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MELKSHAM WITHOUT PARISH COUNCIL

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Tuesday 14th July 2026

To all members of the Council **Staffing Committee**: Councillors: Alan Baines, John Glover (Chair of Council), David Pafford (Vice-Chair of Council), Anne Sullivan, Mark Blackham, Tony Hemmings and Chris Griffiths.

You are summoned to attend the Staffing Committee Meeting which will be held on **Monday 20th July 2026 at 7.00pm at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES** to consider the agenda below.

PLEASE NOTE THAT THERE IS WORK BEING UNDERTAKEN IN THE CAMPUS CARPARK SO LEAVE PLENTY OF TIME TO ARRIVE AND FIND A PARKING SPACE AS THERE WILL BE FEWER SPACES AVAILABLE THAN USUAL. YOU MAY NEED TO USE ALTERNATIVE CAR PARKS IN THE AREA.

TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09&omn=83567220534>

Or go to www.zoom.us or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985**

Passcode: 070920. Instructions on how to access Zoom are on the parish council website

www.melkshamwithout-pc.gov.uk If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

To access the agenda online please scan the below QR code.

YOU CAN ACCESS THE AGENDA PAPERS HERE

Yours sincerely

Teresa Strange, Clerk



Serving rural communities around Melksham

AGENDA

1. **Welcome, Announcements and Housekeeping**
2. **To receive Apologies and approval of reasons given**
3. **Chairman & Vice Chair of Staffing Committee for 2026/27**
 - a) To elect **Chair** of Staffing Committee for 2026/27
 - b) To elect **Vice-Chair** of Staffing Committee for 2026/27
 - c) To note the **Terms of Reference & Scheme of Delegation** for the Staffing Committee
4. To receive **Declarations of Interest**
5. **To consider holding items in Closed Session to confidential nature** Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business (**Agenda items 12-16**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
6. **Public Participation**
7. **Health and Safety:**
 - a) To note any Health and Safety matters occurring since the last meeting (standing item as per the health and safety policy).
 - b) To note arrangements made for staff during recent extreme hot weather and consider making policy decision
 - c) To note useful Health and Safety legislation summary
8. To note National Association of Local Councils (NALC) guide to being a good employer
9. To note amendment to the Employments Right Act (known as the Employment Rights Act 2025) and consider any action required
10. To note the publication of the updated NALC Model Contract of Employment, consider the implications for existing and future employees, and agree any actions
11. To note latest update on 2026/27 pay increase negotiations (nationally)
12. To consider any requests for staff training and to note current training log
13. To receive feedback following staff appraisals and consider any actions arising
14. To consider any amendments to Job Descriptions.

15. To consider scale point reviews for staff following appraisals (as per employment contracts)
16. To review the trial flexible working arrangement, consider feedback and agree any amendments or further action.
17. To arrange Clerk's appraisal.
18. To consider changing staff annual leave from days to hours and agree the method of calculation
19. To review the council's role as an administrator of community/village Facebook groups and agree any changes.
20. To consider NALC guidance on mileage reimbursement rates following changes to HMRC Approved Mileage Allowance Payments (1st April 2026) and agree the council's mileage reimbursement arrangements
21. To consider the council's HR support arrangements and whether to appoint an external HR provider
22. To review the following policies:
 - a) Pension policy (against the Wiltshire Pension Fund list of discretions)
 - b) Habitual or Vexatious Complainants
 - c) DBS Check Policy
 - d) Disciplinary Policy
 - e) Equality and Diversity Policy
 - f) Health & Safety Policy
 - g) Learning and Development Policy
 - h) Safeguarding Policy

Copy to: All Councillors

AGENDA ITEM 03c

Extract from Melksham Without Parish Council's Terms of Reference and Scheme of Delegation

Adopted May 2026

3.3 Staffing Committee: The Staffing Committee will meet as required. It will function to:

- a) To make recommendations on appointment of staff in liaison with the Clerk.
- b) Conduct staffing interviews and assessments.
- c) Assess job contracts and job descriptions to ensure they meet Council requirements and are in line with current legislation.
- d) Be responsible for staff health and safety in the work environment and risk assessment.
- e) Encourage appropriate training for staff development
- f) Advise on staff-related matters; e.g. disciplinary matters, disputes etc
- g) Review and make recommendations on scale points
- h) Review staffing policies regularly.

Should any disciplinary matter be discussed by the Staffing Committee, then the Chair of Council will leave the room and not be included in the circulation of papers and correspondence.

HEALTH AND SAFETY LEGAL REGISTER

Topic

Requirements

Further Information

Publications listed are free HSE & Government publications

Management of Health and Safety

Health and Safety at Work Act 1974

The Health and Safety at Work etc Act 1974 is the primary piece of legislation covering occupational health and safety in Great Britain. It's sometimes referred to as HSWA, the HSW Act, the 1974 Act or HASAWA.

It sets out the general duties which:

employers have towards employees and members of the public.
employees have to themselves and to each other.
certain self-employed have towards themselves and others.

[Health and Safety at Work etc Act 1974 – legislation explained \(hse.gov.uk\)](https://www.hse.gov.uk/legislation/hsa1974.htm)

Management of Health and Safety at Work Regulation 1999

Management of Health and Safety at Work Regulations 1999 (MHSW): requires employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.

The arrangements for managing health and safety are achieved through the Plan, Do, Check, Act approach as detailed in HSG65.

[The Management of Health and Safety at Work Regulations 1999 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/1999/1261/contents/make)

[Managing for health and safety \(HSG65\) \(hse.gov.uk\)](https://www.hse.gov.uk/hsg65/)

Safety Policy

HASAWA 1974 requires that if you have 5 or more employees, you must have a written health and safety policy which includes a general statement, the responsibilities of personnel and the organisation and arrangements for health and safety in the workplace.

<https://www.hse.gov.uk/simple-health-safety/policy/index.htm>

Risk Assessment

MHSW requires that you must assess the risks from all your work activities. If you have 5 or more employees, you will have to record the significant findings of your risk assessment. You must assess the risks and implement methods of avoiding hazards to which employees, or others who may be affected by your activities, may be exposed.

Five steps to risk assessment
<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

Health Risk Management HSG 137
<https://www.hse.gov.uk/pubns/books/hsg137.htm>

	Training and Information	HASAWA and MHSW requires that you must provide appropriate health & safety training and information for all your employees in work time. The Information for Employees Regulation 1989 states that you must display a Health and Safety Law poster giving relevant information to employees or alternatively you can give each employee a copy of the leaflet called 'Health and Safety Law: What you should know'.	Steps to information, instructions and training – https://www.hse.gov.uk/simple-health-safety/training/index.htm Health and Safety Law poster https://www.hse.gov.uk/pubns/books/lawposter.htm Health and Safety Law: What you should know – https://www.hse.gov.uk/pubns/books/lawleaflet.htm
	Consultation with Employees Regulation 1996	The Consultation with Employees Regulation 1996 requires that you must consult with your employees, their representatives and contractors on certain health & safety matters. If you are unionised, then the Safety Representatives and Safety Committee Regulation 1977 will also apply.	Consulting employees on health and safety: A guide to the law - INDG 232 www.hse.gov.uk/pubns/indg232.pdf
	Recording and Reporting incidents and accidents	There are certain accidents and ill health cases which you must record and report to the enforcing authorities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013. All reportable accidents, dangerous occurrences and diseases should be reported to the Incident Contact Centre, Telephone 0300 003 1647 or out of office hours 0151 922 9235	RIDDOR explained Reporting of Injuries, Diseases and Dangerous Occurrences Regulations https://www.hse.gov.uk/pubns/indg453.htm Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - https://www.hse.gov.uk/riddor/
	Personal Protective Equipment Regulation 1992 (amended 2002)	A risk assessment in the workplace will identify certain actions which you and your employees should do to reduce risks. One of these actions may be for you to provide your employees with personal protective equipment, which is specific to the hazard, for example, ear protectors, safety footwear or protective gloves. You must provide this equipment free to the employees.	The Personal Protective Equipment at Work Regulations 1992 (legislation.gov.uk) Personal Protective Equipment Regulations 1992 – L25 https://www.hse.gov.uk/pubns/books/l25.htm

	Working Time Regulation 1998 (as amended)	There are limits to average weekly working hours and night working. Employees are also entitled to rest periods, breaks, and paid annual leave. Adolescent workers are given extra protection. ACAS (the Arbitration, Conciliation and Advisory Service) will be able to help employers and employees who are seeking information on time off, rest breaks, paid annual leave and other general employment information.	The Working Time Regulations – https://www.hse.gov.uk/contact/faqs/workingtimeirective.htm Work and employment law advice Acas
	Safe Systems of Work	HASAWA requires that you should draw up and implement written safe systems of work for any high-risk procedures in which your employees may be involved, for example, entry into confined spaces or machinery maintenance. Such written systems may also be useful in ensuring that complex activities or those where there are a number of people responsible for operating the system are carried out safely.	Permit-to-work systems - https://www.hse.gov.uk/pubns/priced/hsg250.pdf
	Health Surveillance	Monitoring the health of your employees is necessary if risk assessment identifies circumstances where it is necessary; for example, where dangerous chemicals are used.	https://www.hse.gov.uk/health-surveillance/index.htm
	Pregnant Women	MHSW requires that if you employ women of childbearing age, you must assess the workplace risks to expectant, new and breastfeeding mothers and their babies.	https://www.hse.gov.uk/mothers/worker/index.htm
	Young People	MHSW indicates that you have a responsibility to make special provision for young people (aged 16-18) in their employment or those obtaining work experience. You must assess the risks and implement methods of avoiding hazards to which they may be exposed.	https://www.hse.gov.uk/young-workers/employer/index.htm
	Disability	Disability is covered by the Equality Act 2010. Under the Equality Act, a disability is defined as a physical or mental impairment that has a substantial and long-term negative effect on someone's ability to do normal daily activities. For clarification: 'substantial' means more than minor or trivial (for example it takes much longer than it usually would to complete a daily task like getting dressed) 'long-term' means 12 months or more (for example a breathing condition developed as a result of a lung infection)	Health and safety for disabled people at work - HSE Employing disabled people and people with health conditions - GOV.UK (www.gov.uk)

	Insurance	If you have employees, you must take out Employer's Liability Insurance and display the certificate. Employers' Liability (Compulsory Insurance) Act 1969 - A Guide for Employers.	https://www.hse.gov.uk/pubns/hse40.htm https://www.gov.uk/employers-liability-insurance
	Corporate Manslaughter and Homicide Act 2007	The Corporate Manslaughter and Corporate Homicide Act 2007 is used where companies and organisations can be found guilty of corporate manslaughter because of serious management failures resulting in a gross breach of a duty of care.	Corporate manslaughter - HSE HSE: Corporate manslaughter – Frequently asked questions

Premises	Workplace (Health, Safety and Welfare) Regulation 1992	The Workplace (Health, Safety and Welfare) Regulations 1992 cover a wide range of basic health, safety and welfare issues and apply to most workplaces. Several items covered within the regulations are covered in other sections of the register. L24 gives an overview of these requirements.	The Workplace (Health, Safety and Welfare) Regulations 1992 (legislation.gov.uk) Workplace health, safety and welfare - L24 (hse.gov.uk)
	Work Environment	You must ensure that workplaces are adequately ventilated, that temperature is reasonable, lighting is sufficient, and the premises are kept clean.	Workplace health, safety and welfare a short guide - INDG244 https://www.hse.gov.uk/pubns/indg244.htm ACOP Workplace health, safety and welfare - L24 https://www.hse.gov.uk/pubns/books/l24.htm
	Slips and Trips	You must take steps to control slip and trip risks which could affect your employees and anyone else using the workplace. Keep floors dry wherever possible. If the floor will become wet, consider the correct floor type. Keep the surface in good condition to avoid trips.	Preventing slips, trips and falls at work - INDG225 https://www.hse.gov.uk/pubns/indg225.htm Slips and Trips - eLearning https://www.hse.gov.uk/slips/step/index.htm
	Working at Heights Regulation 2005	The Working at Height Regulation 2005 requires that if working at height cannot be avoided, are there proper safe permanent access arrangements (for example, platforms, access steps with handrails)? You must prevent access onto fragile roofs and provide warning signs around their edge. You must provide a means to stop a person falling and / or reduce the consequence of them falling.	The Work at Height Regulations 2005 (legislation.gov.uk) https://www.hse.gov.uk/work-at-height/index.htm

	Welfare Facilities	You must provide adequate and appropriate welfare facilities for your employees while they are at work; for example, toilets, washing facilities, eating and rest facilities.	Workplace health, safety and welfare - a short guide - INDG244 https://www.hse.gov.uk/pubns/indg244.htm Welfare at Work - INDG293 https://www.hse.gov.uk/pubns/indg293.htm ACOP Workplace health, safety and welfare - L24 https://www.hse.gov.uk/pubns/books/l24.htm
	Electricity at Work Regulation 1989	You have duties to comply with the Electricity at Work Regulations 1989. There are many requirements including those relating to the construction and maintenance of electrical equipment, provision of protective equipment and restrictions on personnel, all of which aim to prevent danger and injury from electricity in all its forms. See also 'Electrical Equipment' in the 'Machinery and Equipment' section.	Electricity at Work Regulations 1989 - HSR25 https://www.hse.gov.uk/pubns/books/hsr25.htm Electricity Safety and You - INDG231 https://www.hse.gov.uk/pubns/indg231.htm Electricity at work: safe working practices - HSG85 https://www.hse.gov.uk/pubns/books/hsg85.htm
	Gas Supply	Gas Appliances (Safety) Regulations 1995 (as amended) Any person who carries out work on gas fittings and equipment must be gas safety registered. If you employ gas-fitting operatives, you have a duty to ensure that they are competent. This duty extends to employers and self-employed people where work is taking place and those who have some control over the work such as contractors.	Gas safety for employers - HSE Gas appliances get them checked - keep them safe https://www.hse.gov.uk/pubns/gasindex.htm Safety in the installation and use of gas systems and appliances - L56 https://www.hse.gov.uk/pubns/books/l56.htm
	Asbestos at Work Regulation 2012	The Asbestos at Work Regulations 2012 controls the management, control and removal of asbestos. If you own, occupy, manage or have responsibilities for premises which may contain asbestos you will either have a legal duty to manage risk from this material; or a duty to co-operate with whoever manages that risk. If asbestos needs to be removed from a building a licensed contractor must do it.	Introduction to asbestos in buildings https://www.hse.gov.uk/asbestos/ Duty to manage asbestos in buildings The duty to manage asbestos in buildings: Overview - HSE ACOP Managing and working with asbestos – L143 https://www.hse.gov.uk/pubns/books/l143.htm

			Introduction to asbestos essentials – A number of guides on how to remove asbestos safely https://www.hse.gov.uk/asbestos/essentials/
	Signs and Signals Regulation 1996	You must provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means, e.g., by engineering controls and safe systems of work. Where a safety sign would not help to reduce that risk, or where the risk is not significant, there is no need to provide a sign.	Signpost to the Safety Signs and Signals Regulations 1996 – L64 https://www.hse.gov.uk/pubns/books/l64.htm
	Building Regulations 2010	The Building Regulations set the standards as to how buildings are constructed. There is a collection of approved documents that provide guidance on ways to meet the building regulations.	Approved Documents - GOV.UK (www.gov.uk) Manual to building regs - July 2020.pdf (publishing.service.gov.uk)
	Confined Spaces 1997	The Confined Spaces Regulations 1997 apply when an assessment identifies risks of serious injury from work in confined spaces. These regulations contain the following key duties: • avoid entry to confined spaces, e.g. by doing the work from the outside. • if entry to a confined space is unavoidable, follow a safe system of work; and • put in place adequate emergency arrangements before the work start.	Legislation - Working safely in confined spaces - HSE
	Construction (Design and Management) Regulation 2015	The Construction (Design and Management) Regulations 2015 covers all construction work. It places duties on key persons within the build program to reduce the likelihood of accidents. The regulations have a guidance document L153.	Construction (Design and Management) Regulations 2015 (hse.gov.uk)

Machinery and Equipment	Provision and Use of Work Equipment Regulation 1998	Under PUWER you must make sure that equipment provided for use at work is suitable, safe for use, maintained in a safe condition and subject to any necessary inspections. You should also ensure that equipment is only used by people who have received adequate information, instruction, and training.	Simple Guide to the Provision and Use of Work Equipment Regulations 1998 - INDG291 https://www.hse.gov.uk/pubns/indg291.htm ACOP Safe Use of Work Equipment - L22 (4th edition) https://www.hse.gov.uk/pubns/books/l22.htm
	Lifting Operations and Lifting Equipment 1998	Under LOLER you must assess the risks from Mechanical Handling. Employers, self-employed people and anyone who has control of the use of lifting equipment must make sure that it is suitable and stable enough for its intended use and marked to indicate safe working loads. You must also ensure that it is positioned and installed to minimise risks, used safely and made subject to periodic thorough examination. Those using the lifting equipment must be competent to do so.	Simple guide to the Lifting Operations and Lifting Equipment Regulations 1998 INDG290 https://www.hse.gov.uk/pubns/indg290.htm ACOP Safe Use of Lifting Equipment - L113 (2nd edition) https://www.hse.gov.uk/pubns/books/l113.htm
	Display Screen Equipment Regulation 1992	Under the DSE regulations you must assess and reduce risks to habitual users of display screen equipment, ensure that workstations comply with specified minimum requirements, plan work so that there are breaks or changes of activity, provide health and safety information and training, and provide eye and eyesight tests for users who request them.	Display Screen Equipment Work - L26 https://www.hse.gov.uk/pubns/books/l26.htm Working with VDU's - INDG36 https://www.hse.gov.uk/pubns/indg36.htm
	Electrical Equipment	You must take action to maintain the portable electrical equipment in a safe condition in order to prevent danger arising from their use. See also 'Electricity at Work' in the 'Premises' section.	Maintaining portable electrical equipment in offices and other low risk environments INDG236 https://www.hse.gov.uk/pubns/indg236.htm Electrical Safety and You - INDG231 https://www.hse.gov.uk/pubns/indg231.htm Maintaining Portable and Transportable Electrical Equipment - HSG107 https://www.hse.gov.uk/pubns/books/hsg107.htm

