



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND  
THE MEETING OF ODIHAM PARISH COUNCIL  
AT THE BRIDEWELL, THE BURY, ODIHAM, HAMPSHIRE, RG29 1NB  
TUESDAY 17<sup>th</sup> DECEMBER 2024 at 7.30pm**

11<sup>th</sup> December 2024

*Andrea Mann, Clerk*

Members of the public are welcome to attend in person or online  
Join Zoom Meeting

<https://us02web.zoom.us/j/89719314739?pwd=9EQaDxrwUPojrVet8ly8KvOj6uwoSY.1>

Meeting ID: 897 1931 4739

Passcode: 625441

- 
- 211/24 To receive apologies for absence**
- 212/24 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 213/24 Approval of minutes**  
To approve the minutes of the Council meeting held on 19<sup>th</sup> November 2024 (177-210/24).
- 214/24 Chair's announcements**
- 215/24 Public session**  
An opportunity for residents to raise questions and issues within the Parish in accordance with Standing Orders. Please view details at <https://odihamparishcouncil.gov.uk/council/policies-and-publications> or contact the Parish Office for further advice.

***Councillor Reports***

- 216/24 Meeting reports from councillors**  
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 217/24 Reports from other councils**  
To RECEIVE any verbal reports from Hart District councillors and the Hampshire County councillor representing Odiham.

***General***

- 218/24 Meeting action points (pages 3-4)**  
To consider matters arising from the Minutes not elsewhere on the agenda
- 219/24 Verbal Report from The Bridewell working group**
- 220/24 Policies (pages 5-31)**
- i) To review the schedule of policies and recommendations (in red) (page 5).
  - ii) A new Equality, Diversity and Inclusion Policy to replace the current policy, based on a new model Policy provided by NALC (pages 6-11, guidance notes page 12).
  - iii) Dignity at Work Policy – no changes proposed (pages 13-23).
  - iv) Councillor Officer Protocol – no changes proposed (pages 24-33).
  - v) Health & Safety Policy (pages 34-45).



- 221/24 Accessible toilet provision in Odiham (pages 46-51)**  
To review the summary report of responses from the recent online survey and consider any next steps.
- 222/24 RAF Odiham/B3349 junction (page 52)**  
To review email correspondence from HCC Cllr Glen and consider the draft response (draft letter to follow).
- 223/24 Proposed improvements to the stocks in The Bury (pages 53-54)**  
To consider recommendations in the Clerk's report.
- 224/24 Community grant**  
To consider OPC's position on a grant award which was not possible to spend on its intended purposes.

### ***Financial Matters***

- 225/24 Interim Internal Audit report (pages 55-60)**  
i) To receive the interim Internal Auditor's report (pages 55-56).  
ii) To consider proposed actions on the matters raised (page 57-60).
- 226/24 Payments Listing (to follow)**  
To approve the payments listing for the period 20<sup>th</sup> November-17<sup>th</sup> December 2024 and appoint 2 Councillors to complete the payment approval process for outstanding payments.
- 227/24 Draft 2025/26 budget (notes circulated to members)**  
To note update from the Clerk on the draft budget and receive comments. The final budget will be put to full Council 21<sup>st</sup> January for decision.

### ***Planning Matters***

- 228/24 Ratification of Planning & Development Committee decisions**  
To ratify the decisions of the recent Planning & Development Committee 11.12.24.  
<https://odihamparishcouncil.gov.uk/council-business/council/planning/planning-development-committee>
- 229/24 Date of next meeting - Tuesday 21<sup>st</sup> January 2025**
- 230/24 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**
- 231/24 Chapel Cottage tenancy (page 61-62)**  
To consider a request from the tenant to amend a clause in their lease.
- 232/24 Allotment lease (page 63)**  
To consider a request from an allotment tenant due to a change in personal circumstances.
- 233/24 Neighbourhood Plan Review (papers circulated separately)**  
To receive a confidential report from the Examiner and update following a meeting with Hart District Council.

| Full Council                      |               |                               |   |  |
|-----------------------------------|---------------|-------------------------------|---|--|
| Date of meeting                   | Agenda ref no | Cllr to action                | Details   | Status   |
| <b>OUTSTANDING ON-GOING ITEMS</b> |               |                               |   |  |
| Sep-24                            | 124/24        | Clerk                         | Change previous minutes from draft and add to website.  | Complete                                       |
|                                   | 126/24        | Clerk                         | Send follow up email to RAF re events to commemorate 100 years of flight at RAF Odiham.   | Complete                                       |
|                                   | 128/24ib      | HDC Cllr Hale/Clerk           | Brief OPC on HDC's plans for 126/24.  |  |
|                                   | 131/24        | Deputy Clerk                  | Promote agreed action plan for war memorial improvements.   | Complete                                       |
|                                   | 132/24        | Clerk                         | Add revised policies to website - casual vacancy & co-option, environment & climate change and community use of OPC's land & equipment. | Complete                                       |
|                                   | 133/24        | Clerk                         | Write to property owners next to Stoney Alley and Terry's Alley seeking consent to install directional signs to The Bury facilities.    |  |
|                                   |               | Clerk/OdSoc                   | Arrange the purchase and installation of new signage.   |  |
|                                   | 134/24        | Clerk                         | Refer Alton Rd bus shelter to next meeting.   | Complete                                       |
|                                   | 135/24        | Deputy Clerk                  | Pay grant awards and notify recipients - Citizens Advice and InOdiham for Extravaganza.   | Complete                                       |
|                                   | 136/24i       | Office                        | Complete Autumn newsletter.   | Complete                                       |
|                                   | 136/24ivb     | All                           | Submit names for guest list for drinks reception 28.11.24.  | Complete                                       |
|                                   | 137/24        | Clerk                         | Refer 80th anniversary of VE-Day celebrations to next agenda.   | Complete                                       |
|                                   | 139/24i       | Clerk                         | Award contract to 24-25 internal auditor.   | Complete                                       |
|                                   | 140/24        | C/DC/CllrLC/CllrPV            | Set up payments on Unity Trust and login to approve payments.   | Complete                                       |
|                                   | 142/24        | Clerk                         | Submit OPC's planning application comments to HDC.  | Complete                                       |
|                                   | 144/24        | Clerk                         | Submit OPC's response to the Government's consultation on NPPF reforms.   | Complete                                       |
|                                   | 148/24        | Clerk                         | Refer calculation on ongoing maintenance costs for POS to next agenda following site meeting.   | Complete                                       |
| Oct-24                            | 151/24        | Clerk                         | Change previous minutes from draft and add to website.  | Complete                                       |
|                                   | 156/24        | All                           | Put forward names for Christmas tree lights' switch on invite list.   | Complete                                       |
|                                   | 157/24        | CllrSLC/PV/Clerk              | Meet with Hart Conservation Officers re Bridewell future vision plans and report back.  | Complete                                       |
|                                   | 158/24i       | Clerk                         | Add revised Staff Handbook to website and circulate.  | Complete                                       |
|                                   | 158/24ii      | Clerk                         | Add revised Pensions Discretion Policy to website and supply copy to Hampshire Pension Fund.  | Complete                                       |
|                                   | 159/24        | Clerk                         | Update members at next meeting on progress of new bus shelter on Alton Road.  | Awaiting final confirmation from HCC           |
|                                   | 160/24i       | Clerk                         | Award contract to clear spoil and vegetation from Mildmay boundary in cemetery.   | Complete                                       |
|                                   |               |                               | Complete works.   | Complete                                       |
|                                   | 160/24ii      | Clerk                         | Award contract to level 4 rows of burial plots.   | Complete                                       |
|                                   |               |                               | Request donation of topsoil from Topsoil UK.  | Complete                                       |
|                                   |               |                               | Complete works.   | Scheduled Jan '25                              |
|                                   | 160/24iii     | Clerk                         | Award contract for safety surfacing repairs at Bufton Field playground.   | Complete                                       |
|                                   |               |                               | Complete works.   | Scheduled 'Jan 25 - weather dependant          |
|                                   | 161/24        | Clerk                         | Publish online consultation on re-configuring King St toilets to provide accessible cubicle.  | Complete                                       |
|                                   | 162/24        | Office                        | Set up working group to research and make proposals for a local event to commemorate 80th anniversary of D-Day 08.05.25.                | Pending decision of RAF event                  |
|                                   | 163/24        | C/DC/CllrLC/CllrPV            | Set up payments on Unity Trust and login to approve payments.   | Complete                                       |
|                                   | 164/24        | Clerk                         | Publish Q2 payments listing on website and complete Q2 VAT return.  | Complete                                       |
|                                   | 165/24        | Clerk plus 2 bank signatories | Complete £50k investment from Unity Trust to CCLA.  | Complete                                       |
|                                   | 167/24i       | Deputy Clerk                  | Order new office furniture.   | Complete                                       |
|                                   |               |                               | Accept delivery and set up.   | Complete                                       |
|                                   | 167/24ii      | Deputy Clerk                  | Award contract for the rotation of 2 SIDs.  | Complete                                       |
|                                   |               |                               | Implement new contract.   | Underway - fault with one SID reported.        |
|                                   | 168/24        | Clerk                         | Change P&D minutes on website to FINAL.   | Complete                                       |
|                                   | 169/24        | Clerk/Amc                     | Sign response letter to NP Examiner and forward to HDC planning.  | Complete                                       |
|                                   | 170/24        | Clerk                         | Confirm in writing to Odiham Tennis Club OPC's support for new clubhouse.   | Complete                                       |
|                                   | 171/24        | Clerk                         | Forward OPC's request for S106 contributions from the Hook Rd development sites to HDC planning.  | Complete                                       |
|                                   | 174/24        | Clerk                         | Increase POS maintenance calculations by 5% annual uplift and forward to HDC.   | Complete                                       |
|                                   | 176/24        | Clerk/AMc                     | Implement decisions of the Staffing Committee 09.10.24.   | Complete                                       |
| Nov-24                            | 186/24i&ii    | Clerk                         | Change previous minutes from draft and add to website.  | Complete                                       |
|                                   | 193/24i-v     | Clerk                         | Finalise all finance related policies and add to website.   | Complete                                       |
|                                   | 194/24        | Clerk                         | Submit OPC's response to the Government's consultation on enabling remote attendance at meetings & proxy voting.                        | Complete                                       |
|                                   | 195/24        | Clerk                         | Confirm HCC's final approval and write to neighbouring properties to notify them of the forthcoming works.                              |  |
|                                   | 196/24        | Clerk                         | Finalise ground maintenance and cemetery grounds maintenance contracts and publish on Contracts Finder.                                 | Complete                                       |
|                                   | 197/24        | Deputy Clerk                  | Award contract to Playscene to paint multi-play unit at Rec.  | Complete                                       |
|                                   |               | Deputy Clerk                  | Complete works.   | Scheduled before Christmas. Weather dependant. |
|                                   | 198/24        | Clerk/Deputy Clerk            | Update website with revised allotment fees from 01.04.25.   | Complete                                       |
|                                   |               | Clerk/Deputy Clerk            | Notify all tenants in advance of increase.  | Scheduled Jan '25                              |
|                                   | 199/24        | Deputy Clerk                  | Update website with revised cemetery fees from 01.04.25.  | Complete                                       |
|                                   | 201/24        | Clerk                         | Publish 2025 events on website.   | Complete                                       |

