even though lock-down was substantially in place only for the final week of the month. Inflation fell to 0.8% from 1.5%, helped lower by falling fuel costs. The Bank of England voted to keep both interest rates and the scale of its quantitative easing (QE) programme unchanged, but the QE decision by the Monetary Policy Committee was made on a 7:2 majority rather than being unanimous. Both these decisions may be revisited soon. An increase in the QE programme of around £100bn will be required in the next month or so if the Bank wants to continue to support the gilt issuance programme which is funding the elevated levels of government spending. More speculatively, the new Governor has opened the door to the possibility of negative interest rates should current monetary policies prove ineffective.

Government borrowings rose sharply, reaching £62bn in April, exceeding in a single month the total borrowings for the 2019/2020 financial year. The amount borrowed was nearly three times the previous highest total for a month. The outcome reflected a 57% increase in spending and a sharp fall in tax revenues, down by -23% overall, including a -44% drop in VAT receipts. The budget deficit for the year is now expected to reach £330bn, about 15% of GDP and a level which takes the funding requirement back to pre-austerity levels. Brexit issues began to push back into the headlines ahead of an end-June deadline to extend the transition period beyond the end of the year potentially adding another layer of future uncertainty.

## Key facts

Fund size	£987m
Credit quality and sensitivity rating by Fitch	AAAmf
Weighted average maturity (Maximum 60 days)	51.67 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	Monthly
Ongoing charges figure (OCF)	0.10% ** (currently reduced to 0.08%)

\*Dealing instructions must be received by 11.30 am.

\*\* The OCF is inclusive of the annual management charge.

## Please Contact

### Mark Davies

Market Development  
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