	Violence at Work	If there is a significant risk that your staff may be subject to violence at work, you should produce, and put into practice, an effective policy for managing the risks from possible violent incidents at work.	Violence at Work - a guide for employees – webpage https://www.hse.gov.uk/violence/
	Noise at Work Regulation 2005	The control of Noise at Work Regulations 2005 ensures that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or to suffer from tinnitus (permanent ringing in the ears). You must reduce the risk of hearing damage to employees, and others that could be affected, from provide ear protection to workers. excessive noise levels at work by controlling or reducing the noise source. If this is not possible, provide ear protection to workers.	The Control of Noise at Work Regulations 2005 (legislation.gov.uk) HSE - Noise: Regulations The Noise at Work Regulations - a brief guide to the requirements for controlling noise – INDG362 https://www.hse.gov.uk/pubns/indg362.htm Sound Solutions- Techniques to reduce noise at work https://www.hse.gov.uk/noise/casestudies/
	Vibration at Work Regulation 2005	The Vibration at Work Regulations 2005 ensures that workers are protected from the effects of hand arm and whole body vibration. You must manage and control the risks from HAV and WBV including carrying out risk assessments, controlling vibration exposure and arranging health surveillance.	The Control of Vibration at Work Regulations 2005 (legislation.gov.uk) Vibration - HSE Hand-arm vibration - L140 (hse.gov.uk) Whole-body vibration - L141 (hse.gov.uk)

Hazardous Substances	Control of Substances Hazardous to Health (COSHH) 2002	The Control of Substances Hazardous to Health (COSHH) Regulations 2002 requires you to adequately control exposure to materials in the workplace that cause ill health. (Chemical and Biological, see below) You must find out whether the hazardous substances you are using at work could make your employees ill. There are many types of hazardous substances, and each product should have a sheet telling you what is in the product you are using. Where there is a risk that the hazardous substance you are using could harm the health of your employees, you must protect their health by controlling the hazardous substance, and you must check how effective these controls are. Sometimes you may also need to regularly check the health of your employees.	The Control of Substances Hazardous to Health Regulations 2002 (legislation.gov.uk) COSHH – Webpage https://www.hse.gov.uk/coshh/ COSHH Essentials provides simple step-by-step guidance to help you check the effect hazardous substances can have on your employees' health. https://www.hse.gov.uk/coshh/essentials/index.htm

	Flammable Substances	You are required to assess the risks to workers and others arising from the use and handling of flammable substances.	The Safe Use and Handling of Flammable Liquids - HSG140 https://www.hse.gov.uk/pubns/books/hsg140.htm Storage of flammable liquids in containers – HSG51 https://www.hse.gov.uk/pubns/books/hsg51.htm
	Biological Hazards	COSHH 2002 also applies to biological hazards: there is a requirement to assess these hazards in the same way as you assess other risks. There are many examples of biological hazards in the workplace. Here are 2 examples: Risks from exposure to Legionella bacteria Risks from animals and those who handle animals in the workplace.	Legionnaires disease - the control of legionella bacteria in water systems - L8 https://www.hse.gov.uk/pubns/books/l8.htm Legionnaires Disease Technical Guidance – HSG274 https://www.hse.gov.uk/pubns/books/hsg274.htm Occupational Zoonoses – Webpage https://www.hse.gov.uk/biosafety/diseases/zoonoses.htm
	Control of Lead at Work Regulation 2002	The Control of Lead at Work Regulations 2002 (CLAW) place a duty on employers to prevent, or where this is not reasonably practicable, to control employee exposure to lead. If employees are exposed to lead in any form, you must assess the risk to employees; provide information to employees about the risks involved; provide contamination-free areas; train employees to use protective equipment; and put in a safe system of work and controls.	The Control of Lead at Work Regulations 2002 (legislation.gov.uk) Lead and You - INDG 305 https://www.hse.gov.uk/pubns/indg305.pdf Control of Lead at Work – L132 https://www.hse.gov.uk/pubns/books/l132.htm
	Radiation	You are required to minimise the extent to which employees and others are exposed to both ionising and non-ionising radiation; for example, protection against welding radiation, risks to employees exposed to the sun whilst working outside. The primary piece of legislation is the Ionising Radiation Regulation 2017.	Working with Ionising Radiation - L121 https://www.hse.gov.uk/pubns/books/l121.htm Welding – Webpage https://www.hse.gov.uk/welding/index.htm Keep your top on - risks from working in the sun INDG147 https://www.hse.gov.uk/pubns/indg147.pdf

	Hazardous waste	The Hazardous Waste Regulations 2005 (as amended) covers waste that is considered 'hazardous' under environmental legislation when it contains substances or has properties that might make it harmful to human health or the environment. This does not necessarily mean it is an immediate risk to human health, although some waste can be.	Hazardous waste (hse.gov.uk) See COSHH notes above for additional information on substances hazardous to health.
Fire	The Regulatory Reform Fire Safety Order 2005	Under the Regulatory Reform Fire Safety Order 2005 you must be in possession of a fire risk assessment if you employ more than 5 people, remove or reduce fire hazards/risks so far as you reasonably can and introduce a system of fire precautions which protects staff (and others) who are present in the workplace. You must also provide information and training to employees about the fire precautions; nominate an employee to supervise safety in the event of a fire; ensure an easy way of contacting the emergency services; inform other employers in the building of significant fire risks which may affect their workplace. Employers may have to alter an existing building to comply with fire safety regulations.	The Regulatory Reform (Fire Safety) Order 2005 (legislation.gov.uk) Fire risk assessments – Assessment Guides https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments Fire Safety - An Employer's Guide - Webpage https://www.gov.uk/workplace-fire-safety-your-responsibilities Dangerous Substances and Explosive Atmospheres Regs 2002 https://www.hse.gov.uk/fireandexplosion/dsear-regulations.htm
Transport	Workplace Transport	Under MHSW you must minimise risks to employees and others who may be affected by workplace transport (both transport within the workplace and transport outside the workplace which is associated with work.) Segregate vehicles and pedestrians and manage reversing operations to prevent injuries. Forklift truck drivers should pass a certificated training course before operating a forklift truck. Vehicles must comply with roadworthiness and environmental regulations. Any vehicles you own must be tested once a year. However, new cars do not have to undergo a test until the 3rd year after first registration.	Managing vehicle safety at the workplace - INDG199 https://www.hse.gov.uk/pubns/indg199.htm Workplace Transport Safety: a guide for employers - HSG136 https://www.hse.gov.uk/pubns/books/hsg136.htm Rider operated lift trucks: operator training - L117 https://www.hse.gov.uk/pubns/books/l117.htm

		There are different tests depending on the type of vehicle you own: a car or van must have an MOT test; a heavier vehicle will require an HGV test; vehicles that are used to serve the public, such as minibuses, must undergo a PSV (Public Service Vehicle) test. There are also certain commercial vehicles (e.g., agricultural) that are exempt from testing. There are limitations on driving hours within certain periods.	
	Transporting Dangerous Substances	Regulations affecting the transport of dangerous goods by road and rail cover aspects of the design and construction of vehicles, precautions against fire and explosion, transport documentation to be carried by the driver, labelling of packages, driver training and labelling of the vehicle to ensure it carries it the correct hazard warning signs. In certain circumstances, you may have to seek advice from a Dangerous Goods Safety Adviser. Regulations also apply to the shipment of goods by sea and air.	Carriage of dangerous goods – Webpage https://www.hse.gov.uk/cdg/

First Aid	First Aid Regulation 1981 (as amended)	The First Aid Regulations lays out the minimum requirements for each workplace are a suitably stocked first-aid box and a person appointed to oversee first-aid arrangements. You must make an assessment to determine which equipment and facilities are adequate for administering first aid to employees.	The Health and Safety (First-Aid) Regulations 1981 (legislation.gov.uk) First-aid at work: Your questions answered - INDG214 https://www.hse.gov.uk/pubns/indg214.htm Basic advice on first aid at work – INDG347 https://www.hse.gov.uk/pubns/indg347.htm First aid at work - L74 https://www.hse.gov.uk/pubns/books/l74.htm
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Food Safety	Food Standards Agency	The Food Standards Agency, whose central objective is food safety, works with the food industry and others to promote good practice, and to implement modern techniques for identifying and controlling food safety risks.	Information on food safety law is available from the Food Standards Authority web site - Homepage Food Standards Agency
	Local Authorities	Local authorities protect public health through the enforcement of food safety laws. Food premises, including restaurants, take-away outlets, shops, factories and mobile food vehicles, are inspected with a particular emphasis on premises handling high risk foods such as cooked meats. Complaints regarding food fitness, contamination and unsatisfactory food premises are investigated to ensure compliance with the food safety laws.	Contact your local authority for further advice and information
Product Safety	Standards	Published standards have an important role in supporting the general product safety requirement and demonstrating conformity with a sectoral directive. They also have a mandatory function under some national safety regulations.	Information on standards may be obtained from British Standards Institution. A catalogue of standards can be viewed at https://www.bsigroup.com/en-GB/

Heatwaves at Work: What UK Employers and Employees Need to Know

Home (<https://www.goughs.co.uk/>) » Heatwaves at Work: What UK Employers and Employees Need to Know

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Topics in this article

Health and safety obligations during extreme heat
Is there a legal maximum working temperature in the UK?
Employer responsibilities to manage heat risk
Employee rights, concerns and refusal of unsafe work
Vulnerable workers and specific risk considerations
How Goughs can help

Periods of extreme heat are becoming increasingly common in the UK, prompting questions from both employers and employees about their legal obligations and rights.

Whilst some employees may think, “surely, it can’t be legal to expect me to work in this heat?”, the reality is that there is no fixed “maximum working temperature” under UK law.

That being said, employers still have a legal duty to provide safe, reasonable and properly risk assessed working conditions. This includes managing the risks associated with requiring staff to work in excessive heat.

This article looks at the legal framework governing working during heatwaves and explains how employment rights apply when workplace temperatures rise to potentially unsafe levels.

Health and safety obligations during extreme heat

Employers are required to ensure (so far as is reasonably practicable), the health, safety and welfare of their employees. This duty, set out in the Health and Safety at Work Act 1974, extends to managing workplace hazards, including excessive heat, which can pose significant risks especially when it comes to physically strenuous roles or in work environments with limited temperature control.

In addition, the Workplace (Health, Safety and Welfare) Regulations 1992 provide that “*during working hours, the temperature in all workplaces inside buildings shall be reasonable*”. Whilst this also does not specify an upper limit, it reinforces the employer’s obligation to take active steps when it comes to maintaining a safe and comfortable work environment for their staff.

To ensure compliance with the above legal obligations, employers should regularly carry out suitable and sufficient risk assessments and keep these under review in line with the Management of Health and Safety at Work Regulations 1999. Risk assessments should factor in: temperature, hydration and ventilation, as well as the nature and intensity of the work.

Is there a legal maximum working temperature in the UK?

In short, no – there is no set maximum workplace temperature. The Health and Safety Executive provides guidance on the minimum workplace temperatures (<https://www.hse.gov.uk/temperature/employer/the-law.htm>):

- For sedentary work (e.g., administrative or office-based roles) – the temperature should be at least 16°C
- For physical work (e.g., manual labourers, warehouse operations or manufacturing based roles) – the temperature should be at least 13°C

When it comes to considering when it’s “too hot” for staff to work, the key legal standard is whether the working environment temperature is “reasonable”. There is no one size fits all limit. What is considered reasonable is dependent on a myriad of factors, from the physical workplace to the nature of the job itself. In practice, this means employers should assess on a case-by-case basis what maximum temperature is reasonable for their staff. This should be supported of course by up to date risk assessments, which identify potential risks associated with extreme heat and help guide them on appropriate steps to take to minimise these risks.

Employer responsibilities to manage heat risk

What steps can employers take to manage the risks identified? This will depend largely on what is identified in the relevant risk assessments but potential reasonable adjustments to the workplace may include:

- Improving ventilation, for example by providing fans or air conditioning
- Adjusting working hours or patterns to avoid peak temperatures
- Reducing physically demanding tasks, where possible
- Allowing additional/flexible breaks
- Relaxing dress codes
- Providing access to cool drinking water

It is worth noting that employees are not automatically entitled to these adjustments. What is considered reasonable will depend on the employer’s size and resources as well as the nature of the work itself. For example, air conditioning for an office setting could be realistic but in an outdoor construction setting would be impractical, if not impossible.

Outdoor working comes with its own distinct risks during periods of excessive heat, such as exposure to direct sunlight. Employers with outdoor workers should address these risks through a separate tailored assessment where appropriate. For further guidance on the risks affecting outdoor workers and steps employers can take to protect them, please see the HSE's official guidance here (<https://www.hse.gov.uk/temperature/employer/outdoor-working.htm>).

What is clear in recent years, is that heat waves are no longer an anomalous occurrence in the UK and shouldn't come as a shock to employers. Employers should be taking a proactive rather than a reactive approach when it comes to temperature control management.

Employee rights, concerns and refusal of unsafe work

Workers are entitled to raise legitimate health and safety concerns where they believe that their working conditions are unsafe, or their employer may not be complying with their legal obligations. They are also legally protected from being subjected to a detriment or dismissed for having raised such concerns.

Only in very specific circumstances, namely where they reasonably believe that their working conditions pose a serious and imminent danger to their health or safety, can employees refuse to work. This is a rather high threshold and does not extend to simply feeling uncomfortable or "too hot". Employees should therefore exercise caution before adopting this practice, as there is also a potential risk that refusing to work where this threshold is not met, even during periods of excessive heat, could result in disciplinary action.

Instead, a practical first step would be for employees to raise their concerns internally, giving the employer the opportunity to review and address the issues. If employee concerns are not resolved, they can then be escalated formally (e.g. via the company's formal grievance process or with the support of their Trade Union).

It is therefore important for Employers to ensure that they have clear and appropriate reporting mechanisms in place for staff to raise health and safety concerns. Managers and HR should also receive appropriate training to address these concerns promptly and in line with the employer's legal obligations.

Vulnerable workers and specific risk considerations

Employers should give particular consideration to employees who may be more adversely affected by the extreme heat. For example, pregnant employees, older workers, and those with underlying health conditions. Exposure to excessive heat can increase the risk of heat exhaustion or heatstroke for these individuals, and may also exacerbate any pre-existing medical conditions.

Workers that are required to use Personal Protective Equipment (PPE) are also exposed to an increased risk, as protective clothing and equipment can restrict airflow, trap heat and cause overheating.

With this in mind, employers should consider whether their more vulnerable staff, including those who use PPE, have been properly considered within their risk assessments.

Employers should also be mindful of their obligations under the Equality Act 2010. Where an employee's health condition satisfies the definition of a disability, the employer's duty to make reasonable adjustments is triggered.

How Goughs can help

Goughs supports both employers and employees in navigating these issues with our specialist team in employment law providing practical, commercially focused advice on your rights and legal obligations.

We can assist employers with implementing risk assessments, drafting relevant policies and advising on managing workplace challenges effectively.

Teresa Strange

From: Teresa Strange
Sent: 22 June 2026 15:07
To: Alan Baines; Anne Sullivan; David Pafford; John Glover; Mark Blackham; Tony Hemmings; Chris Griffiths
Subject: Staffing Committee update - for staff working outside

Dear Staffing Committee Members,

I wanted to update you in light of the severe heat alert for Wednesday and Thursday. It's now a red/severe alert and likely to be 37 to 40 degrees.

I have considered the position for staff working outdoors or away from the office. David works one hour a week at the allotments, so that can be accommodated sensibly around the heat.

I messaged the caretaker yesterday and have spoken with him today. He is already adjusting his working pattern and working earlier in the day to avoid the hottest periods (he started at 6am today).

General common sense reminder also sent re taking breaks, water, wear a hat, sun tan lotion, avoiding 11am to 3pm for physical tasks etc.

Activities have been reviewed with the heat risk in mind; and I have asked Terry to keep with "inspecting" rather physical tasks this week and will adjust arrangements as needed to protect staff wellbeing.

Kind regards,

Teresa

Teresa Strange
Clerk & Responsible Financial Officer
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Wellbeing Statement I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

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Follow us on facebook: [Melksham Without Parish Council](#) or [Teresa Strange \(Clerk\)](#) for additional community news

On X: [@melkshamwithout](#)

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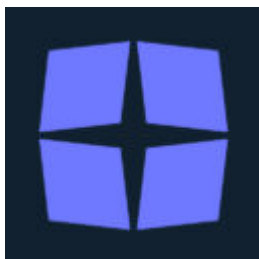
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Articles \ January 26, 2026

Employment Rights Act 2025 – a summary



Wellers

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In December 2025 the Employment Rights Act became Law.

It contains sweeping changes to employment law in Great Britain.

This table below contains a summary of the provisions of the **Employment Rights Act 2025**

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and the proposed timings for changes.

If you are a small business owner or entrepreneur and would like to talk to us about how we can help to implement these changes in your business, or if you are an individual wondering how these changes will affect your employment, please talk to us on **020 3993 2546** or email **enquiries@wellerslawgroup.com**

Changes from April 2026

Provision	Points to Note
Statutory sick pay (SSP) to be paid to all workers from first day of absence at a rate of either 80% of weekly earnings or the flat rate, whichever is lower	Currently, employees need to earn at least the lower earnings limit to get SSP and it's paid from the fourth day of sickness absence. Will apply to GB and NI
Parental leave to become a day one right.	Before an employee can take parental leave under the current rules, they must currently have one year's service with their employer.
Paternity leave to become a day one right	Paternity leave is, under current rules, available to employees

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	who have 26 weeks' service with their employer counted at the 15th week before the expected week of childbirth, or in the week their partner is notified of being matched for adoption.
A new Fair Work Agency will be established to bring together different government enforcement bodies. The agency will have the powers to enforce payment of statutory payments, bring employment tribunal claims on behalf of individuals, and provide legal assistance, support, or representation where individuals have raised a claim themselves.	There are currently various separate agencies that deal with enforcement, for example, HMRC, the Gangmasters and Labour Abuse Authority. Currently there are no provisions for someone to make an employment tribunal claim on behalf of someone else.
Increase the maximum protective award a tribunal can make when a business has failed to follow their obligations on collective consultation.	The maximum award will increase from 90 days' pay to 180 days' pay.

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Changes from October 2026

Provision	Points to Note
“Bullying” fire and rehire practices will be brought to an end.	“Fire and rehire”, where an employer dismisses and re-engages an employee to push through changes to terms and conditions, will be an automatic unfair dismissal where it relates to certain “restricted variations” except where a business is in serious financial trouble affecting its continuation, and the employer could not reasonably have avoided the need to make the change.
Extended time limit for tribunal claims.	The time limit for employees to bring a claim to a tribunal will be increased from three to six months.
Employers will be required to take all reasonable steps to prevent sexual harassment in the workplace.	Under a proactive duty in place from October 2024, employers must take “reasonable steps” to prevent sexual harassment in the workplace. This obligation will be strengthened to taking “all reasonable steps”.

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Employers to be liable for third party harassment	Currently, employers are not liable for third party harassment (harassment from a client, customer, member of the public etc) although under a proactive duty in place from October 2024, employers must take reasonable steps to prevent third party sexual harassment.
Trade union statement and right of access	Employers will have to provide a statement to employees to inform them of their right to join a trade union. The right to access will be restricted to workplaces that are not also dwellings, and they must be a 'qualifying' trade union with an independent certificate.