| Full Council                      |               |                    |   |               |
|-----------------------------------|---------------|--------------------|---|---------------|
| Date of meeting                   | Agenda ref no | Cllr to action     | Details   | Status        |
| <b>OUTSTANDING ON-GOING ITEMS</b> |               |                    |   |               |
|                                   | 201/24ii      | Clerk/CllrCG       | Liaise with RAF Odiham re 2025 event.   | In discussion |
|                                   | 202/24        | C/DC/CllrLC/CllrPV | Set up payments on Unity Trust and login to approve payments.   | Complete      |
|                                   | 203/24        | Clerk              | Publish decision not to claim a members' allowance on website.  | Complete      |
|                                   | 204/24        | Clerk              | Change draft planning minutes to final on website.  | Complete      |
|                                   | 207/24        | Clerk              | Submit OPC's representation to planning Appeal 23/02063/OUT to Planning Inspectorate and cc Hart.                               | Complete      |
|                                   |               | Deputy Clerk       | Cllr Verdon to attend Hart planning meeting 20.11.24 to support layout and change of housing design for 2 Hook Rd developments. | Complete      |
|                                   | 210/24        | Clerk              | Notify Hart of OPC's resolution on a calculation for a commuted sum for management of a public open space.                      | Complete      |
|                                   |               |                    |   |               |

**REVIEW OF OPC POLICIES - 17.12.24**

| Policy Name   | Latest review | Essential/<br>Desirable/<br>Optional | Recommended next review  |
|---|---------------|--------------------------------------|--|
| <b>Governance</b>   |               |                                      |  |
| Code of Conduct   | Sep-23        | Essential                            | Sep-26 - review at least every 3 years or following change in legislation or guidance.       |
| Publication Scheme  | Sep-23        | Essential                            | Sep-26 - unless change in ICO model scheme.  |
| Standing Orders   | Feb-24        | Essential                            | Feb-25 - annual review required.   |
| Scheme of Delegation  | Jan-22        | Desirable                            | Jan-25 - unless change in circumstances.   |
| Business Continuity Plan  | Feb-23        | Desirable                            | Feb-25 - unless change in circumstances.   |
| Equality, Diversity and Inclusion Policy                              | Dec-22        | Advisable                            | Dec-24. <b>On agenda</b>   |
| Dignity at Work Policy  | Dec-22        | Advisable                            | Dec-24. <b>On agenda</b>   |
| Councillor Officer Protocol   | Dec-22        | Advisable                            | Dec-24. <b>On agenda</b>   |
| <b>Finance</b>  |               |                                      |  |
| Financial Regulations   | Nov-24        | Essential                            | Nov-25   |
| Statement of Internal Controls  | Nov-24        | Desirable                            | Nov-25   |
| Claiming expenses by Cllrs Policy                                     | Nov-24        | Optional                             | Jul-27 - new Council.  |
| Report on the Independent Remuneration Panel for Hart Parish Councils |               |                                      | -  |
| Investment Policy   | Nov-24        | Essential                            | Nov-25   |
| Reserves Policy   | Nov-24        | Optional                             | Nov-25   |
| Grant Giving Policy   | May-24        | Essential                            | May-25.  |
| <b>Council Strategy</b>   |               |                                      |  |
| Strategic Plan/Business Plan  | Mar-24        | Desirable                            | Mar-25 - annual review required.   |
| Annual Action Plan  | Aug-24        | Desirable                            | Mar-25 - ongoing review and annual reporting required.                                       |
| Casual Vacancy and Co-option Policy                                   | Sep-24        | Optional                             | May-27.  |
| Complaints Procedure  | Feb-24        | Essential                            | May-27. <b>Note NALC award panel's view that current procedure is "lightweight".</b>         |
| <b>Data Protection</b>  |               |                                      |  |
| Data Protection Policy  | Jul-23        | Essential                            | May-2027 - unless change in legislation.   |
| Document Retention Policy   | Aug-24        | Desirable                            | May-2027 - unless change in legislation.   |
| Consent form for communication with OPC                               | Jul-23        | Desirable                            | May-2027 - unless change in legislation.   |
| Privacy Notice - General  | Jul-23        | Essential                            | May-2027 - unless change in legislation.   |
| Privacy Notice - Staff, Cllrs and Role Holders                        | Jul-23        | Essential                            | May-2027 - unless change in legislation.   |
| Subject Access Request Policy   | Jul-23        | Desirable                            | May-2027 - unless change in legislation.   |
| Cyber Security Policy   | Jun-24        | Desirable                            | Jun-26.  |
| <b>Health &amp; Safety</b>  |               |                                      |  |
| Health & Safety Policy  | Dec-23        | Essential                            | Dec-24. <b>On agenda</b>   |
| Safeguarding Policy   | Dec-23        | Desirable                            | Dec-25.  |
| <b>Environment</b>  |               |                                      |  |
| Environment & Climate Change Policy                                   | Sep-24        | Desirable                            | Sep-26.  |
| Biodiversity Action Plan  | Aug-22        | Essential                            | Reviewed Sept 23. Essential under the Natural Environment and Rural Communities Act 2006.    |
| <b>Managing assets</b>  |               |                                      |  |
| Memorial Bench Policy   | Feb-23        | Optional                             | Feb-25.  |
| Hiring OPC's land and equipment                                       | Sep-24        | Optional                             | Sep-26.  |
| Tree Policy   | May-19        | Optional                             | Overdue. Consider an enhanced policy for consideration as a Supplementary Planning Document. |
| <b>Communication</b>  |               |                                      |  |
| Communication Strategy  | Mar-24        | Desirable                            | Mar 25 - annual review required.   |
| Social Media and Electronic Communication Policy                      | Apr-24        | Desirable                            | Apr 27.  |
| <b>Staffing</b>   |               |                                      |  |
| Disciplinary and Grievance Arrangements                               | Dec-23        | Desirable                            | Dec 25.  |
| Training and Development Policy                                       | Dec-23        | Desirable                            | Dec 25.  |
| Staff Handbook  | Oct-24        | Optional                             | Oct 25.  |
| Sickness absence policy   | Oct-23        | Desirable                            | Oct 25.  |
| Flexible working policy   | Oct-23        | Desirable                            | Oct 25.  |
| Emergency dependants leave policy                                     | Oct-23        | Desirable                            | Oct 25.  |
| Lone working policy   | Oct-23        | Desirable                            | Oct 25.  |
| Pensions Discretionary Policy   | Oct-24        | Essential                            | Oct 25.  |



