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MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange



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Monday 12th October 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 (Chair of Committee), Mark Blackham and Tony Hemmings

You are summoned to attend the Staffing Committee Meeting which will be held on **Monday 19th October 2026 at 7.00pm at Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES** to consider the agenda below.

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:

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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

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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. **To elect Vice-Chair of Staffing Committee for 2026/27**
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 9-12**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
6. **Public Participation**
7. **HR Support:**
 - a) To note feedback following induction meeting with external HR Support and consider any actions as a result
 - i) To put in place clear lines of delegation in the Clerk's absence
 - b) To consider the HR policies, procedures, appraisal documentation and model employment contract provided by the council's HR adviser.
 - i) To identify which policies replace existing council policies, which are new policies and which require further review.
 - ii) To agree a process and timetable for adoption.
 - iii) To consider whether the council's existing employment contract should continue to be used for new appointments pending a wider review of staff contracts.
 - iv) To approve the appraisal documentation provided by the HR provider.
8. To approve the draft Annual Leave Calculation Policy following the council's previous approval to record annual leave in hours rather than day
9. **Recruitment:**
 - a) To approve appointment of the Allotment Warden following the recommendation of the Interview Panel (under delegated powers)
 - b) To agree salary scale point for new Allotment Warden

10. Appraisal:

- a) To receive feedback following Clerk appraisal and consider any actions arising
- b) To consider any amendments to Job Description.
- c) To consider scale point reviews for Clerk following appraisal (as per employment contract)

11. Health and Safety: To note any Health and Safety matters occurring since the last meeting (standing item as per the health and safety policy).

12. Staff Wellbeing: To consider the implications of staff “out of normal working hours” response to incidents such as health and safety risks or building alarms.

Copy to: All Councillors

AGENDA ITEM 7(a)

Introductory Meeting with CHRGS and Initial Advice Received

Background

Following the Council's appointment of CHRGS, an introductory online meeting took place on 26 August 2026 between the Clerk, the Finance & Amenities Officer and CHRGS. The purpose of the meeting was to discuss the Council's existing staffing arrangements, contracts, policies and procedures, identify any immediate concerns and clarify a number of staffing-related matters previously raised by Members.

Matters Discussed

Annual Leave Calculated in Hours

At the previous Staffing Committee meeting, Members queried whether there was any issue with the Council administering annual leave in hours rather than days.

This approach was discussed with CHRGS and no concerns were raised. It was confirmed that annual leave can be administered in hours provided employee entitlements are calculated correctly and staff receive their full entitlement.

Mileage Rates

The Council advised CHRGS that it had adopted the new HMRC mileage allowance rates rather than the NJC mileage rates.

It was noted that the HMRC rates differ from those set out within the NJC Green Book/contract, however no concerns were raised regarding the Council's current arrangements.

Recruitment Prior to Departure of Existing Postholder

Advice was sought as to whether recruitment could commence for a post prior to the departure of the existing postholder.

CHRGS advised that, provided the current employee had clearly confirmed their intention to leave employment, there would be no issue with commencing recruitment before the departure date.

Whilst this advice was ultimately not required in the specific circumstances discussed, it was noted for future reference.

Officer Delegation During Clerk Absence

CHRGs raised the issue of deputy officer arrangements during the introductory meeting, based on practical issues they had encountered whilst supporting other councils.

It was noted that both the Parish Officer and Finance & Amenities Officer Job Descriptions contain the following provision:

"To deputise for the Clerk in her absence for areas of specialism and responsibility."

CHRGs advised that whilst the existing job descriptions make it clear that both officers deputise for the Clerk within their own areas of responsibility, it would be beneficial for the Council's Scheme of Delegation to expressly document the authority available to each officer when acting in the Clerk's absence.

It was explained that this recommendation had arisen from situations encountered elsewhere where officer responsibilities were assumed but not clearly documented within formal governance arrangements. The Clerk subsequently sought further clarification from James Corrigan in person at the SLCC National Conference on 14 October 2026.

CHRGs confirmed that there is no requirement for officers to be formally appointed as Deputy Clerks. Instead, councils may identify designated officers within their Scheme of Delegation and specify the duties and delegated authority they may exercise during periods when the Clerk is unavailable.

It was further clarified that more than one officer may be identified within the Scheme of Delegation. The key requirement is that the delegated responsibilities and authority of each officer are clearly defined.

This would allow, for example, the Parish Officer and Finance & Amenities Officer to undertake specified functions on behalf of the Clerk within their respective areas of responsibility and specialism, as already identified within their job descriptions, without the need to designate either officer as a formal Deputy Clerk.

Existing Position

The Council's current governance documents already contain references to officer duties and deputy arrangements:

- The Council's Standing Orders provide that the Proper Officer may be another member of staff nominated by the Council when the Clerk is absent.
- The Council's Financial Regulations provide that appropriate staff members may undertake the work of the Responsible Financial Officer when absent.
- Both the Finance & Amenities Officer and Parish Officer job descriptions refer to deputising for the Clerk in their areas of responsibility and specialism.
- However, none of the documents currently set out in detail:

- which officer undertakes which functions;
 - the extent of delegated authority available; or
 - the administrative and statutory functions that may be exercised during the Clerk's absence.
-

Suggested Amendment to the Scheme of Delegation

Following the advice received from CHRGS, the Clerk recommends that Members consider whether the Scheme of Delegation should be amended to include wording along the following lines:

Officer Delegation During Clerk Absence

In the absence of the Clerk, designated officers shall be authorised to undertake routine Proper Officer and administrative functions within their respective areas of responsibility and specialism.