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Changes from 2027

Provision	Points to Note
Unfair dismissal qualifying service will be reduced from two years to six months from 1 January 2027, and	Employees must currently wait for two years until they have protection from ordinary unfair dismissal. From 1 January 2027, employees who

compensation limits for unfair dismissal claims will be removed.	have six months service will be able to bring an unfair dismissal claim. Also, the cap on unfair dismissal awards will be lifted. This means compensation will no longer be limited to 52 weeks or £118,223.
A new right to bereavement leave of at least one week to apply from day one of employment.	Parental bereavement leave is the only legal entitlement to time off to grieve, and this only applies to parents whose child, under the age of 18, dies. Under this, the right to unpaid bereavement leave will cover a wider set of circumstances including miscarriages before the 24th week of pregnancy.
Flexible working will be made the default unless the employer can show it's unreasonable.	Employers can currently decline flexible working requests if one or more of eight specific grounds apply. Under the new rules, they will also need to show why it was reasonable to

This means that probation periods cannot be 6 months, but 3 months now.

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	refuse the request.
Collective redundancy procedures to be extended.	A new threshold to trigger collective consultation will be introduced for multi-site redundancies.
Employees will be given more protection from dismissal whilst pregnant, on maternity leave and within six months of returning to work.	This group of employees were given enhanced protection against redundancy in April 2024. The new provision will strengthen the position further and prevent dismissal in other circumstances except where specific rules apply.
Zero hours workers (including agency workers) will be entitled to reasonable notice of shifts and changes to their shifts, and compensation for shifts which are cancelled, moved or ended early	This will be a brand-new addition; there are no similar rules currently in place. Future regulations will set out how much notice the employer needs to give. These rules will apply to all shifts set by the employer, either 'required' or 'requested'.
Those working on zero hours or 'low hours' contracts (including	Employers will be required provide information upon

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agency workers) will have the right to be offered a guaranteed hours contract to reflect regular hours they have worked over a defined period	employment, and continually throughout for workers who may later be eligible for a guaranteed hours offer. They will also be required to provide supporting information when making the offer. Workers will be able to remain on the zero-hour contract if they choose. Importantly, this law will apply to 'low hour' contracts too.
Large employers will be required to create action plans on supporting employees through menopause and reducing their gender pay gap.	It is likely that "large employer" will be defined as those with 250+ employees. It's worth noting that an action plan is different to a policy.

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AGENDA ITEM 10

Revised NALC/SLCC Model Contract of Employment - July 2026

Clerk's Note

Purpose: To consider the revised NALC/SLCC Model Contract of Employment published in July 2026, compare it with MWPC's actual 2023 contract, and agree the Council's approach to future contracts and any review of existing arrangements.

1. Executive summary

NALC and SLCC published a revised Model Contract of Employment for Local Councils in July 2026. The model was drafted for NALC by WorkNest HR and is endorsed by SLCC.

The model expressly states that it is intended as a current template for contracts issued to new employees and is not intended to replace the contracts of existing employees. Any proposed change to the contractual terms of an existing employee would require consultation, and specialist advice should be obtained before proceeding.

It is not recommended that the Council adopts the July 2026 model wholesale for future appointments. Some optional provisions could place a new employee on materially different terms from existing staff, including automatic salary progression and the treatment of additional hours above salary point 22. The model should instead be treated as a source document. MWPC should first agree a consistent set of employment terms and prepare its own updated standard contract, drawing from the 2026 model where appropriate while preserving deliberate Council terms and avoiding unjustified differences between comparable employees.

2. Background

The Council's current standard contract was reviewed and approved in October 2023. It is based on the earlier 2011 NALC/SLCC model and incorporates Green Book terms, subject to the amendments contained in the contract. The comparison in this paper is between that actual MWPC contract and the actual July 2026 NALC/SLCC model supplied for this review.

The July 2026 model retains the Green Book approach but modernises the wording and adds more detailed provisions on probation, hybrid and home working, policies, confidentiality, data protection, Council property, electronic systems, deductions from wages, notice, payment in lieu of notice and garden leave.

The revised model also reflects anticipated changes to probationary arrangements expected from 1 January 2027 and removes references to qualifying dates for Statutory Sick Pay.

For that reason, MWPC should check the latest NALC/SLCC documents and accompanying guidance whenever recruiting. However, a national model update does not automatically require MWPC to change either existing contracts or every term offered to a new employee.

The July 2026 document anticipates further employment-law changes, particularly probationary arrangements expected from January 2027. A further national revision or

clarification may therefore follow once the legislation and commencement arrangements are finalised.

MWPC's contract was approved in October 2023. A new WorkNest-drafted NALC/SLCC model was then launched in December 2023, shortly after MWPC's review. The national model was revised again in July 2026.

3. Development of the national model

4. Main differences and recommended approach

Existing employees

Difference: The current contracts remain in force. The new model expressly states that it is not intended to replace existing employees' contracts.

Recommended approach: Do not issue five replacement contracts automatically. Review only for necessary updates, clarifications or agreed changes.

New employees

Difference: The Council's present template is based on the older model. The July 2026 document provides a current template that must be adapted for the role and the Council.

Recommended approach: Do not issue the July 2026 model as MWPC's standard contract without further work. Use it as a reference when preparing an updated MWPC template, but first decide which terms should apply consistently across comparable roles. Any difference between a new starter and existing staff should be intentional, objectively justified and checked with HR advice.

Probation

Difference: The current contract provides for a probationary period of not less than 13 weeks, with limited procedural detail. The new model suggests three months, extendable to a maximum of six months, with monitoring, a formal review and written confirmation. This is due to the latest changes in Employment Rights that kick in at 6 months.

Recommended approach: Adopt a clear probation review process for new starters. Existing employees who have already completed probation are unaffected.

Policies

Difference: The current contract does not always state whether Council policies are contractual. The new model requires the Council to make this clear and treats the grievance, disciplinary and sickness procedures as non-contractual.

Recommended approach: Identify which policies are contractual and which are non-contractual. In most cases, operational policies should remain non-contractual so they can be updated reasonably.

Job duties and job descriptions

Difference: The new model states that additional duties should be reasonable and commensurate with the grade. Minor changes may be made, while substantive changes require consultation and agreement.

Recommended approach: Use this clearer wording for new employees and follow the same fair approach in practice with existing staff.

Place and hours of work

Difference: The new model contains detailed options for office, home and hybrid working, travel, lunch breaks and consultation about changes to hours.

Recommended approach: Adapt this section separately for each role. Do not use hybrid-working wording where it does not reflect the actual job.

Additional hours and time off in lieu

Difference: The current MWPC contract allows payment at the appropriate NJC rate or time off in lieu, subject to approval, for additional hours. The July 2026 model distinguishes between employees below salary point 22 (*all staff except the Clerk*), who may receive payment or time off in lieu, and other employees (*only the Clerk*), for whom the model offers time off in lieu only.

Recommended approach: Retain MWPC's existing payment-or-TOIL arrangement in the updated standard contract unless the Council makes a separate, informed decision to change it. A TOIL-only arrangement for employees above salary point 22 may be difficult to operate where workloads and service requirements do not allow sufficient time to be taken back without affecting delivery. Although individual employees may prefer TOIL, the contract should preserve operational flexibility and avoid creating an unmanageable accumulation of time owed.

Salary progression

Difference: MWPC has previously considered the available options for salary progression and made a deliberate decision that progression should be considered on review, rather than being automatic each year. The July 2026 model includes wording for automatic annual progression through a salary range, subject to satisfactory performance.

Recommended approach: Preserve the Council's existing policy of progression on review in the updated MWPC standard contract, unless the Council formally resolves to change that policy following consideration of staffing, equality and budget implications. Automatic progression should not be introduced for new starters merely because it appears in the national model, as this would create different terms from those deliberately chosen for existing staff.

Qualification points

Difference: MWPC's existing contract provides that, following review, one salary point may be added for a relevant qualification, up to a maximum of four points. The award is

discretionary and is not automatic. The July 2026 model contains optional wording under which an additional salary point will be added for each listed qualification.

Recommended approach: The Council should decide whether to retain MWPC's existing discretionary approach or introduce an automatic qualification-point entitlement. Updated qualification titles and levels can be used in either case. Any decision should be considered consistently for comparable existing and future employees and should take account of equality, employee-relations and budget implications.

Annual leave

Difference: The entitlement is substantively unchanged: 23 days plus two additional statutory days and bank holidays, increasing by three days after five years' continuous service. The new model adds more detail on requests, carry-over, average holiday pay and leave during notice.

Recommended approach: Retain the existing entitlement. Consider having a Staff Leave Policy and update payroll practice where necessary.

Sickness and sick pay

Difference: The occupational sick pay scale is unchanged. The new model provides more detailed reporting, self-certification and fit note requirements, and confirms that occupational sick pay includes Statutory Sick Pay.

Recommended approach: Consider having a Sickness Absence policy and ensure payroll practice follows current legislation. A complete replacement contract is not required for this purpose.

Pensions

Difference: The current contract contains an obsolete reference to contracted-out employment under the Pensions Schemes Act 1993. The new model refers instead to the Council's automatic-enrolment duties under the Pensions Act 2008.

Recommended approach: Correct the outdated wording by a short written clarification or agreed addendum and use current wording for all future contracts.

Notice and termination

Difference: The new model adds detailed provisions on statutory notice, payment in lieu of notice, garden leave, return of Council property, passwords and digital information.

Recommended approach: Consider these clauses for future contracts, particularly senior or sensitive roles. Do not add them to existing contracts as substantive new powers without consultation and agreement.

Confidentiality

Difference: The current contract does not contain a comprehensive confidentiality clause. The new model sets out duties during and after employment and preserves protected disclosures and legally required disclosures.

Recommended approach: Include a proportionate confidentiality clause in future contracts. Consider an agreed addendum for existing employees where there is a clear operational need.

Data protection and employee privacy

Difference: The new model requires compliance with the Council's data protection policy and refers to an employee privacy notice.

Recommended approach: Ensure the Council has an up-to-date employee privacy notice and appropriate staff data protection arrangements.

Council property, IT and online accounts

Difference: The new model covers hardware, software, passwords, databases, websites, applications and social media accounts in greater detail.

Recommended approach: Strengthen the Council's IT acceptable-use, account ownership and leaver procedures. Record administrator access for all Council systems and accounts.

Deductions from wages and disciplinary sanctions

Difference: The new model contains wider wording on deductions and identifies sanctions such as redeployment or demotion with reduced salary.

Recommended approach: Do not adopt these provisions without careful HR advice. Any deduction must be lawful, and a contractual power does not remove the need for a fair process.

Indemnity and injury or assault provisions

Difference: The current MWPC contract includes an indemnity for authorised acts or omissions and a Green Book provision relating to injury or assault. These do not appear as separate clauses in the new model.

Recommended approach: Do not remove these existing benefits inadvertently. Decide whether they should be retained in future MWPC contracts, taking account of insurance and HR advice.

5. Treatment of the five existing employees

The publication of a new model contract does not itself require the Council to replace existing contracts. Existing employees remain employed on their current agreed terms, subject to statutory rights and any properly agreed variations.

The review of existing contracts should be divided into the following categories:

Policy or administrative updates

Matters such as sickness reporting, annual leave requests, data protection procedures, employee privacy information, IT use and account management can usually be addressed through updated policies and written notification to staff, provided the updates do not alter contractual rights.

Clarifications or agreed addenda

Outdated pension wording, identification of line management arrangements, confidentiality obligations and ownership of Council passwords or online accounts may be dealt with by a short written clarification or agreed addendum. Any document should make clear which provisions are explanatory and which, if any, are agreed contractual changes.

Material contractual changes

Changes to pay, salary progression, hours, working days, place of work, paid additional hours, time off in lieu, notice, holiday entitlement, occupational sick pay or another established benefit should not be imposed through a replacement contract. They require individual consultation, agreement and appropriate HR advice.

6. Matters requiring particular attention

- The current pension clause should be updated because the reference to contracted-out employment is obsolete.
- The Council should decide and record which policies are contractual and which are non-contractual.
- The model's distinction between paid additional hours and time off in lieu at different salary levels should not be adopted by default. MWPC's existing payment-or-TOIL arrangement provides flexibility where operational demands make it impracticable for employees to take sufficient time back.
- The wider provisions on deductions from wages, electronic monitoring, demotion, salary reduction and withholding pay should not be adopted without specific HR advice.
- The Council should ensure that it has an appropriate employee privacy notice, data protection policy, IT acceptable-use arrangements and secure ownership of passwords and online accounts.
- The model contains choices in bold square brackets. It must be adapted to each role and should not be issued as an unedited template.
- The Council has previously chosen salary progression on review rather than automatic annual progression. That deliberate policy choice should be carried forward into the updated standard contract unless formally reconsidered.
- The model's TOIL-only wording for staff above salary point 22 should not be adopted by default. While TOIL may be an employee's preferred option, the Council also needs the ability to authorise payment where workload and service requirements make taking the time back impracticable.

7. Financial and resource implications

There is no immediate requirement to incur the cost of producing and agreeing five entirely new contracts. Officer time will be required to prepare an updated MWPC standard contract and review related employment policies. External HR advice should be obtained before adopting terms that would create different treatment between comparable existing and new employees, or before proposing any material contractual change.

Any financial implications arising from qualification points, additional-hours payments, home-working allowances or other benefits will depend on the options selected for each future role. Retaining progression on review avoids creating an automatic annual salary commitment, while retaining payment or TOIL for additional hours preserves flexibility but may result in additional staffing costs where time cannot reasonably be taken back.

8. Risk considerations

- Issuing replacement contracts unnecessarily could inadvertently alter or remove existing contractual benefits.
- Using the model without adapting the optional wording could create commitments that do not reflect the Council's intended employment arrangements.
- Failing to update obsolete pension wording and information-management provisions could create confusion and weaken the Council's governance arrangements.
- Attempting to impose a material contractual change without consultation and agreement could expose the Council to grievances, claims or employee-relations difficulties.
- Overly broad clauses on monitoring, deductions or disciplinary sanctions could be difficult to apply fairly and lawfully without supporting policies and HR advice.

9. Suggested recommendation to Full Council

Full Council is asked to note the differences between MWPC's existing contract and the July 2026 NALC/SLCC model, and to determine the employment terms that should form part of an updated MWPC standard contract. In particular, members are asked to decide whether to retain or reconsider the Council's existing approach to salary progression on review, discretionary qualification points, and the option of payment or TOIL for approved additional hours. As these decisions could affect the contractual terms of current staff, including the report author, no officer recommendation is made on which option should be selected. Any proposed change affecting existing employees should be subject to consultation, agreement and appropriate independent HR advice. The July 2026 model should not be adopted wholesale or issued to a new employee until these policy choices have been made and the Council has considered whether equivalent changes should also be offered to comparable existing employees.

10. Suggested resolution for Full Council

Resolved: To note the publication of the revised NALC/SLCC Model Contract of Employment dated July 2026 and the comparison with MWPC's contract approved in October 2023.

To agree that the July 2026 model will not be adopted or issued wholesale, and that an updated MWPC standard contract will be prepared only after the Council has determined its preferred terms on salary progression, qualification points and payment or TOIL for additional hours.

To consider whether MWPC should: (a) retain its existing arrangements for future appointments; or (b) adopt any of the alternative provisions in the July 2026 model. Where

members wish to change a term for future employees, the Council will also consider whether consistency requires an equivalent offer or consultation with comparable existing employees. Any proposal affecting current contractual terms is to be considered with independent HR advice and is not to be implemented without appropriate consultation and agreement. Existing contracts and policies will otherwise be reviewed for obsolete references, legal updates and administrative clarifications.

11. Background documents

- MWPC revised contract - final model version 2023.
- NALC/SLCC Model Contract of Employment for Local Councils, July 2026.
- SLCC notice: Revised Model Contract of Employment Published, 6 July 2026.

MODEL CONTRACT OF EMPLOYMENT FOR LOCAL COUNCILS

INTRODUCTION

This model contract of employment has been drafted for NALC by WorkNest HR. It is endorsed by SLCC. It is intended as a guide to be adapted to each council's circumstances and is not intended to provide legal advice. If councils require legal advice, they can contact their county association. If councils require HR advice they can also contact their county association. We strongly recommend that HR advice is sought by councils in drawing up a contract of employment. Clerks are advised to contact the SLCC for advice. Depending on the nature of the advice needed the council may need to engage their own advisers. WorkNest provides employment support to town and parish councils on a range of employment matters and councils can engage them directly for further support.

Terms and conditions

NALC and SLCC recommends councils to offer enhanced terms that align with the best practice within the Local Government sector. This best practice is defined by the Green Book terms and conditions. Offering good terms of employment supports recruitment and retention of a high-quality workforce and demonstrates that the council is a good employer which values its staff.

This model contract incorporates Green Book terms. The National Joint Council for Local Government Services National Agreement on Pay and Conditions or 'Green Book' terms and conditions are agreed nationally and any changes (such as pay) should be automatically applied to council staff if their contract incorporates Green Book terms. In other words, the salary of a clerk on Green Book terms must be increased in accordance with nationally agreed terms. Green Book terms provide entitlements that are in excess of those set as statutory minimum under employment legislation. Councils should be aware of the full terms and conditions contained in the Green Book and will need a subscription to access this. Councils can access further information on the Green Book at <https://www.local.gov.uk/local-government-terms-and-conditions-green-book>

This template provides councils a contract with the Green Book terms already reflected in the relevant sections. Please note there are still choices for the council to make in this document, these are shown in **[bold square brackets]**.

NALC and SLCC encourage the use of the Green Book terms for all staff. If a council decides to offer enhanced terms and conditions for some staff but not others, care must be taken to ensure the differentiation is not unlawfully discriminatory. It would be unlawfully discriminatory if such a decision favoured one group of staff over another, where that group of staff is protected against unfavourable treatment by the Equality Act. For example, if the pay and benefits for men were better than the pay and benefits for women doing comparable work.

This model contract can be used for any council employee. It is a basic template that will require specific adaptation.

A Council must check that job applicants have the right to work in the UK before it can employ them. It is best practice to obtain the appropriate evidence at the interview stage. See [Gov.Uk](https://www.gov.uk) for more information.

Managers

Recognising that Councils are of varying sizes, where the term manager is used it is recognised this could be the clerk, chief officer, another employee of the council, full council or the staffing committee 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 who 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 this could be the staffing/personnel committee who may nominate a key contact such as the chair for daily matters (such a leave approval/reporting sickness) that cannot wait for a meeting, but can be ratified retrospectively. It is NALCs recommendation that a local council appoints a staffing committee to be responsible for staffing, employment and HR matters.

How to use this model

This document contains a template for the council to edit/complete. There is an accompanying set of guidance notes that the council should refer to, while drafting a contract, to make sure they understand the terms they are committing to in the contract, and they are reflecting what is appropriate for the role and the council. It is strongly recommended that the council considers this document with the accompanying notes and seeks additional HR support when drawing up a contract of employment.

Where there are **[bold square brackets]** the council need to review and complete the appropriate information and so remove the square brackets. The council should ensure they edit the options to reflect the terms they are offering to their employee/s.