# **ODIHAM PARISH COUNCIL EQUALITY AND DIVERSITY POLICY**

**Reviewed and adopted on 17<sup>th</sup> December 2024**

|                                    |   |
|------------------------------------|---|
| Our commitment                     | 3 |
| The law                            | 3 |
| Types of unlawful discrimination   | 3 |
| Equal opportunities in employment  | 4 |
| Dignity at work                    | 5 |
| People not employed by the council | 5 |
| Training                           | 5 |
| Your responsibilities              | 6 |
| Grievances                         | 6 |
| Monitoring and review              | 6 |

## **Our commitment**

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

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

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

## **The law**

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

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

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

## **Types of unlawful discrimination**

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

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

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

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

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

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when they don't, in fact, have that protected characteristic.

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

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

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

## **Equal opportunities in employment**

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

### Recruitment

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

### Working practices

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

### Equal opportunities monitoring

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

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

## **Dignity at work**

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

### **People not employed by the council**

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

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

### **Training and prevention**

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

The council will [provide training to/raise awareness of] all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment. [The council will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.]

~~[We have carried out an assessment to assess the risk of different forms of harassment, including sexual harassment and third-party harassment, occurring in our workforce, including in [different roles [and departments]], the steps we could take to reduce those risks and which of those possible steps are reasonable. This risk assessment will be reviewed [regularly OR annually]. [The current assessment is available on the [Intranet].]~~

[We will take active steps to try to prevent third-party harassment of staff. If any third-party harassment of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. Action may include warning the harasser about their behaviour, banning them from our premises, reporting any criminal acts to the police, and sharing information with other branches of the business.]

### **Your responsibilities**

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

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

### **Grievances**

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

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

### **Monitoring and review**

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law. In particular, the council will monitor the treatment and outcomes of any complaints of harassment, sexual harassment or victimisation we receive to ensure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed; the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring . If changes are required, the council will implement them.

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

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

~~Date of policy: October 2023~~

~~Approving committee:~~

~~Date of committee meeting:~~

~~Policy version reference:~~

~~Supersedes: [Name of old policy and reference]~~

~~Policy effective from:~~

Date for next review: **December 2026 (or following a change in legislation)**

— policy ends here —

## **Notes**

This is an example policy that should be adjusted to reflect the procedures and policy of the council. It is important that any commitment made in the policy is applied in practice.

### **1. Green Book terms**

The Green Book sets out practical principles that councils can adopt and acknowledges that local councils will need to select the appropriate measures to match their circumstances.

The guidance covers:

- Developing and action plan to establish and monitor progress
- Recruitment and Selection Procedures
- Training
- Pay, Grading and Conditions of Service
- Dealing with Harassment

## **Guidance**

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

## **Important notice**

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the Worknest HR – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.

## DIGNITY AT WORK POLICY

---

**Odiham Parish Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.**

### **Purpose**

Odiham Parish Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Odiham Parish Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

### **Scope**

This policy covers bullying and harassment of and by clerks and all employees engaged to work at Odiham Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with Odiham Parish Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the vice chair.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

**The position on bullying and harassment**

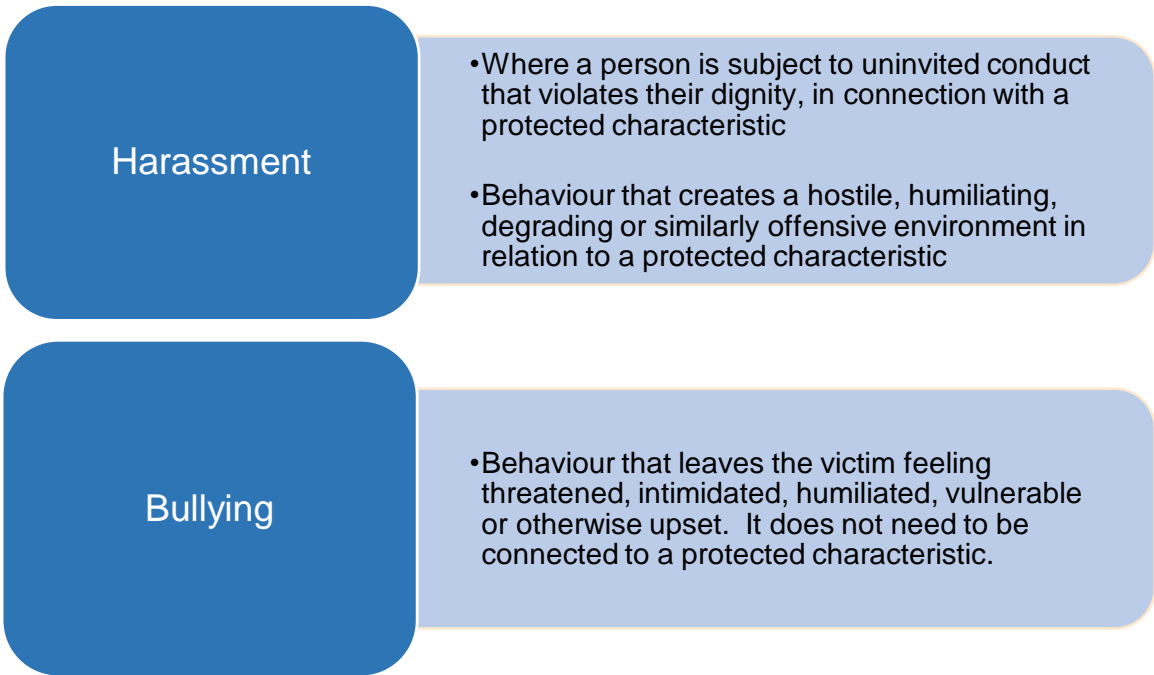
All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Odiham Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council’s disciplinary procedure.



## **What Type of Treatment amounts to Bullying or Harassment?**

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic ( such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due

to their association with someone else (such as harassment related to their partner having a disability for example). See the council's equality and diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

### **Victimisation**

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

### **Reporting Concerns**

#### **What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)**

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

**What you should do if you feel you are being bullied or harassed by a councillor:** If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

**What you should do if you witness an incident you believe to be harassment or bullying:** If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

**What you should do if you are being bullied or harassed by another member of staff:** If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

#### Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

### Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

## **The use of the Disciplinary Procedure**

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

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

---

## **GUIDANCE FOR USING THE DIGNITY AT WORK POLICY**

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

### **Notes:**

#### **Protected Characteristics**

A ‘protected characteristic’ is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone’s ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person’s stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone’s lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another.

Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.

- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

### **Legal risks**

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

### **Culture and behaviour**

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a

'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

### **Scope**

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

### **Managers**

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

### **Bullying and harassment & performance management**

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

## **Responsibilities**

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

## **During the investigation**

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

## **Confidentiality**

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint,

however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how the deal with the matter may be required.

### **Victimisation**

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

### **False allegations**

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

### **Complaints against Councillors**

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

# MODEL COUNCILLOR-OFFICER PROTOCOL

## Contents

|   |    |
|---|----|
| INTRODUCTION.....   | 2  |
| BACKGROUND .....  | 3  |
| ROLES OF COUNCILLORS AND OFFICERS .....                           | 3  |
| Councillors.....  | 3  |
| Chairs and vice-chairs of council and committees .....            | 5  |
| Officers .....  | 5  |
| The Relationship: General .....                                   | 6  |
| Expectations.....   | 7  |
| Some general principles.....                                      | 7  |
| COUNCILLORS’ ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS ..... | 8  |
| CORRESPONDENCE .....  | 8  |
| PRESS AND MEDIA.....  | 9  |
| IF THINGS GO WRONG .....  | 10 |
| Procedure for officers:.....                                      | 10 |
| Procedure for councillors: .....                                  | 10 |

## INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

*"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.*

*At the heart of this relationship, is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.*

*councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.*

*[Councillors of the executive,] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.*

*Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.*

*The roles are very different but need to work in a complementary way.*

*It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In*

*turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."*

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

## **BACKGROUND**

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

## **ROLES OF COUNCILLORS AND OFFICERS**

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

### **Councillors**

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- do not ask officers to exceed their authority where that authority is given

## Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

## Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy
- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly

- comply, at all times, with the Officers' Code of Conduct, and such other policies or procedures approved by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

### The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private
- take up the concern with the chair

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

### Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

### Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

### **COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS**

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

### **CORRESPONDENCE**

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of "silent copies" should not be employed.

Acknowledging that the "BCC" system of e-mailing is used, it should be made clear at the

foot of any e-mails if another councillor has received an e-mail by adding "CC councillor X."

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked "confidential". In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

## **PRESS AND MEDIA**

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council's activities. Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council's Media Protocol.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council's position in relation to disputes, major planning developments, court issues or individuals' complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 ("the Act") regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code - <https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council's Social Media Protocol where there is one in place.

## **IF THINGS GO WRONG**

### **Procedure for officers:**

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

### **Procedure for councillors:**

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.



# HEALTH AND SAFETY POLICY

Reviewed and adopted December **2024**

## **POLICY STATEMENT:**

This is the Health and Safety Policy Statement of Odiham Parish Council:

Odiham Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for its members; staff; volunteers; visitors; and for anyone affected by its activities. For the purpose of this Policy, Councillors are defined as volunteers unless otherwise stated.

The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained. The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Our statement of general policy, below, is based upon that required by virtue of the Health and Safety at Work etc. Act 1974. The principles of the Act and its underpinning Regulations as later published are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities;
- To consult with our staff on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To provide sufficient information, instruction, and supervision of staff, volunteers and visitors as far as is reasonably practical;
- To ensure all staff and volunteers are competent in their Council-related activities, and to provide adequate training as far as is reasonably practical;
- To prevent accidents and activity-related ill health as far as is reasonably practical;
- To maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides; and
- To review and revise this Policy as necessary at regular intervals, but at least annually.

Approved by the Council on:

Signed: *Ellr A McFarlane* Chair

*Andrea Mann* Responsible Officer

## 1. Responsibilities

1.1 The full Council has overall responsibility for Health and Safety. The Council:

- Provides a lead in developing a positive health & safety culture through its decisions, policies and individual behaviour.
- Ensure adequate resources are available to implement adequate health & safety systems.

1.2 The Parish Clerk will fulfil the role of 'Competent Person' responsible for the implementation of the policy. The Parish Clerk shall:

- Keep informed of relevant Health and Safety policy legislation and inform the Council accordingly.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work legislation.
- Make effective arrangements to implement this Policy.
- Ensure that matters of Health and Safety are regularly discussed at OPC meetings.
- Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures.
- For major works, request method statements from contractors prior to the works starting and retain these in a file.
- Maintain a file of risk assessments for all staff and voluntary activities.
- Ensure all staff and volunteers are given access to this policy before starting any task or activity or as soon as practical upon joining the Council.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Inspectorate.

1.3 All employees and voluntary helpers will:

- Co-operate fully with this Policy.
- Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Not operate any item or equipment or machinery unless they have been trained or authorised to do so.
- Not misuse any plant, equipment tools or materials so as to cause risks to health and safety or carry out any repairs.
- Not undertake any unauthorised activity or task without prior consent and training.
- Wear appropriate PPE which has been provided to them.
- Report any accidents or hazardous incidents to the Parish Clerk.

- Report to management any medical condition or medication which could affect the safety of themselves or others.
- Co-operate with the management on the implementation of the medical or occupational health providers (employees only).

1.4 When it is necessary to employ, engage or facilitate outside contractors, the Contractor shall:

- Provide a method statement, risk assessments and evidence of Public Liability Insurance not less than £10M.
- Consider all potential hazards imposed upon OPC employees, volunteers or members of the public.
- Ensure all control methods are in place to minimise all risks to OPC employees, volunteers, members of the public and their own staff.
- Ensure their own staff are trained and competent in undertaking the work they have been instructed to carry out.
- Manage the provision of PPE for their workers.
- If necessary, agree to arrange for a building or facility to be closed throughout the works or schedule their works at a time when less footfall is expected.

## 2. Arrangements

### 2.1 Risk assessments

- The Parish Clerk will complete a risk assessment for every building, facility and equipment owned by OPC.
- The Parish Clerk will complete risk assessments for all employee activities. In some instances a verbal discussion and agreement on the potential risks and control methods will suffice.
- Risk assessments will be completed for all events and activities by the lead organiser who will act as the H&S Responsible Person at the event.
- Every member of staff and volunteer has a duty to risk assess their own actions before undertaking a new or different task.
- Risk assessments shall be reviewed regularly or following a significant change in circumstances or legislation.

### 2.2 First aid kit

- A First Aid kit is located in the Parish Office.
- Use of an item from any first aid kit must be notified to the Parish Clerk who will then arrange suitable replenishment.
- It is the duty of the Parish Clerk to ensure that the contents of the office first aid kit is always at least at the prescribed stock level and in date.

### 2.3 Fire safety

- Fire extinguishers and smoke alarms are sited at the specified locations in the Bridewell and are maintained by KBO Fire & Security Ltd.
- Fire extinguishers in the parish room and south chapel are maintained and serviced annually by KBO Fire & Security Ltd.

## 2.4 Personal Protective Equipment (PPE)

- PPE will be provided to all employees and volunteers who are involved in activities where there is a potential risk of injury or exposure to the elements.
- A high viz jacket must be worn for all activities working on, adjacent to or near the highway.

## 3. Accident and injury at work procedures

3.1 Although every effort will be made to ensure a safe environment, it is accepted that accidents can occur. Accidents and incidents occurring in the OPC offices and/or OPC premises shall be reported immediately to the Parish Clerk or senior employee on duty at the time of the accident.

3.2 If any of the following occur they must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) procedures (see <https://www.hse.gov.uk/riddor/index.htm>):

- Fatal accidents.
- A specified injury to an employee as detailed in regulation 4.
- An injury to a non-employee where that person is taken to hospital immediately following the injury.
- Any employee diagnosed as suffering from a disease specified in the Regulations.
- Any employee diagnosed with a cancer caused by work related exposure to a known carcinogen or mutagen.
- Accidents resulting in a period of absence of more than 7 days.
- Injuries to the public where they have to be taken to hospital.
- Some dangerous occurrences.

3.3 All accidents resulting in injury and near misses will be investigated to identify any unsafe acts, equipment or working practices to determine whether changes need to be made to equipment, training or systems of work to reduce, as far as possible, the likelihood of the same occurring in the future.

3.4 All accidents resulting in injury and near misses will be reported to the Council in accordance with OPC's Data Protection Policy.

## 4. Communication to employees and volunteers:

- The H&S Policy Statement will be published on OPC's website.
- The H&S Law Poster will be displayed on internal noticeboards at The Bridewell.
- A copy of this Policy will be provided to all staff and volunteers carrying out a task or function on behalf of the Council.
- New employees and volunteers will be required to sign to confirm they have read this Policy.
- H&S will be a regular item for discussion in Staff Meetings and meetings of the Staffing Committee.
- Formal H&S training will be offered to staff where this is considered appropriate.