This document provides a current template that councils can issue to new employees. It is not intended to replace the contracts of existing employees. Any requirement to change the contractual terms of existing employees would require consultation and councils are advised to seek specialist advice before proceeding.

This document has been written with local councils of all sizes in mind. The same employment legislation applies whether you are a large or small local council so the contract and the legislation it cites is applicable if you have one employee or twenty employees. The contract can be used for any member of staff employed by the council.

Changes to this version

The probationary period section has been updated to reflect the anticipated six month probationary period due to commence from 1 January 2027. Councils should be aware that any employee who does not have a final probationary meeting during this period will be confirmed in employment automatically at the end (at the latest one clear week before the end of the six month period).

The Sickness clause has removed references to qualifying dates for Statutory Sick pay.

CONTRACT OF EMPLOYMENT

This document sets out your main terms and conditions of employment. It includes the written particulars required by the Employment Rights Act 1996. The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to your employment save as amended by this contract.

Name of Employer: **[Insert Name]** referred to as '**the Council**' '**us**' or '**we**' or '**our**'

Address of Employer: **[Insert Address of Employer]**

Name of Employee: **[Insert Name]** referred to as '**You**'

Address of Employee: **Insert Address of Employee**

(Please advise us of any change of name and/or address in writing).

Dated: **[Insert the date when this document is given]**

Your employment with the Council is governed by the terms and conditions contained in this agreement which starts from the start date and which supersedes all other agreements whether in writing or otherwise.

This agreement incorporates the provisions contained in any correspondence from us offering you employment and our staff policies. You will comply with any rules, policies and procedures set out in the staff policies. If there is any conflict between the terms of this agreement and the provisions of our staff policies, **[which do not/which do]** form part of your contract of employment, the terms of this agreement shall prevail. We reserve the right (to be exercised reasonably) to amend the terms of this agreement and the contents of the staff policies.

1. DATE AND DURATION OF EMPLOYMENT

Your employment under this contract will begin on **[insert date when these terms commence]** and will continue, subject to the remaining terms of this agreement, until terminated by either party giving the other the required notice as set out in this contract.

[Options for temporary appointments]

Your employment under this contract will begin on **[insert date when these terms commence]** and will continue, subject to the remaining terms of this agreement, until it ends on **[insert end date]** without the need for notice unless previously ended by either party giving the required notice in writing as defined in the Notice Clause below.

OR

*[Your employment under this contract is to cover for maternity leave. It will begin on **[insert date when these terms commence]** and will continue, subject to the remaining terms of this agreement, until it ends on or around **[insert end date]** when the person you are covering for is due to return to work. You will receive the notice set out in the Notice Clause below.*

Please note that your contract will not automatically renew if the person on maternity leave decides not to return to work or returns on a part time basis. We reserve the right to review the continuation and duties of the post and / or test the market at that time].

2. CONTINUOUS SERVICE

For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

Your employment under these terms will begin on **[insert start date for this contract]**. Your previous service, starting on **[insert continuous service start date]** counts towards your continuous service with the council.

3. JOB TITLE

You are employed as **[insert job title]**.

4. DUTIES

You are expected to perform all duties which may be reasonably required of you as set out in the attached job description.

The list of duties in the job description is not contractual and not to be regarded as exclusive or exhaustive. The Council may, at its discretion, require you to perform additional or other duties (commensurate with the grade of your post), either instead of, or in addition to, your normal duties; and may make minor amend your job description. Where substantive changes are to be made this would be by agreement and after consultation with you.

The Council requires the highest standards from you in your performance at work and your general conduct and in particular you must:

- i. unless prevented by incapacity, devote the whole of your working time, attention and abilities to the business of the Council;
- ii. diligently, honestly and ethically perform such duties as may from time to time be assigned to you by the Council;
- iii. conduct your personal and professional life in a way which does not risk adversely affecting the Council's standing and reputation;
- iv. comply with all reasonable and lawful directions given to you by the Council;
- v. report your own wrongdoing and any wrongdoing or proposed wrongdoing of any other employee to your Line Manager immediately on becoming aware of it.
- vii. consent to the Council monitoring and recording your use of the Council's electronic communications systems for the purpose of ensuring that the Council's rules are being complied with and for legitimate business purposes.

The council reserves the right to make reasonable changes to any of your terms of employment. You will be notified in writing of any change as soon as possible and in any event within one month of the change.

5. PLACE OF WORK

You will be based at your home address **[insert home address]** and the office, **[insert address of workplace]** which are your normal places of work. The council reserves the right to require you to work from the office for **[insert number of days]** day per week and on occasion to require you to work additional days up to **[five]** days per week from the office. On days where you are working from the office this will be considered your place of work for the day and no further payments will be made in relation to your commuting to the office.

You may be required to work elsewhere within a reasonable travelling distance either temporarily or permanently in order to properly perform your role.

During your employment with us you may be required to travel **[Specify the approximate parameters]**. You will not be required to work outside of the United Kingdom.

6. WORKING HOURS

Your normal working hours total **[insert number of hours]** per week and are worked from **[Monday to Friday]** from **[insert working times]** with an unpaid break of **[insert duration]** for lunch and such additional hours as necessary for the proper performance of your duties.

We reserve the right to amend these hours as may be reasonably required subject to consultation with you.

7. PROBATIONARY PERIOD

The first **[three]** months of your employment with us will be a probationary period. During the probationary period, your performance and suitability for continued employment will be monitored. We may, at our discretion, extend the probationary period and will provide you reasons for doing so. The maximum probationary period that we will set will be six months.

At any time before your probationary period has been completed, either you or we may bring your employment to an end by giving one week's notice (unless termination without notice is appropriate). We may decide to pay you in lieu of notice.

At the end of the probationary period or soon after, your performance will be reviewed and we will write to you to tell you if your probation has been successful or not. The latest this meeting will take place is two weeks before the end of your first six months of employment. You will remain on your probationary period until you have received this written confirmation. Once the probationary period is successfully completed, you will be confirmed in your role.

8. TRAINING

During your employment, we will provide training in relation to **[Insert detail of training provided]**. This training will be paid for by the council. We will also provide ongoing training, as identified, to support you in your role.

Your continued employment shall be conditional upon you completing **[specify training course/qualification]** within **[date/timeframe]**. We reserve the right in our absolute discretion

to terminate your employment without notice or payment in lieu thereof if the training is not completed within the specified timeframe.

9. PAY AND BENEFITS

Your salary is £[00,000] per annum being the current salary point [X] within the [X] range in scale [X] as set out in the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. **[The pro-rata salary is £[00,000] p.a.]**

Subject to satisfactory performance, you will progress automatically through the range [X] in salary scale [X] by annual increments until you reach the maximum salary in the range. Your first increment will be payable on 1st April [20XX] and thereafter on the 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.

[Optional for relevant roles][In addition, one additional salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding each of the following relevant qualifications:

- 1. The Certificate in Local Council Administration (CiLCA)**
- 2. The Certificate in Higher Education in Community Governance – Level 4 or one of its predecessor qualifications designed specifically for the profession**
- 3. The Foundation Degree in Community Governance – Level 5 or one of its predecessor qualifications designed specifically for the profession**
- 4. BA (Hons) Degree in Community Governance – Level 6 or one of its predecessor qualifications designed specifically for the profession]**

Your salary will be payable monthly in arrears on or about [Insert date] of each month directly into your bank or building society. Each instalment will include payment for the calendar month in which payment is made.

[Remove for hourly paid employees - Should it be necessary to calculate a day's pay, your current full time equivalent annual salary will be divided by 260].

You will also be entitled to the following benefits:

- i. [Insert benefit(s) and other remuneration and whether each is contractual or non-contractual]**

We retain the right to remove your entitlement to the above non-contractual benefits at any time.

[Additional Hours – below salary point 22 employees

If you work more than your normal working hours, then subject to the Council's approval, you will be reimbursed at the appropriate NJC rate for these hours or you may take time off in lieu at a time to be agreed between you and the Council.]

[Additional Hours – other employees

If you work more than your normal working hours, then subject to the Council's approval, you may take time off in lieu at a time to be agreed between you and the Council.]

10. DEDUCTION OF WAGES

If you owe us money at any time, you authorise us to deduct any sums due to us from your salary including, without limitation, any over payment of salary; any advances or loans we have made to you; a day's or part day's pay for each day or part day of unauthorised absence. "Unauthorised absence" is not turning up for work unless your absence is due to genuine sickness and you have notified us as set out in this contract; leave for which prior permission has been granted; genuine reasons outside your control which are acceptable to us.

If you owe us money when you leave and your final salary payment is not enough to cover the whole amount owed, you will be required to repay the outstanding amount due to us within one month of leaving us.

11. EXPENSES

The Council will reimburse you when additional expenditure for travel, meals or overnight accommodation is incurred in the performance of the Council's business, provided the expenditure has been authorised in advance, receipted and approved in accordance with the Council's expenses policy. You shall abide by our policies on expenses as communicated from time to time.

Mileage payments at the NJC rate in force will be paid as long as they are approved by the Council. Please see the current rates below, unless otherwise updated by an updated agreement.

Essential Users	451-999cc	1000-1199cc	1200-1450cc
Lump sum per annum	£846	£963	£1,239
Per mile first 8,500	36.9p	40.9p	50.5p
Per mile after 8,500	13.7p	14.4p	16.4p

Casual Users	451-999cc	1000-1199cc	1200-1450cc
Per mile first 8,500	46.9p	52.2p	65.0p
Per mile after 8,500	13.7p	14.4p	16.4p

Home Working Allowance – Where you are required to work from home we will pay a home working allowance at the tax-free value set by HMRC as in force at the time. In the event that you choose to work from home, the allowance is not payable for any such period of time.

12. HOLIDAY ENTITLEMENT AND PAID LEAVE

Our holiday year runs from **[insert dates e.g. 1st April to 31st March]** and your holiday accrues monthly. If your employment starts or ends part way through a holiday year, we will pro-rata your entitlement during that holiday year.

Full time staff are entitled to 23 days annual leave, plus bank holidays and 2 additional (statutory) days (25 days plus bank holidays). An increase of 3 days is applied following 5 years' continuous service (28 days plus bank holidays). We will pro-rata that figure where necessary so that your holiday entitlement is in proportion to your working time during the relevant holiday year.

If we need you to work on one of those bank holidays, you will be able to take your holiday on a different day.

You should usually give at least two weeks' notice when requesting annual leave and normally give notice of at least one month before taking leave of one week or more. Requests for annual leave must be made to your manager. The dates of your annual leave require the prior written agreement of your Manager.

Annual leave must be taken at times agreed with your Manager. You may carry forward up to 5 days' leave into the following leave year, subject to the approval of your Manager. You may be able to carry additional days where you have been prevented from taking it in the relevant leave year because you have taken maternity, paternity, adoption, parental or shared parental leave, or if you have been on long term sick leave.

Holiday taken without our prior approval will be treated as unauthorised absence and may lead to disciplinary action.

Holiday pay is calculated on the basis of your current rate of pay. Where you work variable hours or if you receive commission payments/overtime/travelling-time allowance, then a day's pay will be calculated on the average pay in the previous 52 weeks.

You will have no entitlement to any payment in lieu of accrued but untaken holiday except when your employment ends.

If, when your employment ends, you have taken more holiday (including bank holidays) than you have accrued in that holiday year, we will deduct the equivalent amount of pay from any payments due to you. If this amount is in excess of your final pay, you will be required to repay the outstanding amount due to us within one month of the end of your employment.

If you or we have served notice to end your employment, we may require you to take any accrued but unused holiday during your notice period.

Details of all other types of paid leave that you may be entitled to including Maternity, Paternity, Adoption and Shared Parental Leave, can be found in the [Staff Handbook/council policies].

13. PERFORMANCE AND DEVELOPMENT REVIEW

You will receive an annual performance and development review

14. ABSENCE FOR SICKNESS OR INJURY, AND SICK PAY

You must follow the procedure set out in the Council's sickness absence policy. This policy is non-contractual and may, at our discretion, be updated or amended from time to time.

If you are going to be off work because of sickness or injury you must telephone your Manager giving the reason for non-attendance, by your usual start time on each day of absence. If you are unable to notify personally due to the nature of the illness, someone else may make contact on your behalf. It is your responsibility to ensure we are notified. Failure to do so may result in sick pay not being paid and may result in disciplinary action.

A self-certification system operates for absences from work due to sickness or injury not exceeding seven days (including weekends and other non-working days). Immediately on your return to work you must complete and return a self-certification form.

For sickness or injury absence exceeding seven days (including weekends and other non working holidays) you must provide us with a Fit note (from your doctor or consultant) on your return to work. However, if your absence is ongoing, you are expected to post your Fit note to us upon receipt or alternatively to send us a photograph of both sides of the Fit Note, with the original to follow.

All sickness or injury absence will be entered on your employment record.

Occupational Sick Pay

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

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

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

15. PENSION

We will comply with our auto-enrolment duties under Part 1 of the *Pensions Act 2008*. If you are an eligible job holder, you will be automatically enrolled in our auto-enrolment scheme. Further details of the scheme are available from **[insert details]**

16. GRIEVANCE PROCEDURE

If you have a grievance relating to your employment, you should raise this with your **[nominated line manager or chair of staffing committee]** in the first instance (or their manager where a grievance relates to your immediate manager). If you are unable to resolve your grievance informally, the full grievance procedure is contained within the council's policies. The Grievance procedure is for guidance only and does not form part of the contract of employment.

17. DISCIPLINARY RULES AND PROCEDURE

Our disciplinary procedure and rules can be found within the council's policies. If you wish to appeal against a disciplinary decision you should set out your reasons in writing. We will tell you (usually in the disciplinary decision letter) who your appeal should be sent to, and the timeframe for doing that. The procedure is for guidance only and does not form part of the contract of employment and may be amended from time to time.

The list of rules is not to be regarded as exclusive or exhaustive and these may be added to, amended or deleted at any point. Any breach of disciplinary rules will normally result in disciplinary action.

We may impose one or more of a range of potential sanctions under our disciplinary policy. These include a warning or an extension of a warning, dismissal, a change of duties, or redeployment to another role (at the same or lower level – including demotion with a reduction in salary).

18. NOTICE

During your probation period, you are entitled to be given and required to give **[1 weeks]** notice in writing to terminate your employment for any reason. On completion of your probationary period, you are required to give **[1 months]** notice in writing.

Notice given by us will be **[1 months]** following your probationary period and increase to **[5 weeks]** notice after **[5 years]** continuous service and thereafter by one week for each additional year of continuous employment up to a maximum of 12 weeks for 12 years' service.

The statutory position is

- 1 month to 2 years – statutory notice is 1 week
- 2 to 12 years – statutory notice is 1 week for each full year they have worked (i.e. 5 years' notice after 5 years' service)
- 12 years or more – statutory notice is 12 weeks

If you have not provided the required notice in writing, we may withhold pay for notice unworked due under your contract, but not paid. Anything owed to us will be deducted from your final salary.

19. PAY IN LIEU OF NOTICE

Instead of requiring you to work your notice, we may decide to pay you in lieu of notice, bringing your employment to an end there and then.

Your payment in lieu will be made up of your net basic salary for the notice period less tax and NI contributions. Any payment in lieu will not include any payments such as any payment in respect of benefits; and any payment in respect of holiday entitlement that would have accrued during the notice period.

20. OBLIGATIONS ON TERMINATION

On termination of your contract with us, you will:

- i. Immediately return (or arrange to be collected) all property and information belonging to us in your possession or under your control, including but not limited to login details and passwords for internal databases and IT systems or externally held software, apps, databases, websites etc.
- ii. Irretrievably delete any information relating to us which is in your control outside our premises.
- iii. If requested, provide a signed statement that you have fully complied with your obligations under this clause together with such reasonable evidence of compliance that we may request.

21. WORK DURING NOTICE PERIOD / GARDEN LEAVE

We may decide to put you on Garden Leave for some or all of your notice period. Garden Leave means that you should not come into work, but you remain employed and entitled to your contractual benefits and subject to your contractual obligations (apart from the requirement to carry out work).

We will write to you at the time to confirm the rules that will apply to you during Garden Leave. This may include a rule preventing you from working elsewhere or for yourself, during your contracted hours to the Council, unless we agree to that in advance.

22. HEALTH AND SAFETY

You have a duty to ensure the health and safety of yourself and others. You must also co-operate with the Council so that it can comply with its health and safety obligations.

You will be given a copy of the Council's Health and Safety Policy.

It is important that you familiarise yourself with your responsibilities.

Breach of these requirements may result in disciplinary action being taken against you in accordance with the disciplinary procedure, which may result in your dismissal.

23. CONFIDENTIALITY

During your employment you will have access to and will use and otherwise handle 'Confidential Information' to do your job properly. By 'Confidential Information', we mean any information or matter about the business or affairs of the Council or any of its business contacts, or about any other matters which may come to your knowledge in the course of your employment, and which is not in the public domain or which is in the public domain as a result of your breach of this agreement. It may, but will not necessarily, be in a recorded format (usually hard copies or electronically).

You must not (unless in the proper course of your work and/or with our express prior authorisation or in the situations outlined in this clause) use Confidential Information, make or use copies of Confidential Information, or disclose Confidential Information to anyone or any entity. That obligation applies during your employment and after it has ended.

You must do everything reasonable to protect Confidential Information and must tell us straightaway if you know or suspect that Confidential Information has been leaked and/or is being used outside our organisation or inappropriately inside our organisation. You should not make assumptions about sharing of confidential information with other employees. If in doubt, you should consult your line manager.

All Confidential Information belongs to us, and you must return it (including copies) to us when requested during your employment or when your employment ends. You will need to confirm that you have safely and securely deleted all versions and copies. We may withhold any salary or other sum due to you until such time as all confidential information has been returned to us. These provisions on Confidential Information do not affect your right to make a protected disclosure as defined by the *Employment Rights Act 1996* (see our Whistleblowing Policy), or your duty to disclose Confidential Information if the law or a regulatory obligation requires that.

24. DATA PROTECTION

As part of our administrative and management processes, the Council will need to collect and process personal data relating to you in accordance with data protection legislation in force at the time. Details of what we will collect and process are set out in the Data Protection Policy and our 'Employee Privacy Notice'.

You must familiarise yourself with our Data Protection Policy and comply with the Council's data protection policy when handling any personal data in the course of your employment. If you do not comply with it, we may treat that failure as a disciplinary issue and, in serious cases, gross misconduct.

25. COUNCIL PROPERTY

During your employment you will have access to, and use of, various documents, manuals, hardware and software provided for your use by the Council. These and any data or documents (including copies) produced, maintained or stored on the Council's computer systems or other electronic equipment (including mobile phones), remain the property of the Council.

You may also be given the use of other facilities owned by the council including **[mobile phone], [laptop/desktop computer], [keys/pass card], [social media accounts]**.