- Any new activity or project involving volunteers will involve a dedicated H&S briefing or training session.
- Any employee seen breaching or showing disregard to this Policy will be spoken to by the Parish Clerk or the Staffing Committee and serious actions may lead to disciplinary action.
- Any volunteer or organisation using the Council's amenities seen breaching or showing disregard to this Policy will be spoken to by a representative of OPC and serious actions may lead to the volunteer or organisation being refused use of OPC's amenities.

## **5. Hazards and risks**

### **5.1 Fire**

Evacuation procedures in the event of outbreak of smoke and/or fire:

- Visitors and other persons in the building should immediately proceed and assemble in an orderly manner to the Mayhill Junior School playground, which is the fire assembly point.
- The Parish Clerk or senior employee should arrange for a register to be called.
- The Parish Clerk or senior employee should ensure the emergency services are summoned.
- Employees and visitors shall not remove a fire appliance from its designated place unless it is to be used in an attempt to extinguish a fire.
- Any use of a fire extinguisher should be reported to the Parish Clerk.

### **5.2 Display Screen Equipment**

OPC complies with the H&S (Display Screen Equipment) Regulations 1992 by:

Staff:

- All staff who regularly use DSE as part of their work must complete a DSE risk assessment for their work station to assess and reduce risks of ill health. This should be completed as soon as possible after starting work or following a change in equipment. This should be a home work station where a member of staff has been sanctioned to work from home.
- The risk assessment(s) will be discussed with the Parish Clerk to agree and implement control methods which will minimise risk.
- OPC will offer free eye tests to employees, in accordance with the Regulations, for employees who spend a significant amount of their working day using a display screen.

Volunteers:

- All volunteers who regularly use DSE as part of their work or voluntary activities on Council owned or managed premises must complete a DSE risk assessment for their work station to assess and reduce risks of ill health. This should be completed as soon as possible after starting the voluntary activity or following a change in equipment.

- The risk assessment(s) will be discussed with the person in charge of the voluntary activity to agree and implement control methods which will minimise risk.
- All volunteers who regularly use DSE at home as part of their voluntary activity are encouraged to complete a risk assessment for their home work station. Volunteers should discuss concerns with the person in charge of the voluntary activity for advice on how control methods may help to minimise risk.
- All risk assessments should be reviewed regularly and following any change in circumstances.
- Employees and volunteers should read further details on the DSE Regulations at: <https://www.hse.gov.uk/pubns/ck1.htm>

### 5.3 Manual Handling

The incorrect handling of loads causes high numbers of injuries each year and can result in pain, time off work and sometimes permanent disability.

- All employees and regular volunteers will be required to undertake manual handling training.
- Manual handling should be avoided wherever possible but, where operations cannot be avoided, these general principles should be followed:
  - o Assess the load and the task
  - o Plan the route
  - o Position feet
  - o Get a good grip
  - o Keep the load close to the body
  - o Maintain good posture throughout the procedure
  - o Use the leg muscles
  - o Use body momentum
- Where it is possible to move a load without lifting the load should be pushed and not pulled.

### 5.4 Driving for Work

- All employees required to drive as part of their working day, either as part of their normal duties or when driving to and from a meeting or training event etc shall provide a copy of their driving licence to the Parish Clerk.
- No member of staff or volunteer disqualified from driving will be permitted to drive for work related activities whatsoever or permitted to drive any Council owned vehicle.
- Employees and volunteers driving their own vehicles for work related activities should ensure they hold the relevant insurance cover and provide a copy to the Council.
- Employees and volunteers are responsible for ensuring their own vehicles are road worthy with a valid MOT certificate where required and should not volunteer to drive for work related activities if they are aware of any issues.
- Employees and volunteers should not drive for work related activities if they are tired, feeling unwell or under the influence of drugs, alcohol or prescribed medication which affects their ability to drive.

- Any employee or volunteer driving to work related appointments should prioritise safety over time and never rush to make an appointment on time.

## 5.5 Working at Height

Falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders and through fragile roofs. Generally, Council employees and volunteers have limited need to work from heights themselves and as such should avoid working at height where it is reasonably practical to do so.

OPC acknowledges the following tasks require staff or volunteers to work from height:

- Displaying flags on the High Street.
- Arranging books.
- Setting up/clearing away from events.
- Managing the Speed Indicator Device (SID).

Where work at height cannot be avoided:

- Use the correct equipment – for use in The Bridewell a kick step should be sufficient.
- Ensure the equipment is suitable, stable and strong enough for the job.
- Don't overload or overreach.
- Take precautions when working near fragile surfaces.
- Provide protection from falling objects.
- Consider space to fall should be by clearing space around the ladder or kick step.
- When a ladder is required, always ensure a second person is present to hold the ladder stable.

## 5.6 Lone Working (refer to separate Lone Working Policy)

There are frequent occasions when employees are lone working, either in the parish office or on site. In this situation to ensure employees are as safe as possible all members of staff must ensure they:

- Have access to a working phone; for off-site workers this shall be a mobile phone.
- Outside of the public opening hours for the office, ensure that the Bridewell door is locked.
- The front and rear parish office doors should remain locked at all times.
- Inform a second person where they are working and how long they expect to be lone working.
- When working in The Bridewell, always ensure the sign at the front door indicates when someone is in the building.

## 5.7 Smoking

- OPC complies with the legislation that became law in July 2007 therefore smoking is not permitted in any part of OPC owned or managed buildings.

## 5.8 Drugs and Alcohol

- No non-prescription drugs are permitted in any Council owned or managed buildings at any time.
- No alcohol should be consumed on the premises unless by prior agreement for pre-arranged functions or events.
- Anyone found to be under the influence of drugs or alcohol may be subject to gross misconduct charges or asked to step down from voluntary activities.

## 5.9 Premises

- The office should be kept clean and tidy.
- The office temperature should be at least 16C in accordance with HSE guidance. There is no H&S guidance on the maximum temperature but staff and volunteers should raise any concerns with line management.
- Office windows should have blinds or other shading systems in good working order.
- Outside access to the building must be safe and properly maintained.
- Stairs and corridors must be unobstructed.
- All cables, leads and wires should be properly secured so that they do not constitute a trip hazard.
- All filing cabinets, shelves and cupboards should be stable and secure and kept closed when not in use.
- Any spillage must be mopped up and the floor dried.

## 5.10 Dangerous substances

- Under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended), OPC must conduct a suitable and sufficient assessment of the risks to health from exposure to any hazardous substance.
- COSHH sheets will be sourced wherever possible and used to assess potential harm and substances will only be used where necessary.
- This list is not exhaustive, but substances used by OPC may include: Tippex, photocopier toner, weed killer, paint, WD40, de-icer, glass cleaning fluids and cleaning solvent.
- All lids/tops must be properly secured after a substance has been used and should be stored safely and clearly labelled in a secure place.
- Photocopier toner can cause eye and skin irritation. The photocopier toner cartridge should be changed in accordance with the manufacturer's instructions; in addition, vinyl or rubber gloves should be worn during this operation.

## 5.11 Electrical Equipment

- No employee or volunteer should use any electrical appliance which they have not been authorised to use.
- No employee or volunteer should carry out any repair to any electrical appliance on Council owned property.
- Lighting sockets must not be left empty: a suitable bulb or fluorescent tube must be in place.
- Any faulty equipment, wiring, plugs or bulbs must be reported to the Parish Clerk.
- All electrical equipment will be PAT tested annually.

## 5.12 New and expectant mothers

- Expectant mothers should make their employer aware they are pregnant as soon as practical in order for any required adjustments to be made.
- Each workstation will be assessed and OPC will strive to make all reasonable adjustments to work stations or working practices which may cause harm to them or their unborn child.
- A new or expectant mother should not lift heavy loads, stand for long periods of time or do anything they consider will be a risk to them or their unborn child.
- OPC will consider temporarily adjusting working conditions or offer suitable alternative work if this is deemed necessary.

## 5.13 Disabilities

- OPC will make all reasonable adjustments for disabled workers and volunteers.
- Employees and volunteers must make OPC aware they have a disability in order for OPC to make these adjustments and may call on third party professional advice if required.

## 5.14 Working Time Regulations

All employees and volunteers will adhere to the Working Time Regulations which limits the working time to less than 48 hours per week, requires set rest hours, holiday entitlement, rest periods, 11 hours between shifts in any 24 hour periods and rest break if working over 6 hours.

The full legislation can be viewed at

<https://www.legislation.gov.uk/ukxi/1998/1833/contents/made>

## 5.15 Home Working

This policy applies to employees who are equipped and authorised to work from home. Anyone requiring advice or support to help meet best H&S standards at home should speak to the Parish Clerk or their appointed Councillor support or committee.

## 5.16 Stress

OPC acknowledges its legal duty to protect employees from stress at work. The HSE defines stress as “the adverse reaction people have to excessive pressures or other types of demand placed on them”.

There are six main areas of work design which effect stress levels:

- Demands
- Control
- Support
- Relationships
- Role
- Change

Stress affects people differently and signs of stress will display differently in different people, a person suffering with stress may not even be aware themselves.

Any employee suffering from stress should speak to the Parish Clerk to discuss what reasonable control methods can be put in place.

Failure to resolve stress in the workplace through reasonable control methods may be referred to the Staffing Committee in confidence.

Further detail is available at: <https://www.hse.gov.uk/stress/what-to-do.htm>

#### 5.17 Infectious Diseases/Illness

Staff and volunteers must not knowingly come to work or join a voluntary activity whilst infected with a contagious disease or illness.

##### Covid-19

Although HSE will no longer expect COVID-19 control measures, employers must continue to consult workers and their representatives on any changes they make that might affect health and safety

Any member of staff or Councillor testing positive with Covid should not attend the office or any OPC meeting. Staff and Councillors should only return to the office or attend meetings once they have a negative test (PCR or LFT).

## 6 Contractors

Under the Health & Safety at Work Act 1974 section 3 OPC recognises its responsibility for the health and safety of contractors and anyone else that could be affected by their activities. However, this does not absolve contractors from the legal responsibilities for health and safety.

Before awarding a contract, OPC will:

- i Identify the level and scope of works and create a detailed job description including health & safety implications.
- ii Review the contractor's schedule of works prior to starting works. Ideally OPC will see a method statement.
- iii Checks will be undertaken to ensure and verify the contractor's competency to carry out the specified works. This may include seeking references.
- iv For larger projects or major works, the contractor should provide a risk assessment and health & safety policy prior to starting work.
- v Check proof of adequate insurance before work begins. This should include public liability and, if necessary, professional indemnity insurance.

At the start of the works, OPC will

- vi Carry out an induction of the site.

- vii Carry out an inspection to ensure safe working methods ie use of PPE and barriers to keep members of the public safe.
- viii Ensure OPC staff, councillors and contractors' own staff are clear about who is supervising the works.

## **7 Monitoring and evaluation**

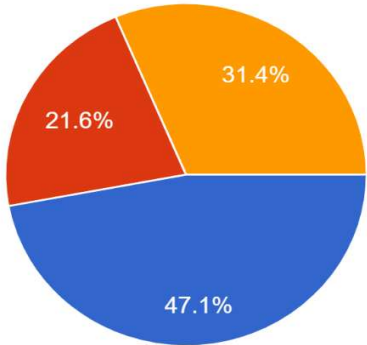
- 7.1 It will be necessary for OPC to determine, from time to time, whether or not health and safety responsibilities are being discharged properly. Monitoring may take place through a number of mechanisms, including spot checks on employee behaviour, a full safety inspection and reports to the full Council by the Parish Clerk.
- 7.2 Reports of all accidents, near-misses and sickness linked to work shall be monitored on a regular basis. Recommendations may follow on the need for greater safeguards, more training or the need to change an employee's work practices.
- 7.3 Employees shall be consulted on any proposed changes to this policy.

## **8 Review**

The full Council shall review this policy at least once ~~every three~~ **every three a year** from the date of adoption or following a change in legislation or circumstances.

Do you use the public toilets in King Street?

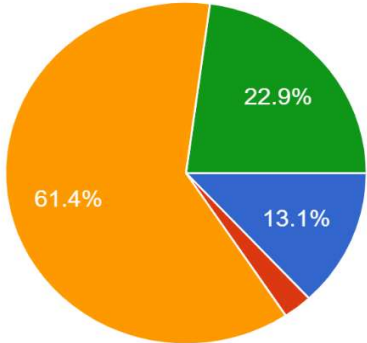
153 responses



- Yes, ladies
- Yes, gents
- Neither

Do people you know use them?

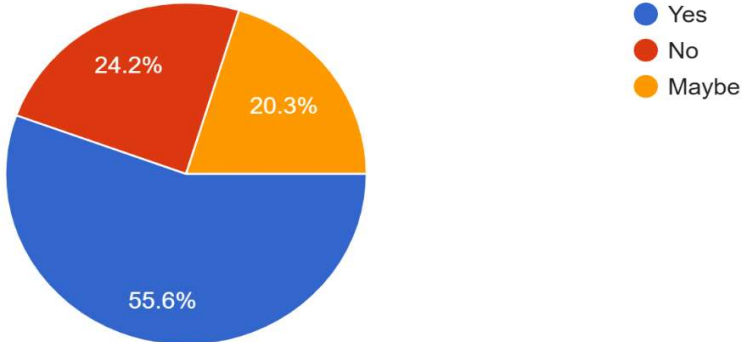
153 responses



- Yes, ladies
- Yes, gents
- Yes, both ladies and gents
- Neither

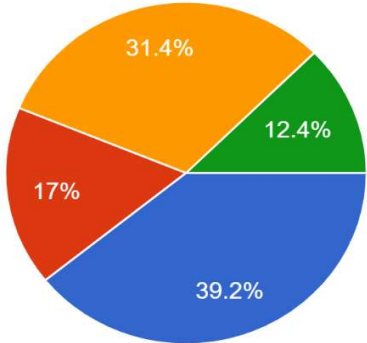
Currently there is no accessible toilet available in Odiham when The Bridewell is shut. It may be possible to obtain grant funding to convert the me...nd scooter users. Would you support this change?

153 responses



If the men's toilet was converted in this way, should the ladies toilet (tick one):

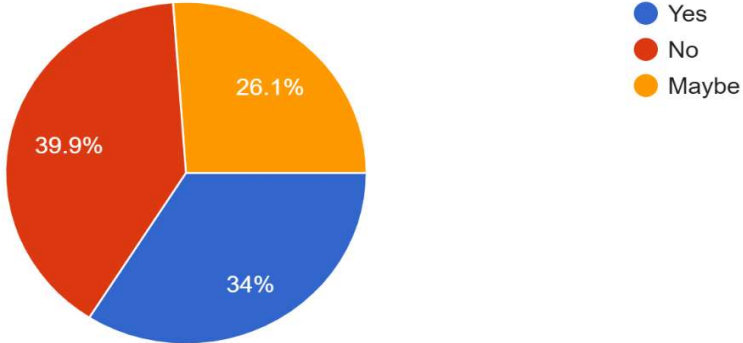
153 responses



- Remain as it is (ladies only)
- Be made available to all
- Have the cubicles reinforced to make them more private and made available to all
- Be closed completely, saving some £6,000 per annum in cleaning costs

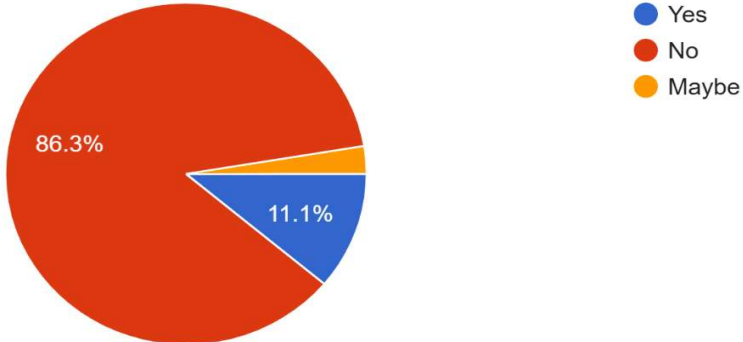
Do you think all toilets in King Street should remain as they are?