You must take good care of all Council property that is in your possession and/or under your control and use it for agreed and lawful purposes only. If, because of your misuse or carelessness the property is lost, stolen or damaged, we may deduct from your pay some or all of the cost of repair or a replacement.

We may, at any time during your employment, and will on termination, require you to return all Council property (including social media account details, or any computer or online passwords) to us. You must do so on your last working day or as soon as possible as agreed with the Council.

If you are placed on Garden Leave, we will usually require you to return all our property before your Garden Leave begins.

26. MATERNITY, PATERNITY, ADOPTION AND PARENTAL ARRANGEMENTS

Your entitlement to maternity/paternity/adoption/shared parental leave and pay is as set out in the relevant legislation and in the Green Book.

[Your entitlement to maternity/paternity/adoption/shared parental leave and pay is as set out in the council's staff handbook/policies available at [add Link to documents].

27. REFERENCE DOCUMENTS

The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to your employment save as amended by this contract.

Further information regarding your employment is contained within the Council's policies. These cover policies such as Health and Safety, Equalities, the Grievance Procedure, Disciplinary Procedure and Disciplinary Rules. You must comply with the Council's policies.

28. CHANGE TO TERMS AND CONDITIONS OF EMPLOYMENT

This agreement sets out everything we have agreed. You and we are entering into it on the basis that no discussions we have had, representations made, previous agreements reached, or understandings we have come to are relevant to this agreement, or are to be relied on, unless they are recorded in it.

Care has been taken to prepare this agreement, and neither you nor we will have a claim for innocent or negligent misrepresentation or negligent misstatement in respect of its contents (but that doesn't exclude liability for fraud).

This contract may be altered by us in writing at any time after the date of signing and after consultation with you.

Where changes to the terms set out in this statement occur by agreement (negotiation) with you, you will be informed of these by means of a written statement of change which you will be issued within one month of the change. Changes to non-contractual policies, rules and procedures will be notified to you with one month's notice.

I have read and understood the above clauses and accept the offer of employment on these terms.

SIGNED

DATE

for and on behalf of **[Insert name]** Council

I accept the terms and conditions of my employment as set out above.

SIGNED

DATE

Employee

For Local Council Professionals »

News & Publications

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Local Government Pay Claim 2026/27 – Unions Reject Offer

🕒 14 April 2026

The NJC Trade Union Side have today responded formally to the full and final pay offer made by the National Employers of 3.3%. Each of the unions' national committees met last week to decide their respective positions. It will come as no surprise that they have rejected the offer.

UNISON and Unite have now both rejected it without conducting a consultation of their wider memberships.

GMB has decided to adopt a neutral position in its consultation, leaving its members to decide for themselves whether to accept or reject the offer. Its consultation will close on Friday 22 May. We will continue to keep you advised of developments.

Article categories

Local Government Pay

- All >
- Applicable in England only >
- Applicable in Wales only >
- Branch Community Update >
- Civility & Respect >
- Climate Change >
- Commercial News >
- Consultations >
- Coronavirus (COVID-19) >
- Devolution >
- Elisabeth Skinner's Blog >
- Funding >
- General Election >
- General Sector News >
- Government Announcements/Legislation >
- IIMC >
- Local Government Pay >
- Members only >
- Planning >
- President's Blog >

Staff Training and Development 2025/26

Overview

The Council is committed to ensuring that all staff receive appropriate training and continuing professional development to maintain and enhance their knowledge, skills and awareness of legislative changes and emerging best practice.

During 2025/26 officers attended a range of training events delivered by the British Safety Council, Wiltshire Council, HMRC, NALC, SLCC, Scribe and CloudyIT. Training covered health and safety, flood resilience, GDPR compliance, Martyn's Law, employment law, playground safety, AGAR digital reporting, website management, community engagement, artificial intelligence, local council governance and digital transformation.

Staff also attended Scribifest 2025, an online national conference for local council officers and councillors. Sessions included annual reporting and AGAR changes, procurement requirements, digital and data compliance, GDPR, website accessibility, finance, asset management, risk management and wider local government best-practice updates.

Training Undertaken by Staff (July 2025 – July 2026)

Date	Training Course	Provider	Staff Attending
09/07/2025	Display Screen Equipment Training	British Safety Council	Teresa Strange, Marianne Rossi, Fiona Dey
30/09/2025	Flood Warden Workshop (Salisbury)	Wiltshire Council	Teresa Strange, Fiona Dey
07/10/2025	Six Things Councils Must Do Now to Get GDPR Compliant for the 2025/26 AGAR	Scribe	Teresa Strange, Marianne Rossi
09/10/2025	Scribifest 2025 (Online Conference)	Scribe	Teresa Strange, Marianne Rossi, Fiona Dey
21/10/2025	Briefing on Martyn's Law	SLCC & NALC	Teresa Strange, Marianne Rossi
25/02/2026	Employers – What's New for 2026 to 2027	HMRC	Marianne Rossi
12/03/2026	Tweens & Teens Love Playgrounds: The Basics of Playground Safety	Scribe	Marianne Rossi

Date	Training Course	Provider	Staff Attending
13/03/2026	Making AGAR Digital – User Acceptance Testing & Familiarisation	AGAR Digital Project	Teresa Strange, Marianne Rossi
20/03/2026	Wiltshire & Swindon SLCC Branch Training Day	SLCC	Teresa Strange
15/04/2026	Improving Community Engagement Using the Council Website	Scribe	Teresa Strange
16/04/2026	Introduction to the Local Council Award Scheme	NALC	Teresa Strange, Fiona Dey
15/05/2026	Wiltshire & Swindon SLCC Branch Health & Wellbeing Day	SLCC	Teresa Strange
03/06/2026	SLCC South West Regional Training Seminar	SLCC	Teresa Strange
11/06/2026	Talking AI and the Future of Local Councils	Scribe	Fiona Dey, Marianne Rossi
18/06/2026	Clerks' Training Event, Highworth	SLCC	Teresa Strange
08/07/2026	The Employment Rights Act 2025 & What It Means for Local Councils	Scribe	Teresa Strange, Marianne Rossi
15/07/2026	Unlocking Microsoft 365 – CloudyIT Masterclass	CloudyIT	Teresa Strange, Marianne Rossi, Fiona Dey

Future Training and Development Priorities (2026/27)

Budget Implications

The approved Staff Training budget (Code 4055) for 2026/27 is **£700**. Members are invited to consider whether the current training budget provision remains sufficient to support the training priorities identified by officers.

Current Qualifications

- [Fiona Dey](#) is currently undertaking the **Introduction to Local Council Administration (ILCA)** qualification.
- [Marianne Rossi](#) is currently undertaking the **Certificate in Local Council Administration (CiLCA)** qualification.

Proposed Training Priorities 2026/27

Marianne Rossi	Complete CiLCA qualification Attend RoSPA play equipment inspection training
Fiona Dey	Complete ILCA qualification Attend technical Planning training if its run

All three officers have identified further development needs in:

- Getting the best out of AI
- Getting the best out of Microsoft suite of tools
- Ensuring documentation produced is accessible, especially for uploading to the website

And identified some courses for undertaking these offered via WALC:

Cloudy IT, offer a range of **Microsoft courses** to appeal to all levels. From the 'Jump-in' sessions to the 'Extended' there is a session to ensure you get the most from your outlook, Word, Excel and PowerPoint as well as looking at Cyber security, Teams and AI.

You can see the whole selection and book your place directly with Cloudy IT through their online workshop

[Cloudy IT Courses and Booking Link](#)

Breakthrough Communications are the 'go to' for **Data Protection** training but they also offer a host of **communication courses** which cover everything from engagement, **dealing with difficult people and situations**, **social media** through to popular **Canva** courses.

Breakthrough Courses and Booking Link

Staffing Committee is requested to:

1. Note the staff training undertaken during 2025/26.
2. Note the professional qualifications currently being undertaken by staff.
3. Consider the proposed training priorities for 2026/27 with costs vs budget provision (to follow)

MELKSHAM WITHOUT PARISH COUNCIL

JOB DESCRIPTION FOR PART-TIME ALLOTMENT WARDEN

- JOB TITLE:** Part time Allotment Warden
- LOCATION BASE:** The Melksham Without Parish Council Office is
Melksham Community Campus, Market Place, Melksham, Wiltshire,
SN12 6ES
Tel: 01225 705700 Email: clerk@melkshamwithout-pc.gov.uk
The two allotment sites (**Berryfield** and **Briansfield**) are both off
Berryfield Lane, Melksham, SN12 6EH.
- SUPERVISING OFFICER:** Mrs. Teresa Strange, Clerk to the Melksham Without Parish Council
- JOB PURPOSE:** To ensure all tenants abide by the rules and tenancy agreement and report to the Council where necessary.
- JOB QUALITIES:** The person appointed will have a keen interest in community involvement and be enthusiastic, committed and hard working.
He/she will be approachable, positive and diplomatic.
He/she will be able to work with minimum supervision.
He/she will enjoy working outdoors.
He/she will be willing to attend site meetings, when required by the Council.
- MAJOR TASKS:** To show new prospective tenants round the site, advising of rules and the tenancy agreement.
To conduct weekly routine inspections, and report.
To produce written, more detailed Quarterly report.
To provide cover for Parish Caretaker when on leave.
To check Parish Council access route to their land via Berryfield Allotments, remove obstruction if required and report.
To carry out any other tasks as deemed necessary by the Council.
- HOURS:** One hour per week, with additional hours as required in agreement with the Clerk.
- JOB EQUIPMENT:** The person appointed will have a “duty of care” to ensure that any equipment issued by the Council is stored safely and maintained in good order. He/she will inform the Council immediately when repairs are required.

TRAINING: To attend training courses as deemed necessary.

Reviewed at Appraisal and Staffing Committee June 2025 and no changes

MELKSHAM WITHOUT PARISH COUNCIL

JOB DESCRIPTION FOR PART –TIME PARISH CARETAKER

JOB TITLE	Part Time Parish Caretaker
LOCATION BASE	The Melksham Without Parish Council Office is at Melksham Community Campus, Market Place, Melksham, Wiltshire, SN12 6ES Tel 01225 705700 You will work at various locations around the parish.
SUPERVISING OFFICER	Mrs Teresa Strange, Clerk to the Melksham Without Parish Council
JOB PURPOSE	To carry out regular inspections and routine maintenance to parish council amenities to ensure the health and safety for users. To improve and maintain the appearance of the Melksham Without parish to a high standard, in the interests of the Melksham Without Parish Council and for the benefit of parish residents. To regularly maintain and keep in good repair assets which belongs to the Parish Council.
JOB QUALITIES	The person appointed will care about his/her community and have good local knowledge of the Melksham Without parish. He/she will be physically fit. He/she will be able to work with minimum supervision. He/she will enjoy working out of doors. He/she will be capable of carrying out a wide variety of tasks and have good practical skills in woodwork, painting, gardening and do-it-yourself. He/she will be willing to attend site meetings, when required by the Council.

MAJOR TASKS

1. To carry out weekly visual inspection for Parish Council play areas:
 - a) Beanacre Play Area
 - b) Shaw Play Area & MUGA (Multi Use Games Area)
 - c) Hornchurch Road Play Area & MUGA & trash screen on watercourse
 - d) Bowerhill Sports Field & MUGA
 - e) Berryfield Play Area & MUGA
 - f) Kestrel Court Play Area & MUGAand new play areas to be owned and maintained by the parish council including:
 - g) Davey Play Area at Pathfinder Place
 - h) Whitworth Play Area at Bowood View
 - i) BRAG (Bowerhill Resident Action Group) Canalside Picnic Area on a monthly basis
2. To carry out duties at Bowerhill Sports Pavilion:
 - a) To conduct water flushing procedures, every week, as per Legionella Risk Assessment
 - b) To check building secure every Monday if building unstaffed.
 - c) To check all Pavilion rooms, every week, to ensure there are no issues as either an unused, unmanned space or following a hire
 - d) To test emergency lights and fire call points as informed by Risk Assessment
 - e) To take meter readings as required.
 - f) To clean verandah area weekly.
 - g) To check watercourses on perimeter of field are clear and clear trash screens
3. To carry out visual inspections on trees on Parish Council owned and maintained land (excluding Allotments) on a weekly basis and prompt check following severe weather. To alert Clerk when work required.

To produce quarterly written report following detailed inspections of adopted Telephone Kiosks
5. Regular cleaning and upkeep of Parish Council bus shelters.
6. To cover for the Allotment Warden when on leave

7. To maintain other Council street furniture; notice boards and parish seats. All items to be treated with wood preservative as necessary.
8. To plant trees and bulbs as required by the Council and regularly check and clear new tree bases of weeds/grass as necessary.
9. To carry out tasks as identified from inspections or reports from Officers e.g., broken glass in bus shelter, report of fire damage to street furniture.
10. To carry out any other tasks as deemed necessary by the Parish Council.

Tidying verges and hedges

1. To inform the Parish Council of any verges in the parish which need to be cut, or hedges which are obstructing the footways, or overflowing/broken bins.

Note: *It is a Wiltshire Council Highways department responsibility to:-*

- a) Cut verges alongside roads to one swathe width, so that visibility is maintained.*
- b) Trim hedges which obstruct footways.*
- c) Control weed growth along roads and footways*
- d) Empty roadside bins.*

JOB EQUIPMENT

1. The person appointed will have a “duty of care” to ensure that any equipment issued by the Council is stored safely and maintained in good order. He/she will inform the Council immediately when repairs are required.
2. He/she will undertake to wear a luminous safety jacket (if working near the highway) and protective clothing provided by the Council, when carrying out outdoor tasks. To wear livery polo shirt and fleece as appropriate to identify as parish council staff; with ID badge.
3. The Council has a strimmer which must be stored safely in the Equipment Shed at Briansfield Allotments. Larger items of equipment can be hired.

HOURS

The person will be required to work at least 17 hours per week; the days to be agreed with the Clerk and Council.

TRANSPORT

The person appointed will need to have his/her own transport to travel around the parish; please refer to council's the Car Usage policy. An allowance will be given to cover wear and tear and fuel reimbursed. He/she will be responsible for ensuring that equipment is transported with due care and attention.

TRAINING

To attend training courses as deemed necessary.

Reviewed at Appraisal and Staffing Committee June 2025 – no changes



MELKSHAM WITHOUT PARISH COUNCIL

FINANCE & AMENITIES OFFICER JOB DESCRIPTION

1. To be a member of the small Council office team, communicating and working together to support the Council.
2. To act as Council receptionist and initial point of contact for members of public.
3. To deputise for the Clerk in her absence for areas of specialism and responsibility (see point 4.)
4. To prepare draft agendas for relevant meetings and send out to Councillors for Asset Management, Finance, Staffing Committees and for Office Accommodation, Community Resilience and I.T. working parties
5. To circulate notices of meetings and other posters for notice boards for those meetings indicated above.
6. To take Minutes of these meetings and prepare to a final draft in a timely fashion. Final draft to be checked by the Clerk, prior to circulation.
7. To carry out actions following decisions by the Council and Committees as directed by the Clerk.
8. To enter rents received in Allotment Register. To send out annual allotment rent requests. To keep allotment letting and waiting lists up to date. To liaise with Allotment Warden. To enforce rules with tenants.
9. To maintain Health & Safety records and routine maintenance schedule
10. To update Council website and social media as requested. To maintain Council's zoom and Youtube recordings.
11. To assist Council with internal IT systems eg. back ups, support and maintain list of passwords.
12. To maintain Council's register of Interests and Dispensations.

13. To keep records of the Council's financial transactions both in spreadsheet form for Projects and via Rialtas accounting software
14. To prepare monthly payment schedule and payments for authorisation (via online banking and occasional cheques) and produce appropriate reports
15. To raise invoices and conduct appropriate credit control
16. To carry out monthly bank reconciliation.
17. To prepare quarterly reports such as analysis of Budget vs Actual and VAT reclaim submission.
18. To compile compliance to Transparency Code annual report.
19. To prepare documentation for Council grant awards.
20. To prepare the Annual Budget to draft stage.
21. To prepare the Annual Statement of Accounts and Financial Statement to draft stage.
22. To prepare for the Council's Internal and External Audits in liaison with the Clerk.
23. To manage bookings of Sports Field and Pavilion. To liaise with hirers (seasonal and adhoc) and contractors (including cleaning, water treatment, waste, grasscutters, utilities and security).
24. To calculate payroll for individuals and send monthly reports to Wiltshire Council Pension Fund and HMRC. To maintain holiday records and training log.
25. To keep HR files and paperwork up to date.
26. To process and check DBS (Disclosure Barring Service) applications, as needed; and monitor requirement
27. To maintain Asset Register.
28. To review levels of insurance required and add new items for cover as appropriate.
29. To research grant funding opportunities and apply for grants.
30. To carry out any other tasks as required by the Clerk
31. To attend any training courses as required by the Council

32. To monitor “Webnos” register of routine inspection checks of defibrillators and action as required, liaising with volunteers and Community Heartbeat Trust
33. To update Emergency Plan in liaison with the Clerk and maintain as a live working document.

Reviewed at Appraisal and Staffing Committee July 2025 and additions in RED



MELKSHAM WITHOUT PARISH COUNCIL

PARISH OFFICER JOB DESCRIPTION

1. To be a member of the small Council office team, communicating and working together to support the Council.
2. To act as Council receptionist and initial point of contact for members of public.
3. To deputise for the Clerk in her absence for areas of specialism and responsibility (see point 4.)
4. To prepare draft agendas for relevant meetings and send out to Councillors (Full Council, Planning, Highways & Streetscene Committees, Shurnhold Fields Working Party, and Neighbourhood Plan steering group).
5. To circulate notices of meetings (as indicated above) and other community information for noticeboards.
6. To take Minutes of Council and Committee Meetings* and other meetings as required, and prepare to final draft in a timely fashion. Final draft to be checked by Clerk, prior to circulation. To update website with approved Minutes following Full Council meeting. *Except for those undertaken by the Finance & Amenities Officer.
7. To prepare and submit comments on planning applications to Wiltshire Council following Planning Committee meetings, in liaison with the Clerk.
8. To review and circulate weekly lists of planning applications and decisions to all councillors.
9. To review and provide relevant planning documentation for meetings and in response to general enquiries.
10. To submit previous Council comments on planning application Appeals to the Planning Inspector.
11. To review relevant Section 106 documents and identify and mark up trigger points for monitoring and inform Wiltshire Council officers for action
12. To act as point of contact for Highways and Streetscene matters (including Rights of Ways). To respond to general email enquiries. To log issues on

Wiltshire Council app. To prioritise and coordinate works for Parish Steward visits.