153 responses



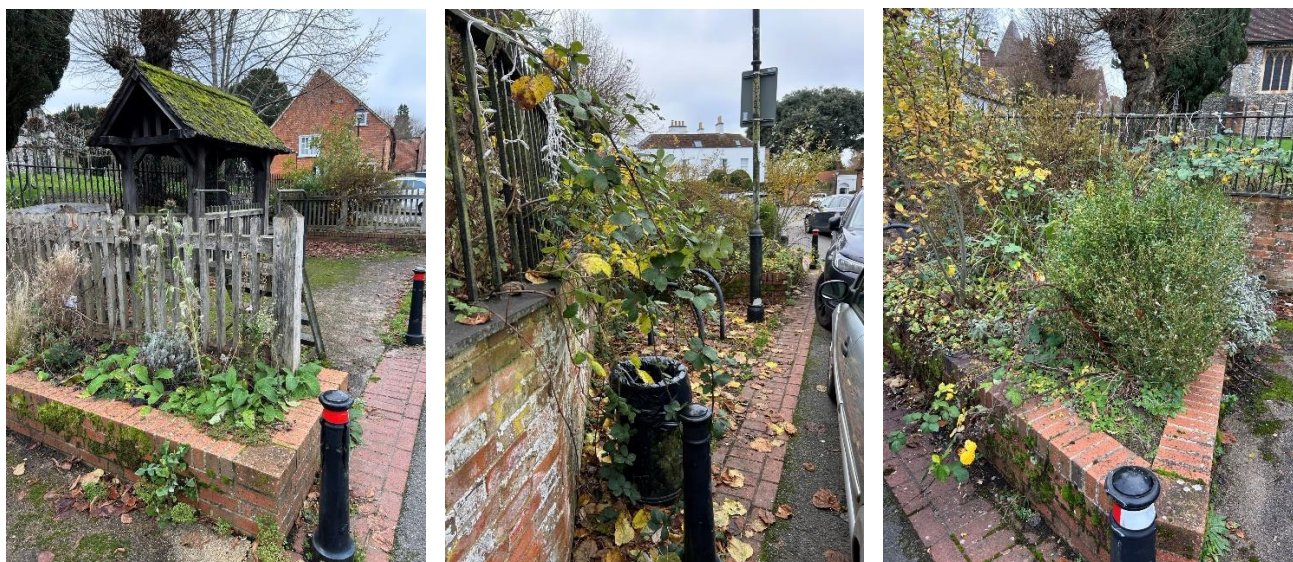
Do you think all toilets in King Street should close completely saving the Parish Council between £7,000-10,000 per year?

153 responses



**REPORT ON:** Proposed improvements to the stocks in The Bury  
**WRITTEN BY:** Parish Clerk  
**MEETING DATE:** 17<sup>th</sup> December 2024  
**AGENDA ITEM:** 223/24

**Current condition of the stocks and surrounding area:**



**Proposed works:**

- Remove moss from the roof,
  - Remove the ivy,
  - Remove inner and outer leaves,
  - Brush and rub down all the wood,
  - Cut back and weed the planters,
  - Weed edges and remove moss from edge of planters, remove ivy from face of walls, remove green waste,
  - Paint two coats of sadolin.
- Total £1,195

- Replace Odiham map interpretation board between the stocks and entrance to All Saints.  
Approx cost £250 (site visit booked w/c 09.12.24).
- Remove silicon from the edges of protected screen, Unscrew the screen, Clean out area, Replace with new map, Clean the screen and screw back, Re silicone around the frame.  
Total £66
- PAT test uplighters.  
Approx cost £250 (site visit booked w/c 09.12.24).

**Estimated total project costs £1,761**

**Proposal:**

To vire £2,000 from the Supporting the High Street earmarked expenditure (currently £7,450.97) and proceed with these works.

## Clerk

---

**Subject:** FW: Enquiry Ref. 21731027. Churchill Avenue junction with the B3349 Alton Road, RAF Odiham.

---

**From:** Roads Information  
**Sent:** Thursday, November 28, 2024 9:38:04 AM  
**To:** Glen, Cllr J K <[jonathan.glen@hants.gov.uk](mailto:jonathan.glen@hants.gov.uk)>  
**Subject:** Hampshire Highways Ref 21731027

Dear Councillor Glen,

Enquiry Ref. 21731027. Churchill Avenue junction with the B3349 Alton Road, RAF Odiham.

I write in follow up to our email of the 5th November 2024 to confirm that an officer has now inspected the junction of Churchill Avenue and the B3349 Alton Road for safety defects. At the time of the inspection no safety defects were observed and therefore no maintenance action is proposed by the County Council.

The officer did however observe that there was evidence of cracking within the surface of the carriageway and as a preventative measure has submitted the junction for inclusion with a program of patching. I regret that I am unable to advise you at this time when that patching might take place but would hope that it included with the program for the 2025 / 2026 financial year.

In the interim the condition of the junction will be monitored by officers via the highway inspection regime.

Thank you for bringing this to my attention.

Yours sincerely,

Assistant Highway Manager – North  
Highways Delivery  
Universal Services  
Hampshire County Council Web: [www.hants.gov.uk/roads](http://www.hants.gov.uk/roads)  
© Hampshire County Council | Disclaimer | Privacy Statement

# Do the Numbers Limited

20<sup>th</sup> November 2024

Andrea Mann, Clerk,  
Odiham Parish Council

Dear Andrea,

## Subject: Review of matters arising from interim Internal Audit for 31 March 2025

Following my visit today, please find below the list of matters arising. I found the systems and records of the council to be in very good order.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2024](#)

| Test                | Matter arising  | Recommended Action  |
|---------------------|---|---|
| A                   | <i>Appropriate accounting records have been properly kept throughout the financial year</i>   |   |
|                     | The records of the council comply   | with this test  |
| B                   | <i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>                                |   |
| Minute approval     | It is a legal requirement that every page of the minutes is initialled by the chair.  | Please could all sets be properly completed and the template updated to give a marker for this to happen.   |
| C                   | <i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>  |   |
|                     | Note tested at this visit   |   |
| D                   | <i>The precept budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>   |   |
| Earmarked reserves  | Some of the earmarked reserves do not meet the clarified definitions within PG2024<br>(also raised last year)   | The most recent EMR report has been annotated to show those reserves that do not meet the guidance criteria. All should be rolled back into General.                    |
| E                   | <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>  |   |
|                     | The records of the council comply   | with this test  |
| F                   | <i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>   |   |
|                     | No longer applicable to this council  |   |
| G                   | <i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>                                    |   |
|                     | The records of the council comply   | with this test  |
| H                   | <i>Asset and investment registers were complete and accurate and properly maintained</i>  |   |
| Capital expenditure | The council is considering changes to the public toilets which would remove 4 of the 6 spaces and force all current users to queue for the two remaining cubicles and share a mixed sex basin area. | Before removing the whole of the male public toilets, the needs of current users of the facilities should be addressed under EA2010.<br><br>'Reasonable adjustment' for |

eleanorgreene@dothenumbers.uk

Registered in England No. 7871759

Director: Eleanor S Greene

|                   |  |   |
|-------------------|--|---|
|                   | This is likely in breach of EHRC single sex space guidance.  | disabled residents is desirable but not a requirement.  |
| <i>I</i>          | <i>Periodic Bank reconciliations were carried out during the year</i>  |   |
| Lloyds Accounts   | The council holds / manages three accounts with Lloyds that hold a total balance of £151.89, two of which comprise solely historic interest. Lloyds are bringing in a £4 per month charge for all such accounts. | The Bowls Club and CWGC should move their payments to the Unity account and then the Council consider closing all Lloyds accounts before the charges start. |
| <i>J</i>          | <i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>           |   |
|                   | Not tested at this visit   |   |
| <i>K</i>          | <i>Certified Exempt in prior year</i>  |   |
|                   | Not applicable to this council   |   |
| <i>L</i>          | <i>Transparency Code</i>   |   |
|                   | The records of the council comply  | with this test  |
| <i>M</i>          | <i>Public Rights</i>   |   |
|                   | Not tested at this visit   |   |
| <i>N</i>          | <i>Publication of prior year AGAR</i>  |   |
|                   | The records of the council comply with this test.  |   |
| <i>O</i>          | <i>Trust funds</i>   |   |
| Dormant charities | The council is trustee of two charities, neither of which have any income streams or reserves.   | It may be worth both Charities agreeing a simple MOU to transfer their activities to the Council and submitting nil returns going forwards.                 |
| <i>P</i>          | <i>Borrowing</i>   |   |
|                   | Not applicable to this council   |   |

I will return to the office next year to complete my review.  
If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene

**REPORT ON:** Interim Internal Audit Report  
**WRITTEN BY:** Parish Clerk  
**MEETING DATE:** 17<sup>th</sup> December 2024  
**AGENDA ITEMS:** 224/24

| Area   | Action   | Update   |
|--|--|--|
| i. Minute approval   | It is a legal requirement that every page of the minutes is initialled by the chair. Complete sets properly and update minutes template to give a marker for this to happen.   | In progress.<br>Estimated completion by the end of the year.   |
| ii. Earmarked reserves (see pages 60-61)   | Some of the earmarked reserves do not meet the clarified definitions within PG2024 (also raised last year).<br><br>Refer to annotated sheet.<br>Roll back to general reserves.   | <ol style="list-style-type: none"> <li>1. IT support £444.04 <b>proposal to spend early '25.</b></li> <li>2. Grounds maintenance £2,923.50 <b>proposal to vire £1,000 to Cemetery Maintenance budget and return remaining to general reserves.</b></li> <li>3. Memorial testing £23.50 <b>proposal to return to general reserves.</b></li> <li>4. Revaluation of buildings £275.00 <b>to be discussed. Latest valuation Jan '24.</b></li> <li>5. Climate Action Plan £2,034.30 <b>to be discussed. Potential to spend on OPC's properties to improve energy efficiency. Refer to energy audit surveys (Cllr MT).</b></li> <li>6. Tree survey £750 <b>proposal to retain and repeat 2022 survey of all sites.</b></li> <li>7. Community grants £1180 <b>proposal to consider with Jan '25 applications then return remainder to general reserves.</b></li> <li>8. Professional costs £240 <b>proposal to return to general reserves.</b></li> <li>9. RAF gifts £1530 <b>spend due Dec '24 then return remainder to general reserves.</b></li> <li>10. Bus shelter £220 <b>to be discussed. This was created to build reserve for future repairs.</b></li> <li>11. Armed Forces Day £325.17 <b>proposal to purchase ground socketed flagpole at war memorial (listed building consent required). Quote requested.</b></li> </ol> |
| iii. Capital expenditure for reconfiguring King St toilets to provide an accessible cubicle. | Before removing the whole of the male toilets the needs of current users of the facilities should be addressed under EA2010. Reasonable adjustment for disabled residents is desirable but not a requirement.  | <b>For discussion at meeting 17.12.24.</b>   |
| iv. Lloyds bank accounts   | The council holds/manages three accounts with Lloyds that hold a total balance of £151.89, two of which comprise solely historic interest. Lloyds are bringing in a £4 per month charge for all such accounts. The Bowls Club and CWGC should move their payments to the Unity account and then the Council consider closing all Lloyds accounts before the charges start. | <b>Council to consider this proposed action 17.12.24.</b>  |

|                      |   |   |
|----------------------|---|---|
| v. Dormant charities | <p>The council is trustee of *two charities, neither of which have any income streams or reserves.<br/>It may be worth both Charities agreeing a simple MOU to transfer their activities to the Council and submitting nil returns going forward.</p> <p>*correction – one charity.</p> | <p>Council to consider this proposed action 17.12.24.</p> |
|----------------------|---|---|

**Odiham Parish Council**  
**Reserves Balance**  
**2024-2025**

| <u>Reserve</u>                 | <u>OpeningBalance</u> | <u>Transfers</u> | <u>Spend</u> | <u>Receipts</u> | <u>CurrentBalance</u> |
|--------------------------------|-----------------------|------------------|--------------|-----------------|-----------------------|
| <b>Capital</b>                 |                       |                  |              |                 |                       |
| Allotment Deposits             | 1,060.00              |                  | 10.00        |                 | 1,050.00              |
| Chapel Cottage Deposit         |                       |                  |              |                 | 0.00                  |
| Buften Field Play Area         | 2,562.50              |                  |              |                 | 2,562.50              |
| G Rothery Bequest              |                       |                  |              |                 | 0.00                  |
| <b>Total Capital</b>           | <b>3,622.50</b>       |                  | <b>10.00</b> |                 | <b>3,612.50</b>       |
| <b>Earmarked</b>               |                       |                  |              |                 |                       |
| Office Rental                  |                       |                  |              |                 | 0.00                  |
| IT Support/Upgrade             | 444.04                |                  |              |                 | 444.04                |
| Election Expenses              | 3,500.00              | 1,500.00         |              |                 | 5,000.00              |
| Website                        |                       |                  |              |                 | 0.00                  |
| Cemetery Maintenance and imp   |                       | 3,000.00         |              |                 | 3,000.00              |
| Amenity Equipment Repairs      |                       |                  |              |                 | 0.00                  |
| Chapel Building Maintenance    | 7,126.94              |                  | 2,045.00     |                 | 5,081.94              |
| Chapel Cottage Maintenance     | 5,440.03              | -4,485.00        | 1,180.00     |                 | -224.97               |
| War Memorial Maintenance       | 1,616.00              |                  |              |                 | 1,616.00              |
| Play Area Replacement          | 1,730.59              | 3,000.00         |              |                 | 4,730.59              |
| Benches & Noticeboards         | 407.20                | 1,000.00         |              |                 | 1,407.20              |
| Parish Room Maintenance        |                       | 2,800.00         | 394.68       |                 | 2,405.32              |
| Grounds Maintenance            | 3,553.50              |                  | 630.00       |                 | 2,923.50              |
| Memorial Testing               | 23.50                 |                  |              |                 | 23.50                 |
| Revaluation of Buildings       | 275.00                |                  |              |                 | 275.00                |
| Climate Action Plan            | 614.50                | 1,419.80         |              |                 | 2,034.30              |
| Rights of Way                  | 1,663.46              | 841.15           | 826.79       |                 | 1,677.82              |
| Development of Sustainable Tra | 3,783.31              |                  |              |                 | 3,783.31              |
| Supporting the High St         | 7,450.97              |                  |              |                 | 7,450.97              |
| Conservation Area Character Ar |                       |                  |              |                 | 0.00                  |
| Book Exchange                  |                       |                  |              |                 | 0.00                  |
| Insurance                      |                       |                  |              |                 | 0.00                  |
| Tree Survey                    | 500.00                | 250.00           |              |                 | 750.00                |
| PR & Publicity                 |                       |                  |              |                 | 0.00                  |
| Subscriptions                  |                       |                  |              |                 | 0.00                  |
| The Bridewell                  | 14,551.06             |                  | 325.00       |                 | 14,226.06             |
| Community Grants               | -100.00               | 1,280.00         |              |                 | 1,180.00              |
| Platinum Jubilee               |                       |                  |              |                 | 0.00                  |

**Odiham Parish Council**  
**Reserves Balance**  
**2024-2025**

---

| <u>Reserve</u>               | <u>OpeningBalance</u> | <u>Transfers</u> | <u>Spend</u>    | <u>Receipts</u> | <u>CurrentBalance</u> |
|------------------------------|-----------------------|------------------|-----------------|-----------------|-----------------------|
| <b>Earmarked</b>             |                       |                  |                 |                 |                       |
| Public toilets R&M           | 3,754.02              |                  | 3,111.88        |                 | 642.14                |
| Floral displays              |                       |                  |                 |                 | 0.00                  |
| Professional Costs           | 240.00                |                  |                 |                 | 240.00                |
| RAF gifts                    | 280.00                | 1,250.00         |                 |                 | 1,530.00              |
| Crownfields car park managem | 5,000.00              |                  |                 |                 | 5,000.00              |
| Village Gateway              | 4,000.00              |                  |                 |                 | 4,000.00              |
| Bus Shelter                  |                       | 220.00           |                 |                 | 220.00                |
| Armed Forces Day             |                       | 500.00           | 174.83          |                 | 325.17                |
| <b>Total Earmarked</b>       | <b>65,854.12</b>      | <b>12,575.95</b> | <b>8,688.18</b> |                 | <b>69,741.89</b>      |
| <b>TOTAL RESERVE</b>         | <b>69,476.62</b>      | <b>12,575.95</b> | <b>8,698.18</b> |                 | <b>73,354.39</b>      |
| <b>GENERAL FUND</b>          |                       |                  |                 |                 | 195,856.71            |
| <b>TOTAL FUNDS</b>           |                       |                  |                 |                 | 269,211.10            |