13. To raise LHFIG (Local Highways & Footways Improvement Group) issues, Highway Improvement requests and Speed Survey requests to Wiltshire Council.
14. To keep the SID (Speed Indicator Device) schedules updated liaising with the contractor, analyse the data and send to Wiltshire Police.
15. To carry out actions following decisions by the Council and Committees as directed by the Clerk.
16. To respond on behalf of the Council on consultation papers, as directed by the Clerk.
17. To regularly update Policies and maintain on council website.
18. To prepare Annual Diary Cards and Member Lists and circulate. To notify councillors and organisations of any changes as and when they occur.
19. To carry out Fire Warden duties at public meetings.
20. To carry out First Aid duties in the workplace and public meetings.
21. To carry out any other tasks as required by Clerk.

Reviewed at Appraisal and Staffing Committee July 2025 and addition in RED.

Report for Staffing Committee 20th July 2026

Agenda Item: Annual Leave- Proposal to Record Annual Leave in Hours rather than days

The council currently records annual leave in days; however, employees have different working patterns and daily hours. An employee has suggested that annual leave could instead be recorded in hours rather than days. The suggestion arose following consideration of how annual leave is administered for different working patterns, including compressed hours under a flexible working arrangement.

The proposal would not change employees' contractual annual leave entitlement, instead, it would change the method by which annual leave is recorded and deducted. Recording annual leave would reflect the actual number of hours an employee would normally have worked on the day leave is taken.

Current Arrangements

As per the above, annual leave is currently deducted in days, regardless of the number of hours an employee would normally have worked on that day.

For employees who work full time, 37 hours per week, working hours differ slightly across on a Friday. This is because from Monday to Thursday these employees work 7.5 hours and, on a Friday, they work 7 hours. For employees working compressed hours but still Full time 37 hours per week, a working day may consist of a greater number of hours than a standard working day. For employees working part time hours (17 hours per week) working hours differ slightly on a Monday and Tuesday they work 6 hours and on a Thursday they work 5 hours.

Recording leave in hours would ensure that annual leave reflects the actual hours absent from work rather than treating all working days equally.

Potential Benefits

Should the Council wish to move to an hours-based system, potential benefits include:

- Annual leave being deducted according to the hours normally worked on the day leave is taken
- Greater flexibility for employees taking part-day leave or just a few hours leave, particularly for those employees who may not accumulate as much TOIL as others
- A consistent approach for employees working different contractual patterns
- Simpler administration of compressed hours and any future flexible working arrangements
- Improved accuracy in recording annual leave.

Annual Leave Entitlement

Employees' contractual annual leave entitlement would remain unchanged.

If implemented, each employee's annual leave entitlement would be converted into hours using their contractual weekly hours.

As the Council's leave year runs from **1st April to 31st March**, the number of bank holidays varies from year to year. Employees' annual entitlement in hours would therefore need to be calculated at the beginning of each leave year to reflect the number of bank holidays falling within that leave year.

Method of calculating leave:

Annual leave will be calculated and recorded in hours to ensure a fair and consistent approach for all employees, regardless of their contracted weekly hours or how those hours are distributed across the working week.

This methodology is based on the principles set out in government guidance for employees who work fixed weekly hours over working days of different lengths, adapted to reflect the Council's contractual annual leave entitlement.

Step 1 – Calculate the full-time annual leave entitlement in hours

The Council's full-time annual leave entitlement comprises:

- Contractual annual leave (currently 23 days for employees with less than five years' continuous local government service and 26 days for employees with five or more years' continuous local government service);
- 2 additional statutory days; and
- Bank holidays for the relevant leave year.

For the purpose of converting the entitlement from days to hours, the full-time contractual working week is divided by five to produce a standard average daily figure:

$$37 \text{ hours} \div 5 \text{ days} = 7.4 \text{ hours}$$

The figure of 7.4 hours is used only to calculate the employee's annual entitlement in hours. It does not replace or represent the employee's actual daily working hours.

The full-time annual entitlement is calculated as follows:

$$(\text{Contractual annual leave days} + 2 \text{ additional statutory days} + \text{bank holidays in the relevant leave year}) \times 7.4 \text{ hours}$$

The number of bank holidays falling within the Council's leave year may vary depending on the calendar. For example, where Easter falls at both the beginning and end of the same leave year, the number of bank holidays within that leave year may increase.

For the leave year 1st April 2026 to 31st March 2027, 10 bank holidays fall within the leave year.

An employee entitled to 26 contractual days will therefore receive:

$$26 + 2 + 10 = 38 \text{ days}$$

$$38 \text{ days} \times 7.4 \text{ hours} = 281.2 \text{ hours}$$

An employee entitled to 23 contractual days will receive:

$$23 + 2 + 10 = 35 \text{ days}$$

$$35 \text{ days} \times 7.4 \text{ hours} = 259 \text{ hours}$$

The bank holiday element and resulting total entitlement will be recalculated at the beginning of each leave year. The above does not taken into account any holiday the employee may have carried over from the previous holiday year.

Step 2 – Calculate the employee's entitlement

Employees contracted to work 37 hours per week will receive the relevant full-time entitlement in hours, regardless of whether their hours are worked over five standard days, four compressed days or another agreed working pattern.

Employees contracted to work fewer than 37 hours per week will receive the relevant full-time entitlement on a pro-rata basis according to their contracted weekly hours.

The calculation is:

$$\text{Employee's entitlement in hours} = \text{Relevant full-time entitlement in hours} \times \text{Employee's contracted weekly hours} \div 37$$

Example: employee entitled to 26 contractual days

For 2026/27, the relevant full-time entitlement is 281.2 hours:

Contracted Hours	Calculation	Annual Leave
37 hours	$281.2 \times 37 \div 37$	281.2 hrs
17 hours	$281.2 \times 17 \div 37$	129.2 hrs
1 hours	$281.2 \times 1 \div 37$	7.6 hrs

Example: employee entitled to 23 contractual days

For 2026/27, the relevant full-time entitlement is 259 hours:

Contracted weekly hours	Calculation	Annual entitlement
37 hours	$259 \times 37 \div 37$	259 hours
17 hours	$259 \times 17 \div 37$	119 hours
1 hour	$259 \times 1 \div 37$	7 hours

The figures above apply to the 2026/27 leave year and will change if the number of bank holidays falling within a future leave year is different.

Step 3 – Deduct leave

When annual leave is taken, or when a bank holiday falls on a day an employee would normally work, the employee's annual leave balance will be reduced by the number of hours they were contracted to work on that day

Examples (based on current employee working patterns, including trial compressed hours):

Working Pattern	Monday	Tuesday	Wednesday	Thursday	Friday
Standard full-time	7.5	7.5	7.5	7.5	7.0
Compressed hours	9.25	9.25	9.25	9.25	0
Part-time (17 hrs)	6	6	0	5	0

Employees working compressed hours or other alternative working patterns will receive the same total annual leave entitlement (in hours) as employees with the same contractual weekly hours. The number of hours deducted for each period of annual leave will reflect the employee's normal contractual working pattern.

This methodology ensures that employees with the same contractual weekly hours receive the same overall annual leave entitlement, regardless of how those hours are distributed across the week. Annual leave is then deducted according to the hours the employee would normally have worked on the day leave is taken.

Employees working fewer contractual weekly hours receive a pro-rata entitlement based on the same methodology. Where an employee works a very small number of contracted hours each week or does not have fixed working days, annual leave will be calculated using the same methodology based on their contractual weekly hours. Leave will be deducted according to the hours they would otherwise have worked during the period of absence.

Step 4 – Carry Forward

Employees may carry forward annual leave in accordance with the employment contracts

Where annual leave is carried forward, the balance will be converted from days to hours using the same calculation methodology applicable to the leave year in which the leave was accrued.

Step 5 – Transition Arrangements

If the Council introduces this methodology during an existing leave year, each employee's leave record will be converted from days to hours.

The Council will first calculate the employee's total entitlement in hours for the relevant leave year, based on:

- the employee's contractual annual leave entitlement;
- the number of bank holidays falling within the leave year;
- the employee's contracted weekly hours;
- any authorised leave carried forward from the previous leave year; and
- any adjustment required where the employee commenced or changed their contractual hours part-way through the leave year.

The Council will then deduct:

- the actual hours of annual leave already taken;
- the actual hours deducted for bank holidays that have already fallen on the employee's normal working days; and
- any other leave hours properly deducted during the leave year.

The resulting figure will become the employee's remaining leave balance in hours.

This process will ensure that employees neither gain nor lose annual leave solely as a result of the change from recording leave in days to recording leave in hours.

Financial Implications

There are no direct financial implications associated with this proposal as its just converting employees leave from days to hours. .

AGENDA ITEM 19

To Review the Council's role as an administrator of community/village Facebook groups and agree any changes

The Staffing Committee is asked to consider the wider staffing, governance, data protection and continuity implications of the Clerk, other officers and councillors participating in or administering community social media and messaging groups. Recent experience has shown that administrators may become exposed to complaints, abuse or potential legal correspondence arising from material posted by third parties. Difficulties can also arise where contentious local matters, including planning applications, are discussed and councillors express differing views, creating uncertainty about whether contributions are made personally, as ward members, or on behalf of the Council.

The Clerk currently administers the Bowerhill Facebook group with two other administrators, is the sole administrator of the recently established Beanacre group, and is the sole remaining administrator of the Berryfield group, although she did not establish it. The Clerk is also one of several administrators in Friends of Shurnhold Fields, BRAG and Melksham Green Spaces. Experience has shown that community members leaving these groups can create problems with continuity, ownership and retaining access for the community.

The Clerk and, in some cases, the Finance and Amenities Officer are also members of several community WhatsApp groups using their personal mobile telephone numbers. These include FOF, FOF Refreshments, the Emergency Flood Volunteers core team, CAWS, the Village Hall Group, Westlands Lane and the History/Explorer App group. These groups provide useful and often timely channels for coordinating volunteers, sharing local information and maintaining working relationships. However, their use raises issues concerning personal contact details, expectations of availability outside working hours, record retention, information governance, staff welfare and continuity when individuals leave or change roles.

The Committee is therefore asked to consider an agreed way forward for staff and councillor involvement in community digital platforms. This should distinguish official Council channels from independent community groups and address administrative responsibility, succession and shared access, the use of personal devices and telephone numbers, record-keeping, moderation, councillors' participation in contentious discussions, and arrangements for withdrawing staff involvement safely where appropriate.



Advice notes 08 Jun 2026

TRAVEL — MILEAGE AND FUEL RATES AND ALLOWANCES

This advice note was last updated on 8 June 2026.

HM Revenue & Customs (HMRC) has changed the approved mileage rates for the tax year 2026/27. It is the first change since 2011.

APPROVED MILEAGE RATES FROM TAX YEAR 2026 TO 2027

- Cars and vans — 55p per mile for the first 10,000 business miles in the tax year, then 25p per mile thereafter.
- Motorcycles — 24p per business mile.
- Bicycles — 20p per business mile.

HOW THIS AFFECTS PARISH AND TOWN COUNCILS

This will depend on a few factors:

- If mileage rates are included in the council's policy or someone's contract or terms as "in line with HMRC mileage rates" or words to that effect, then they should automatically be paid the new HMRC rates.
- If it instead specifies the figures, for example, 45 pence per mile, then they will need to be amended through the usual process for amending council policy or an employee's contract.
- NALC's **template contract of employment for parish and town councils** and **model contract of employment** created by WorkNest and endorsed by One Voice Wales and the Society of Local Council Clerks refer to the "National Joint Council for Local Government Services (NJC) rate in force". So anyone whose contract uses that wording is not affected by the change in the HMRC rates. The NJC is not planning to change the rates from those agreed in 2010, as they now recommend using HMRC rates instead.

USEFUL LINKS

- **[GOV.UK - Travel: Mileage and fuel rates and allowances](#)**

RELATED TOPICS

AGENDA ITEM 20

Mileage reimbursement rates

Clerk's Note

Background

The Council's current contracts of employment state that authorised business mileage will be reimbursed at the NJC rates in force at the time.

Historically, however, the Council has not applied the detailed NJC mileage rates. Those rates vary according to engine size and whether an employee is classed as an essential or casual car user. Some of the NJC rates previously exceeded the amount that HMRC allowed employers to pay free of Income Tax and National Insurance. The Council therefore used the HMRC Approved Mileage Allowance Payment rate of 45p per mile instead, avoiding the need to tax and process any excess mileage payment through payroll.

The July 2026 NALC/SLCC model contract still reproduces the historic NJC mileage tables, although it also states that mileage is payable at the NJC rate in force unless subsequently updated by a new agreement.

Change to the HMRC rate

HMRC has increased the Approved Mileage Allowance Payment rate for cars and vans from 45p to 55p per mile for the first 10,000 business miles in the tax year. The rate remains 25p per mile for mileage above 10,000 miles. The revised rate applies from the start of the 2026/27 tax year, which is **6 April 2026**, rather than 1 April 2026. ([GOV.UK](https://www.gov.uk))

Payments up to the HMRC approved rate may normally be made without deduction of Income Tax or National Insurance. If an employer pays more than the approved rate, the excess is normally taxable. If an employer pays less, an employee may be able to claim Mileage Allowance Relief from HMRC on the difference. ([GOV.UK](https://www.gov.uk))

NALC has issued updated advice for parish and town councils following the change and has confirmed that the effect will depend on the wording of each council's contracts and policies. ([NALC](https://www.nalc.org.uk))

Current contractual position

Although the Council has previously reimbursed mileage using the HMRC rate, the existing contract refers to the NJC rate in force. The move from the contractual NJC basis to the HMRC rate appears to have been made because of the tax and payroll implications of paying NJC rates above the former HMRC tax-free limit.

The increase in the HMRC rate does not, by itself, amend the Council's contractual wording. Members should therefore formally decide which basis is to apply in future.

Options for consideration

Option 1: Apply the NJC rates in accordance with the existing contract

The Council could begin applying the NJC mileage structure set out in the Green Book and reproduced in the new model contract. Rates would vary according to engine size and whether an employee was designated as an essential or casual user.

This would require the Council to:

- determine the appropriate user classification for each employee;
- obtain and maintain relevant vehicle information;
- apply different rates depending on engine size;
- consider whether any element exceeding the HMRC approved rate must be taxed through payroll; and
- consider whether changing from the rate historically paid could affect employees differently.

Option 2: Formally adopt the HMRC Approved Mileage Allowance Payment rates

The Council could formally adopt:

- 55p per mile for the first 10,000 business miles in each tax year; and
- 25p per mile thereafter.

This would continue the Council's established practice of using the HMRC rate rather than applying the detailed NJC mileage structure. It would provide one clear rate for employees using their own cars or vans and would normally avoid tax and National Insurance liabilities on the reimbursement.

If this option is selected, the Council should also decide whether to amend the contractual wording for future contracts and issue an agreed written clarification or variation to existing employees.

Effective date and backdating

The Council should determine the date from which any revised rate will apply.

As the revised HMRC rate applies nationally from **6 April 2026**, members may wish to apply the 55p rate retrospectively from that date. Any eligible mileage claims already paid at 45p per mile from 6 April 2026 would then be recalculated and the additional 10p per mile reimbursed.

The rate should not be backdated to 1 April 2026 because the HMRC tax year and the revised approved rate commenced on 6 April 2026. Other councils considering the change have similarly used 6 April 2026 as the retrospective effective date.

[\(Argyll and Bute Council\)](#)

Financial implications

Employees currently claim relatively limited mileage. The majority of claims relate to the Parish Caretaker, who travels approximately 104 business miles each month, equivalent to around 1,248 miles annually.

An increase from 45p to 55p per mile would increase the annual cost of the Caretaker's mileage by approximately £125. Additional costs relating to occasional claims by other employees are expected to be limited.

If the revised rate is backdated to 6 April 2026, there would also be a one-off payment representing the additional 10p per mile for eligible claims already reimbursed since that date.

Staffing Committee is asked to consider whether mileage should be reimbursed:

1. under the NJC mileage rates referred to in employees' existing contracts; or
2. at the HMRC Approved Mileage Allowance Payment rates, continuing the approach historically used by the Council because of the tax and payroll implications associated with the NJC rates.

Should the Staffing Committee decide to adopt the HMRC rates, it is suggested that they apply from 6 April 2026 and that eligible mileage claims already paid from that date are recalculated.

SUGGESTED RECOMMENDATION TO FULL COUNCIL:

To note that employees' existing contracts refer to reimbursement at NJC mileage rates, but that the Council has historically reimbursed business mileage at the HMRC Approved Mileage Allowance Payment rate because of the tax and payroll implications of applying the detailed NJC rates.

To adopt the HMRC Approved Mileage Allowance Payment rate of 55p per mile for the first 10,000 business miles in each tax year and 25p per mile thereafter for authorised business travel undertaken in employees' own cars or vans.

To apply the revised rate retrospectively from 6 April 2026 and to reimburse eligible employees for the difference between mileage already paid at 45p per mile and the revised rate.

To authorise the Clerk, with appropriate HR advice, to prepare revised mileage wording for future employment contracts and an appropriate written clarification or variation for existing employees.

AGENDA ITEM 21 & 22

21. Consideration of external HR support

22. Review of policies

The Parish Council currently employs five members of staff and has generally managed employment matters internally. The Council also has access to an employment advice helpline through its insurance arrangements, which has been used successfully when advice has been required.

However, the Council is currently dealing with changes to employment contracts and has a number of employment-related policies due for review and update. An officer has reviewed the existing policies and prepared tracked changes. During a subsequent check, it was identified that some of the original model templates on which the Council's policies were based have themselves been updated.

There also appear to be a significant number of current and forthcoming changes to employment legislation and associated guidance. Keeping contracts and policies up to date, identifying when model documents have changed and maintaining effective version control is becoming increasingly difficult and time-consuming.

The Staffing Committee may therefore wish to consider whether the Council would benefit from a light-touch retained HR support service. This could provide:

- a review of employment contracts and employment-related policies;
- updates when legislation, guidance or model documents change;
- assistance with maintaining appropriate document and version control;
- telephone or email advice when an employment matter arises; and
- support with matters such as disciplinary, grievance, capability, absence or performance procedures, when required.

There is a question as to whether a comprehensive outsourced HR service would be disproportionate for an organisation employing five members of staff. The Council should also avoid paying for services that duplicate the employment advice already available through its insurance helpline. A proportionate service concentrating on contract and policy updates, with specialist advice available when required, may nevertheless provide reassurance and reduce officer time.

Providers offering services specifically for parish and town councils include **Council HR and Governance Support (CHRGs)** and **WorkNest**, which works with NALC and SLCC. Indicative market costs for a light-touch HR service are likely to be in the region of **£1,200 to £2,500 plus VAT per annum**, depending on the services included, the length of the agreement and whether individual casework is covered. More comprehensive packages incorporating HR software, health and safety support or legal expenses cover may cost considerably more.

An indicative cost has been requested from **Council HR and Governance Support (CHRGs)** for its ongoing HR and governance subscription service. This will assist

the Committee in determining whether the likely benefits would represent value for money for a council with five employees.

As the Council's employment-related policies have already been reviewed by an officer, but some of the underlying model templates have subsequently been updated, it is suggested that consideration of these policies is deferred. Should the Staffing Committee recommend a light-touch HR service and this subsequently be approved by the Full Council, the appointed provider could review the policies against current legislation, guidance and the latest model templates before they are returned to the Council for adoption.

Suggested recommendation

To note the increasing volume of employment legislation and guidance, the changes to relevant model documents and the administrative difficulties associated with maintaining contracts, policies and version control.

To consider whether to recommend to the Full Council that a proportionate, light-touch retained HR support service is obtained, providing contract and policy reviews, updates and specialist advice when required.

To defer consideration of the employment-related policies currently presented for review and, should an HR support service be approved, to ask the appointed provider to review the policies against current legislation and the latest model templates before they are returned to the Council for adoption.



MELKSHAM WITHOUT PARISH COUNCIL

PENSION POLICY

1. The Council offers membership of a pension scheme through the Wiltshire Pension Fund which is part of the Local Government Pension Scheme (LGPS). Employees who have a contracted hours position are eligible to join the scheme. Casual post staff will not be designated as being eligible. All new staff will be automatically enrolled into the scheme as from their official start date and will need to express their wish to opt out in writing if that is their choice. The limitations within the scheme are listed in the schedule below.
2. Employees should notify the Council of the name of their nominated next of kin. In the event of employees' death in service any salary or pension due to them will be paid to the person nominated.
3. LGPS Employer's Discretions Policy for LGPS 2014 Scheme Wiltshire Pension Fund

3. For Review by the Staffing Committee- Monday 20th July 26

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DISCRETION AND REGULATION	POLICY ON INDIVIDUAL DISCRETIONS
1). Reg 31: Whether to grant additional pension to a member (up to £6500pa) Whether to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (by up to £8,903 p.a – this figure is inflation proofed annually)	Melksham Without Parish Council will only exercise this discretion in exceptional circumstances. This discretion will only be exercised with the expressed permission of the Staffing & Resources Committee after consideration of the costs that would apply.
2). Reg 16(2)e and Reg 16(4)d: Whether to make either a regular or lump sum Additional Pension Contribution (APC) to a member's account (part or whole funding this). (Note: this discretion only relates to cases when the member is working as normal rather than absent from work with permission but no pensionable pay – in the latter scenario, employers must fund it if necessary.)	Melksham Without Parish Council will only exercise this discretion in exceptional circumstances. This discretion will only be exercised with the expressed permission of the Staffing & Resources Committee after consideration of the costs that would apply.
3). Reg 30(6) Whether all or some pension benefits can be paid if a member aged 55 or	Melksham Without Parish Council will consider employee requests to take flexible retirement on a case by case basis after taking into account factors such as service delivery and

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over reduces their hours/grade and continues to work (“flexible retirement”).	any costs that may apply. The Staffing & Resources Committee will be responsible for agreeing (or otherwise) to all requests to take flexible retirement.
4). Reg 30(8) Waiving actuarial reduction on flexible retirement. Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement	Melksham Without Parish Council will only waive the actuarial reduction on flexible retirement in exceptional circumstances following approval from the Staffing & Resources Committee.
5). Reg 30(8) Waiving actuarial reduction on early retirement (age 55+) for both active, deferred members and suspended tier 3 ill health pensions. <u>Whether to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age other than on the grounds of flexible retirement (where the member only has post 31 March 2014 membership)</u>	Melksham Without Parish Council will only waive the actuarial reduction on early retirement in exceptional circumstances and as the result of the expressed permission of the Staffing & Resources Committee after considering the costs that would apply.
6). TP Regs 1(1)(c) & para 1(2) of Schedule 2: Whether to allow the rule of 85 to be “switched on” for members who would normally meet the rule but who will not if they draw the benefits age 55–59.	Melksham Without Parish Council will only agree to “switch on” the rule of 85 in exceptional circumstances following approval from the Staffing & Resources Committee after considering the costs that will apply.
7). Regs 22(8 & 9) Whether to extend 12-month period to separate previous LG service.	Melksham Without Parish Council will only allow an extension to the 12-month period to separate previous LG service where it can be reasonably shown that the member was not provided with the required information within 6 months of starting.
8). Reg 9(3) Determine rate of employees’ contributions.	Melksham Without Parish Council will review all employees’ contribution bands <u>at the end of each financial year when there has been contractual change to a member’s salary or hours at some point during the year.</u> A member’s contribution rate will not be reviewed as the result of one-off additional payments (such as honorariums)
9). Reg 100(6) Whether to extend 12-month period to allow a transfer-in of non-LG pension rights.	Melksham Without Parish Council will only allow an extension to the 12-month period to combine previous non-LG service where it can be shown that the member was not provided with the required information within 6 months of starting.
10). Reg 16(4) Whether to extend the 30-day deadline for	Melksham Without Parish Council will consider each request to extend the 30-day deadline on a case by case basis.

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member to elect for a shared cost APC

(Note: this discretion only relates to cases when the member has a period of unpaid authorised leave and wants to pay an APC to recover the pension. For the cost to be shared by the employer and member the member's election must be received by the employer within 30 days of returning to work.)

11. TP3(1),TPSch 2 para 2(1),B30(5) & B30A(5)
Whether to waive an actuarial reduction for a member voluntarily drawing benefits before normal pension age other than on the grounds of flexible retirement (where the member has both pre 1 April 2014 and post 31 March 2014 membership):

(a) On compassionate grounds (pre 1 April 2014 membership) and in whole or part on any grounds (post 31 March 2014 membership) if the member was not in the Scheme before 1 October 2006

(b) On compassionate grounds (pre 1 April 2014 membership) and in whole or in part on any grounds (post 31 March 2014 membership) if the member was in the scheme before 1 October 2006 will not be 60 by 31 March 2016 and will not attain 60 between 1 April 2016 and 31 March 2020 inclusive

(c) On compassionate grounds (pre 1 April 2016 membership) and /or, in whole or in part on any grounds (post 31 March 2016 membership) If the member was in the scheme before 1

Melksham Without Parish Council will only exercise this discretion in exceptional circumstances, with the approval of the Full Council following a recommendation from the Staffing Committee, after consideration of the financial implications of the decision.

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<u>October 2006 and will be 60 between 1 April 2016</u>	
<u>On compassionate grounds (pre 1 April 2020 membership) and / or, in whole or in part on any grounds (post 31 March 2020 membership) if the member was in the Scheme before 1 October 2006, will not be 60 by 31 March 2016 and will attain 60 between 1 April 2016 and 31 March 2020 inclusive.</u>	
<u>12. Reg B30(5), TPSch 2, para 2(1) Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early under B30 (member).</u>	<u>Melksham Without Parish Council will only exercise this discretion in exceptional circumstances, with the approval of the Full Council following a recommendation from the Staffing Committee, after consideration of the financial implications of the decision.</u>
<u>13. Reg B30A(5), TPSch 2, para 2(1) Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits paid early under B30A (pensioner member with deferred benefits)</u>	<u>Melksham Without Parish Council will only exercise this discretion in exceptional circumstances, with the approval of the Full Council following a recommendation from the Staffing Committee, after consideration of the financial implications of the decision.</u>
<u>14. Reg 31(2) Grant application for early payment of deferred benefits on or after age 50 and before age 55.</u>	<u>Melksham Without Parish Council will only exercise this discretion in exceptional circumstances, with the approval of the Full Council following a recommendation from the Staffing Committee, after consideration of the financial implications of the decision.</u>
<u>15. TPSch 2, para 1(2) & 1(1)(f) & R60 Whether to "switch on" the 85 year rule for a member with deferred benefits voluntarily drawing benefits on or after age 55 and before age 60.</u>	<u>Melksham Without Parish Council will only exercise this discretion in exceptional circumstances, with the approval of the Full Council following a recommendation from the Staffing Committee, after consideration of the financial implications of the decision.</u>
<u>16. Reg 31(5) & TPSch 2, para 2(1) Waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early.</u>	<u>Melksham Without Parish Council will only exercise this discretion in exceptional circumstances, with the approval of the Full Council following a recommendation from the Staffing Committee, after consideration of the financial implications of the decision.</u>
<u>17. Grant application for early payment of deferred benefits on or after age 50 on compassionate grounds.</u>	<u>Melksham Without Parish Council will only exercise this discretion in exceptional circumstances, with the approval of the Full Council following a recommendation from the Staffing Committee, after consideration of the financial implications of the decision.</u>

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Abbreviations

LGPS	Local Government Pension Scheme
Reg 16(2)e	Regulation 16(2)e of the Local Government Pension Scheme Regulations 2013 (which apply from 1 April 2014)
TP Regs	LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014

Recommended for approval by Staffing & Resources Committee 4th October 2021, and re-adopted by Full Council 18th October 2021

Document Version Control		
Version	Meeting and minutes where reviewed/ approved	Additions/ Amendments
1.1	Recommended by the Staffing & Resources Committee on Monday 26th June 2017 and adopted by the Full Council on 17th July 2017.	
1.2	Recommended for approval by Staffing & Resources Committee 4th October 2021, and re-adopted by Full Council 18th October 2021.	
1.3	Recommended for adoption at Staffing Committee 10th March 2025 (min.462/24c. Approved at Full Council 24th March 2025 (Min 489/24e)	No changes made



MELKSHAM WITHOUT PARISH COUNCIL

HABITUAL OR VEXATIOUS COMPLAINANTS POLICY

For review at Staffing Committee- Monday 20th July 2026

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1. Background

- 1.1 This document sets out guidance and procedures to help deal with people who repeatedly complain to the council or who complain in an unreasonable way.
- 1.2 There are times when nothing further can be done to solve a real or perceived problem and continual contact with the person complaining is time consuming and costly for the council.
- 1.3 This document explains how to decide if a complaint should be classed as habitual or unreasonable. It then gives advice about how the complaint should be recorded. Finally, options are listed to help process such complaints or cease contact with particular complainants.

2. Introduction

- 2.1 This policy identifies situations where a complainant or complainants, might be considered to be 'habitual or vexatious' and ways of responding to these situations.
- 2.2 In this policy the term habitual means 'done repeatedly or as a habit'. The term vexatious means 'irritating, annoying or causing distress'. This policy is intended to assist in identifying and dealing with persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.
- 2.3 It is recognised that complainants can use repeated FOI or Subject Access Requests as a means of perpetuating a complaint which has been determined and therefore the term complaint in this policy includes requests made under the Freedom of Information Act 2000 and under UK GDPR and the Data Protection Act 2018 , as amended by the Data (Use and Access) Act 2025 the Data Protection Act 1998, as well as those made under the Council's complaints procedure.

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- 2.4 Habitual or vexatious complainants can be a problem for Council staff and members. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of Officer and members time and displace scarce

human resources that could otherwise be spent on other Council priorities. Whilst the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.

2.5 Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.

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2.42.6 The aim of this policy is to contribute to the overall aim of dealing with all complainants in ways which are demonstrably consistent, fair, and reasonable.

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3. Habitual or Vexatious Complainants

3.1 For the purpose of this policy the following definition of habitual or vexatious complainants will be used:

The repeated and/or obsessive pursuit of:

- (i) unreasonable complaints and/or unrealistic outcomes; and/or
- (ii) reasonable complaints in an unreasonable manner.

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3.2 Where complaints continue and are considered to be habitual or vexatious in accordance with the criteria set out in Schedule A, the Clerk or Chairman will inform the individual informally that his/her behaviour is considered by the Council to be unreasonable or unacceptable, and request a changed approach.

This is stage 1.

Stage 2

After taking into account the considerations set out in Schedule B and if there is no improvement in behaviour the Council will consider the matter, and, if considered necessary, will inform the complainant in writing that his/her behaviour falls under the terms of the habitual and vexatious complainants policy.

A copy of the Policy will be sent to the individual with a letter giving details of any restrictions which will apply. Schedule C details the options available for dealing with such complainants.

The letter should also state the length of time the restrictions are to apply and that any **legitimate** new complaint made in an acceptable manner will always be considered.

Once a complainant has been determined to be habitual or vexatious, their status will be kept under review for one year. If a complainant subsequently demonstrates a more reasonable approach then their status will be reviewed.

Stage 3

Where there is dispute about action taken or not taken by the Council the complainant may refer the matter to the Local Government Ombudsman.

Habitual & Vexatious Complainants Policy

Schedule A - Criteria for Determining Habitual or Vexatious Complainants

Complainants (and/or anyone acting on their behalf) may be deemed to be habitual or vexatious where previous or current contact with them shows that they meet any of the following criteria:

Where complainants:

1. Persist in pursuing a complaint where the Council's complaints process has been fully and properly implemented and exhausted.
2. Persistently change the substance of a complaint or continually raise new issues or seek to prolong contact by continually raising further concerns or questions whilst the complaint is being addressed. Care must be taken, however, not to disregard new issues which are significantly different from the original complaint as they need to be addressed separately.
3. Are repeatedly unwilling to accept documented evidence given as being factual or deny receipt of an adequate response in spite of correspondence specifically answering their questions or do not accept that facts can sometimes be difficult to verify when a long period of time has elapsed.
4. Repeatedly do not clearly identify the precise issues which they wish to be investigated, despite the reasonable efforts of staff to help them specify their concerns, and/or where the concerns identified are not within the remit of the Council to investigate.
5. Regularly focus on matters which are not sufficiently serious to an extent which is out of proportion to their significance and continue to focus on these points. It is recognised that determining what is 'not sufficiently serious' can be subjective and careful judgement will be used in applying this criterion.
6. Have threatened verbally, or used physical violence towards employees at any time. This will, in itself, cause personal contact with the complainant and/or their representative to be discontinued and the complaint will, thereafter, only be continued through written communication. A complainant who threatens either verbally or in writing or uses actual physical violence towards an employee will be regarded as a vexatious complainant. The complainant will be informed of this in writing together with notification of how future contact with the Council is to be made.

It should also be noted that Melksham Without Parish Council in consultation with the affected individuals will refer any actual or threatened verbal or physical abuse to Wiltshire Police for investigation.

7. Have, in the course of addressing a registered complaint, had an excessive number of contacts with the Council – placing unreasonable demands on employees. A contact may be in person, by telephone, letter, email or fax or any other means. Excessive contact will be determined taking into account the specific circumstances of each individual case.
8. Have harassed or been verbally abusive towards employees dealing with the complaint. Employees recognise that complainants may sometimes act out of character in times of stress, anxiety or distress and will make reasonable allowances for this. Some complainants may have a mental health issue and there is a need to be sensitive in circumstances of that kind.
9. Are known to have recorded meetings or face-to-face/telephone conversations without the prior knowledge and consent of other parties involved.

10. Make unreasonable demands on the Council and fail to accept that these may be unreasonable, for example, insist on responses to complaints or enquiries being provided more urgently than is reasonable or within the Council's complaints procedure or normal recognised practice.

11. Make unreasonable complaints which impose a significant burden on the resources of the Council and where the complaint:

- clearly does not have any serious purpose or value; or
- is designed to cause disruption or annoyance; or
- has the effect of harassing the Council; or
- can otherwise fairly be characterised as obsessive or manifestly unreasonable.

12. Make repetitive complaints and allegations which ignore the replies which have been supplied in previous correspondence.

Schedule B - Considerations prior to taking action under the policy

Different considerations will apply depending on whether the investigation of the complaint is ongoing or whether it has been concluded. To some extent the latter is easier to deal with. It is in effect the complainant simply refusing to take no for an answer, and the Council has the option of ending all communication with the complainant, and where appropriate referring the complainant to the Ombudsman. However, where the complaint is ongoing there needs to be some continuing contact with the complainant.

The decision to designate someone as a habitual and vexatious complainant is onerous and could have serious consequences for the individual. Before deciding whether the policy should be applied Councillors should be satisfied that:

- the complaint is being or has been investigated properly;
- any decision reached on it is the right one;
- communications with the complainant have been adequate; and
- the complainant is not now providing any significant new information that might affect the Council's view on the complaint;
- or that the way in which the complainant has acted is unreasonable.

Schedule C - Options for Dealing with Habitual or Vexatious Complainants

The options below can be used singularly or in combination depending on the circumstances of the case and whether the complaint process is ongoing or completed.

1. A letter to the complainant setting out responsibilities for the parties involved if the Council is to continue processing the complaint. If terms are contravened, consideration will then be given to implementing one or more actions as indicated below.

2. Decline contact with the complainant, either in person, by telephone, by text, by letter, by email, by social media or any combination of these, provided that one form of contact is maintained. This may also mean that only one named person will be nominated to maintain contact (and a named deputy in their absence). The complainant will be notified of these persons.

3. The Clerk should inform both the Chair of the Council and the Chair of the Staffing Committee of any developing situation that occurs that may constitute as a habitual or vexatious complainant. This is so that a joint decision can be made on what form of communication the council will use to communicate with the complainant.

4. Notify the complainant, in writing, that the Council has responded fully to the points raised and has tried to resolve the complaint but there is nothing more to add and continuing contact on the matter will serve no useful purpose. The complainant will also be notified that the correspondence is at an end, advising the complainant that they are being treated as a habitual or vexatious complainant and as such the Council does not intend to engage in further correspondence dealing with the complaint.

4. Temporarily suspend all contact with the complainant, in connection with the issues relating to the complaint being considered habitual or vexatious, while seeking advice or guidance from its legal advisers or other relevant agencies. This temporary suspension of contact may include the blocking of e-mails from the complainant to those who may have been subjected to harassment.

Reviewed and approved	Amendments made:
Staffing & Resources Committee 30th January 2017 Recommendation Min. 346/16	
Approved at Full Council 6th March 2017 Min 386/16	
<i>Recommended for Re-adoption by the Staffing Committee on 16 March 2020 (Min 489c/19)</i>	
<i>Reviewed at Staffing Committee 26th June 2023 (min. 95/23b) and approved at Full Council 24th July 2023</i>	Wording made clear under schedule C clause 2 relating to the councils position replating to a complainant repeatedly contacting the council.

Reviewed at Staffing Committee 26th June 2023 (min. 95/23b) and approved at Full Council 24th July 2023



MELKSHAM WITHOUT PARISH COUNCIL

For review at Staffing Committee- 20th July 2026

DBS (DISCLOSURE BARRING SERVICE) CHECK & RECRUITMENT OF EX-OFFENDERS POLICY

POLICY

Melksham Without Parish Council is committed to safeguarding children, young people and adults at risk whilst ensuring that applicants with criminal records are treated fairly and in accordance with the law. The code of practice published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed. Melksham Without Parish Council will carry out Disclosure and Barring Service (DBS) checks only where the Council is legally entitled to do so and where such a check is proportionate and relevant to the role. The level of DBS check required will be determined following a risk assessment of the duties of each role and in accordance with current DBS eligibility guidance and relevant legislation. The outcome of the risk assessment for each role is detailed below. Melksham Without Parish Council requires that a standard DBS check is carried out as part of the recruitment process for all positions that are in direct contact with children or vulnerable adults. Where the Council determines that an ongoing DBS check is appropriate for a particular role, checks will normally be renewed every three years or earlier where required by legislation, changes to the role or identified safeguarding risks. Melksham Without Parish Council will renew every 3 years.

The Council is committed to equality of opportunity and welcomes applications from all suitably qualified individuals, including those with criminal records. A criminal record will not automatically prevent an individual from being appointed. Each case will be considered on its own merits, taking account of the nature of the role and the relevance of any convictions.

Melksham Without Parish Council have risk assessed each job role and have set out below which roles require a basic check and the reasons why.

Amenities Staff: Attend play areas alone, with unsupervised children in attendance. Some parish play areas are situated in remote locations.

Office Staff: Attend play areas on some occasions and other council buildings sometimes alone when meeting members of the public. Office staff also have access to cash and the councils bank accounts.

Volunteers: Community Emergency Volunteers (also known colloquially as Flood Wardens) as their role is particularly to interface with vulnerable members of the community, and often

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make house calls in a community emergency (as detailed in the Parish Council Emergency Plan)

The following procedure should be read in conjunction with the Government's Code of Practice available on the GOV.UK website.

PROCEDURE

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Melksham Without Parish Council complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
2. Melksham Without Parish Council undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. Melksham Without Parish Council can only ask an individual to provide details of convictions and cautions that Melksham Without Parish Council are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
4. Melksham Without Parish Council can only ask an individual about convictions and cautions that are not protected.
5. Melksham Without Parish Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of the protected characteristics defined within the Equality Act 2010, including

- Race
- G,gender reassignment
- R,religion or belief
- S,sexual orientation
- Sex
- Marriage and civil partnership
- Pregnancy and maternity
- ,responsibilities for dependants
- ,age
- ,physical/mental disability or offending background.

The Council also undertakes not to discriminate unfairly on the basis of an individual's offending background or because they have responsibilities for dependants.

- 5.6. Melksham Without Parish Council has detailed under this policy their guidelines on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
- 6.7. Melksham Without Parish Council actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

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~~7.8.~~ Melksham Without Parish Council select all candidates for interview based on their skills, qualifications and experience.

~~8.9.~~ An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

~~9.10.~~ Melksham Without Parish Council ensures that all those in Melksham Without parish Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

~~10.11.~~ Melksham Without Parish Council also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

~~11.12.~~ At interview, or in a separate discussion, Melksham Without Parish Council ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

~~12.13.~~ Melksham Without Parish Council makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

~~14.~~ Melksham Without Parish Council undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

~~15.~~ Information obtained through the DBS process will be handled in accordance with the Data Protection Act 2018, UK General Data Protection Regulation (UK GDPR) and the DBS Code of Practice. DBS information will only be seen by those involved in the recruitment decision and will be treated confidentially. The Council will not retain DBS certificates for longer than necessary and will dispose of any information securely in accordance with its Data Protection Policy and document retention procedures.

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This policy will be reviewed every three years or sooner where there are changes to legislation, DBS guidance or Council procedures.

From Government Recommended Policy available at www.gov.uk.

Recommended by Staffing Committee 26th June 2023 min. 95/23a and approved at Full Council 24th July 2023.

Recommended and approved at	Amendments made:
Recommended by Staffing Committee 4th February 2019 and adopted by Full Council 11th February 2019.	
Recommended by Staffing Committee 26th June 2023 min. 95/23a and approved at Full Council 24th July 2023.	DBS renewal every 3 years Make point 6 clearer to explain that the recruitment of ex-offenders is detailed under this policy.



MELKSHAM WITHOUT PARISH COUNCIL

Disciplinary Policy

For review Staffing Committee- Monday 20th June 2026

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Introduction

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

https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

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

- 2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 3 This policy confirms:
 - informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
 - the Council will fully investigate the facts of each case
 - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see

ACAS "Performance Management" at
<https://www.acas.org.uk/index.aspx?articleid=6608>

- employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
- employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
- employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the [General Data Protection Regulation \(GDPR\) Data Protection Act 2018 and the UK GDPR \(as amended by the Data \(use and Access\) Act 2025](#)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal

- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties
- The Chair of the Council needs to remain independent should the need for staff disciplinarys arise and there is the possibility that an appeal hearing will be required. Therefore, should any disciplinary matter be discussed then the Chair of the Council will leave the meeting and not be party to the discussion. The Chair of the Council will also not be copied in on any emails, correspondence or documentation relating to disciplinary issues in order that independence is maintained. *(included from the Council's previous Discipline Policy)*

Examples of misconduct

- 4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.
- unauthorised absence
 - poor timekeeping
 - misuse of the Council's resources and facilities including telephone, email ~~and~~ internet and social media?
 - inappropriate behaviour
 - refusal to follow reasonable instructions
 - breach of health and safety rules.

Examples of gross misconduct

- 5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive
- bullying, discrimination and harassment
 - incapacity at work because of alcohol or drugs

- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

Suspension

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

Examples of unsatisfactory work performance

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

The Procedure

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

If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish

the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

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

Disciplinary investigation

- 12 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- 13 If a formal disciplinary investigation is required, the Council's staffing committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the staffing committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The staffing committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
 - the allegations or events that the investigation is required to examine
 - whether a recommendation is required
 - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
 - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
- 14 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).
- 15 The staffing committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that

process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.

- 16 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 17 If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 18 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be considered under the policy.
- 19 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
 - the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
 - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
 - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
- 20 The Investigator will submit the report to the staffing committee which will decide whether further action will be taken.
- 21 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

- 22 If the staffing committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors, to formally hear the allegations. The staffing sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.
- 23 No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:
 - the names of its Chairman and other two members
 - details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting

- a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
- the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it
- that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
- that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
- the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
- the Chairman will invite the employee to present their account
- the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
- the employee (or companion) will have the opportunity to sum up

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

Disciplinary action

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

First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

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

Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

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

Dismissal

The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

- 27 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as

a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal

- 28 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
- 29 The grounds for appeal include;
 - a failure by the Council to follow its disciplinary policy
 - the sub-committee's disciplinary decision was not supported by the evidence
 - the disciplinary action was too severe in the circumstances of the case
 - new evidence has come to light since the disciplinary meeting.
- 30 Where possible, the appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.
- 31 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
- 32 At the appeal meeting, the Chairman will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
 - explain the action that the appeal panel may take.
- 33 The employee (or companion) will be asked to explain the grounds for appeal.
- 34 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 35 The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary

action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

- 36 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 37 The appeal panel's decision is final.

Date Policy reviewed/ approved	Amendments
<i>Recommended for approval by the Staffing Committee on 16 March 2020 (Min 489c/19. (This Policy is taken from a Nalc Disciplinary Policy)</i>	
Staffing Committee 26 th June 2023 (min. 95/23c)- NOTE: Policy needs to be looked at again at next staffing meeting as council need clarification on what constitutes as 'gross negligence' and 'gross insubordination' so that this can be clearly defined in the policy	

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MELKSHAM WITHOUT PARISH COUNCIL

For Review at Staffing Committee Monday 20th July 2026

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EQUALITY AND DIVERSITY POLICY

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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 ~~he/she/they~~ **have**s a particular protected characteristic when ~~he/she/they~~ **do**es not, in fact, have that protected characteristic.

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

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

This includes:

- Members of the public
- Volunteers
- Community groups
- Councillors
- Service users

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council. Everyone who comes into contact with the council has the right to be fairly treated and to not be discriminated against when engaging, participating in or receiving any of the council's services. Melksham Without Parish Council will ensure that all groups as detailed above who come into contact with the council will receive the same opportunity.

Councillors should be treated fairly, with respect and not be discriminated against, harassed or victimised. Reasonable adjustments will be made to enable councillors with disabilities to participate fully during council meetings and undertaking any other council business where appropriate.

The council will always look at ways to make it accessible for people to engage with the council.

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

Training

The council will provide training in equal opportunities at the time of recruitment to those members who are involved in the recruitment process or other decision making where equal opportunities issues are likely to arise.

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The council will 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.

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 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 First adoption: December 2019- NALC Policy Template

Approving committee: Approved by Full Council 27th July 2020

Policy effective from: July 2020

Date for next review: June 2026

Document Version Control	
Meeting/ minute policy was approved	Additions/ amendments
Date of policy adoption: December 2019- NALC Policy Template	

Approving committee: Approved by Full Council 27th July 2020	
Recommended for approval by the Staffing Committee on 26th June 2023 (min.95d/23) approved for re-adoption by Full Council 24th July 2023).	

Recommended for approval by the Staffing Committee on 26th June 2023 (min.95d/23) approved for re-adoption by Full Council 24th July 2023). This policy is a template from NALC.



MELKSHAM WITHOUT PARISH COUNCIL

For review 20th July 2026

HEALTH & SAFETY POLICY

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This is the statement of general policy and arrangements for:		Melksham Without Parish Council
Teresa Strange - Clerk		Has overall and final responsibility for health and safety
Teresa Strange – Clerk Marianne Rossi- Finance & Amenities Officer, in absence of Clerk)		Has day-to-day responsibility for ensuring this policy is put into practice
Councillor Stefano Patacchiola Councillr Franks???		Councillor Representative for health and safety for Council as an Employer
Statement of General Policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	Clerk – Office Caretaker – Play areas/ play equipment/ street furniture/Bowerhill Pavilion Allotment Warden – Berryfield and Briansfield Allotments.	Relevant assessments completed and actions arising out of those assessments implemented. Risk assessments are reviewed regularly.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.	Clerk	Staff given necessary health & safety induction and provided with appropriate training (including working at height and manual handling) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the office. All contractors to provide risk assessments and documentation to prove they have public liability insurance and are competent to undertake the work for which they have been engaged. If in a long-term contract this should be provided on an annual basis.

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Engage and consult with employees on day-to-day health and safety conditions	Clerk	Staff routinely consulted on health & safety matters as they arise, and health and safety is a permanent item on Staffing & Resource Committee meeting agenda. Any urgent health and safety matters should be reported to the next appropriate council meeting.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Clerk	Hirers of Bowerhill pavilion made aware of escape routes. Employees are made aware of all escape routes from the campus office and meeting room. At meetings the Chairman advises all in attendance of the evacuation procedure.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Clerk Caretaker & Allotment Warden – re storage of equipment and substances at Allotment Shed. Eyewash station and H&S poster installed in new Allotment Shed.	Toilets, washing facilities, refreshment making facilities and drinking water provided at office location. System in place for routine inspections and testing of equipment and machinery (including legionella testing and fire alarm testing at Bowerhill Pavilion and annual PAT testing of all council equipment) and for ensuring that action is taken promptly to address any defects.

Health and safety law leaflet	Issued to all employees and volunteers.
First -aid boxes are located:	Bowerhill Sports Pavilion for hirers of games room and kitchen area – In "marked" cupboard in kitchen Campus Office: On window sill in office. Personal first aid kits – Caretaker & Allotment Warden
Accident Book located:	With First Aid box Individual pages, once completed, filed confidentially on the inside of personnel files.

Meeting/ Minute policy was reviewed/ approved:	Amendments/ Additions
Staffing & Resources Committee on Monday 26th June 2017 and adopted by the Full Council on 17th July 2017.	
This policy was recommended for re-adoption by the Staffing Committee on 16 March 2020 Min 489c/19	
Staffing Committee 26 th June 2023 (min.95e.23 and re- adopted by the Full Council 24 th July 2023	Updated in line with councils' actual procedures. Added a clause in the policy around urgent matters being reported at the next appropriate meeting.

***Staffing Committee 26th June 2023 (min.95e.23 and re- adopted by the Full Council
24th July 2023***



MELKSHAM WITHOUT PARISH COUNCIL

LEARNING & DEVELOPMENT POLICY

For Review by Staffing Committee 20th July 2026

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The Parish Council may sponsor employees to attend training courses that are relevant to the post they hold and which will aid personal development and provide benefit to the Parish Council in the form of expertise. Training may be outsourced or held in-house.

The Council reserves the right to seek re-imbursement for any training with a cost of over £1,000 if the employee should leave the employment of the Council within two calendar years of completion of the training.

The Parish Council may support all refresher or periodic training required to ensure the employee maintains a specified level of expertise and is kept up to date with changes in practices or procedures.

The Parish Council may agree to allow paid day release for employees to attend courses for a period of up to one year; however, this will be subject to sufficient cover remaining in place at the employee's place of work. Where an application is made by an employee to attend a course which will extend beyond one year, the Parish Clerk will prepare a report to the appropriate Parish Council Committee.

Whilst the Council is prepared to sponsor employees for training courses and examination fees, which may include day release, there will be no provision for leave for study or revision*. The Council is under no obligation to offer or provide leave for this purpose. Employees may wish to use a portion of their annual leave for this purpose; again, this will be subject to sufficient cover remaining in the work place.

The only exceptions to this would be:

- If the employee or a member of his/her immediate family or dependant had become ill or suffered a serious accident during the course of the training. Should this arise, study leave may be granted at the discretion of the Parish Clerk.
- If the necessity arose whereby an employee was required to have specific training and was required to join a course part-way through the session. Again, leave may be granted at the discretion of the Clerk,

- If an employee attends courses and take examinations sponsored by the Parish Council, with the majority of the course work and examinations taking place outside of normal working hours, the Council may allocate the employee two days' study leave per semester.
- *That officers be allowed a paid working day per module, up to 48 hours, (potentially Fridays when the office was less busy) in order to complete CILCA and ILCA qualifications (*proposed at Staffing meeting on 16.3.20*).

Employees wishing to undertake any form of training should:

- Raise this with their Line Manager at their annual personal review meeting, or
- Contact the Officer with responsibility for organising training.

All requests for training will be assessed for suitability and viability for both the employee and the Council, by the Clerk. Any employee who considers they are not being afforded the same opportunities as other members of staff may request a meeting to discuss this with the Clerk, who may wish to refer this to the personnel Sub-Committee.

The Parish Council reserves the right to amend this policy at any time, however employees already undertaking or booked to attend training, will be given one month's notice of any amendments that may affect them.

Recommended for Re-adoption on 26th June 2023 at the Staffing Committee and approved for re-adoption by Full Council on 24th July 2023.

Document version control	
Meeting/ minute where policy was approved/ re-adopted	Additions/ Amendments
Adopted 26th June 2015 by the Staffing Resources Committee minute number 135/15a. Approved by the Full Council on the 13th July 2015 minute number 159/15.	
Recommended for Re-adoption on 16 March 2020 by the Staffing Committee minute number 489c/19 (with an amendment *)	
Recommended for Re-adoption on 26th June 2023 at the Staffing Committee and approved for re-adoption by Full Council on 24th July 2023.	No changes made to policy



MELKSHAM WITHOUT PARISH COUNCIL

Safeguarding Policy

For review 20th July 2026

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1. Introduction and Purpose:

The purpose of this safeguarding policy is to outline the commitment and responsibilities of Melksham Without Parish Council in ensuring the welfare and protection of children, young people, and vulnerable adults who engage with or are involved in the activities, programmes, and services provided by the parish council. This policy aims to create a safe and supportive environment for all individuals, preventing any form of harm or abuse.

2. Scope:

This policy applies to all members, employees, volunteers, and individuals engaged in activities, events, and services organised or supported by the Parish Council.

3. Legal Framework:

Melksham Without Parish Council is committed to complying with all relevant legislation and guidance pertaining to safeguarding, including but not limited to:

- a. Children Act 1989 and 2004
- b. Protection of Freedoms Act 2012
- c. Safeguarding Vulnerable Groups Act 2006
- d. Data Protection Act 2018
- e. Equality Act 2010

4. Roles and Responsibilities:

4.1 Parish Council:

- a) Melksham Without Parish Council will appoint a designated safeguarding officer who will be responsible for overseeing the implementation and compliance of this policy.
- b) The council will provide the necessary resources, training, and support to promote safeguarding within the parish council and its activities.

- c) The Council will promptly respond to any concerns, allegations, or incidents related to safeguarding and follow the appropriate reporting procedures.

4.2 Safeguarding Officer:

- a) The designated Safeguarding Officer will be the primary point of contact for all safeguarding matters and provide advice, guidance, and support to individuals within the parish council. The Clerk is the designated Safeguarding Officer for Melksham Without Parish Council.
- b) The Clerk will stay updated on relevant legislation, guidance, and best practices in safeguarding and ensure their implementation within the council.
- c) The Clerk will receive concerns, allegations, or incidents related to safeguarding, maintain accurate records, and follow the council's reporting and escalation procedures.

4.3 Members, Employees, and Volunteers:

- a) All members, employees, and volunteers engaging in activities or events involving children, young people, or vulnerable adults shall undergo appropriate recruitment processes, including obtaining relevant references and clearances.
- b) Individuals will receive safeguarding training and guidance, ensuring they are aware of their responsibilities and how to respond to concerns or disclosures appropriately.
- c) Individuals shall report any safeguarding concerns, allegations, or incidents to the designated safeguarding officer or follow the established reporting channels.

5. Code of Conduct:

- a) All members, employees, and volunteers must adhere to the Parish Council's Code of Conduct, which emphasises the respectful and safe treatment of children, young people, and vulnerable adults.
- b) Individuals must maintain appropriate boundaries and avoid engaging in behaviour that may be deemed abusive, exploitative, or discriminatory.
- c) Individuals shall report any suspicions, concerns, or disclosures promptly and in accordance with the reporting procedures outlined in this policy.

6. Confidentiality and Information Sharing:

- a) All safeguarding concerns, allegations, or incidents will be handled in a confidential manner, with information shared only with those who have a legitimate need to know.
- b) Melksham Without Parish Council will comply with relevant data protection legislation when handling personal information related to safeguarding matters.

7. Reporting Procedures:

- a) Any safeguarding concerns, allegations, or incidents should be reported immediately to the Clerk who is the designated safeguarding officer or the appropriate authority, as defined in the reporting guidelines.
- b) Individuals reporting concerns shall provide accurate and detailed information, maintaining confidentiality to the extent possible.

8. Review and Monitoring:

This policy will be reviewed annually to ensure its continued effectiveness and compliance with any changes in legislation or best practices. Melksham Without Parish Council will monitor the implementation of the policy and take appropriate measures to address any shortcomings or areas for improvement.

This safeguarding policy will be made available to all members, employees, volunteers, and stakeholders of Melksham Without Parish Council. It will be regularly communicated, reviewed, and reinforced to ensure the ongoing commitment to safeguarding within the parish council and its activities.

Recommended at Staffing committee 18th March 2024 (min. 456/23a) and approved for adoption by Full Council 25th March 2024. .

Date	Changes made
<i>Recommended at Staffing committee 26th June 2023 (min. 095g/23) and approved for adoption by Full Council 24th July 2023.</i>	
Recommended to adopt at Staffing committee 18th March 2024 (min. 456/23a) and approved for adoption by Full Council 25th March 2024. .	No changes made
Recommended to adopt at Staffing committee 10th March 2025 (min. 462/24i) and approved for adoption by Full Council 24th March 2025 (min. 489/24c).	No changes made