The Parish Officer and Finance & Amenities Officer shall act on behalf of the Clerk in accordance with the responsibilities set out within their job descriptions and any additional delegated authority approved by the Council.

Such delegated authority may include:

- issuing agendas and notices of meetings;
- publishing meeting documentation;
- undertaking routine correspondence;
- responding to routine enquiries;
- implementing Council and Committee decisions;
- liaising with contractors, residents, partner organisations and public authorities; and
- undertaking other administrative functions necessary to ensure continuity of Council business.

Officers exercising delegated authority shall do so in accordance with Council Standing Orders, Financial Regulations, adopted policies and previous Council decisions.

Any matter involving significant expenditure, legal commitments, staffing matters, policy decisions or matters reserved to Full Council shall continue to require Member approval unless specific delegated authority has been granted elsewhere.

This amendment would provide greater clarity regarding officer authority during periods of Clerk absence and reflects advice received from the Council's HR adviser.

Clerk Comment

The advice received from CHRGS was generally reassuring and did not identify any immediate concerns regarding the Council's current employment arrangements or practices.

The comments regarding officer delegation arrangements may, however, be useful to include now. The advice received would provide greater clarity regarding continuity of operations during periods when the Clerk is absent and would formally document arrangements that are already reflected within officer job descriptions. It would prevent any potential challenge of a council decision from a meeting with an agenda signed by an officer other than the Clerk.

AGENDA ITEM 7(b)

To consider the HR policies, procedures, appraisal documentation and model employment contract provided by the Council's newly appointed HR adviser

Background

The Council has recently appointed CHRGS (Council HR & Governance Support) to provide HR and governance support services. As part of that appointment, CHRGS has supplied a substantial suite of employment policies, guidance notes, appraisal documentation and model employment documents for consideration.

The Council already has an established staffing framework comprising adopted staffing policies, employment contracts and related protocols.

The Chair of Staffing Committee and the Clerk have met to consider the documentation received and discuss a practical approach to review and implementation.

The Chair and Clerk reviewed the list of documents supplied, their titles and broad subject areas only. No detailed review of the content of the individual policies, appraisal documentation or model employment contract has yet been undertaken.

The purpose of this report is to:

- identify where the CHRGS documentation may replace or supplement existing Council policies;
- identify potential new policy areas;
- identify existing Council staffing policies not currently covered by the CHRGS suite;
- identify documents which may be more appropriately reviewed by the IT Working Party;
- agree a practical review and adoption programme; and
- consider the immediate position regarding contracts and appraisal documentation.

The detailed review of the documentation is now being undertaken by the Clerk and findings will be brought back to the Committee in manageable phases.

7(b)(i)

To identify which policies replace existing Council policies, which are new policies and which require further review

Documentation supplied by CHRGS

Core HR Policies and Employment Documents (Staffing Committee Review)

- Recruitment Policy
- Holiday Policy
- Flexible Working & Predictable Working Pattern Policy
- Equal Opportunities Policy
- Drugs & Alcohol Policy
- Wellbeing Policy
- Menopause Policy
- Maternity & Family Friendly Policy
- Homeworking Policy
- Harassment & Bullying Policy
- Performance Improvement Policy
- Absence Management Policy
- Grievance Policy
- Whistleblowing Policy
- Bribery Policy
- Modern Slavery Policy
- Disciplinary Policy
- Redundancy Policy
- Right to Work Policy
- Religious & National Holiday Celebrations Policy
- Car Policy
- Training & Development Policy
- Lone Working Policy
- Short-Term Sickness Absence Policy
- Long-Term Sickness Absence Policy

- Neonatal Care Leave Policy
- Appraisal Policy
- Appraisal Documentation
- Model Employment Contract
- One-to-One Support Guidance

Documents Potentially Requiring Initial Consideration by the IT Working Party

- Computers, Email & Internet Policy
- Data Protection Policy
- Social Media Policy
- Chat GPT Policy
- AI Powered Wording Services Policy
- CCTV in the Workplace Policy
- Employment Contract Retention & Access Policy

These documents appear to relate to information governance, communications, technology, artificial intelligence, data protection and systems used by councillors, employees and volunteers rather than employees alone.

Existing MWPC Staffing Policies

- Equality & Diversity Policy
- Dignity at Work Policy
- Disciplinary Policy
- Grievance Policy
- Home & Hybrid Working Policy
- Car Usage Policy
- Health & Safety Policy
- First Aid Policy
- Lone Working Policy
- Lone Working Risk Assessment
- Safeguarding Policy
- DBS Check & Recruitment of Ex-Offenders Policy
- Learning & Development Policy
- Pension Policy

- Member/Officer Relations Protocol
- Members Email Policy

Former Covid-Specific Policies

- Face Coverings Policy
- Holidays, Travelling Abroad and Quarantine Policy
- Refusals to Return to Work Guidance
- Immunisation and Testing Policy

These policies were introduced to address specific Covid-19 restrictions and public health guidance that applied at the time and do not currently appear within the CHRGS suite.

Initial Assessment

The Clerk's initial review suggests that:

Likely replacement/update policies

- Equal Opportunities Policy
- Harassment & Bullying Policy
- Disciplinary Policy
- Grievance Policy
- Homeworking Policy
- Car Policy
- Training & Development Policy
- Lone Working Policy

Potential new standalone policies

- Recruitment Policy
- Right to Work Policy
- Wellbeing Policy
- Menopause Policy
- Whistleblowing Policy
- Bribery Policy
- Modern Slavery Policy
- Performance Improvement Policy
- Appraisal Policy

- Religious & National Holiday Celebrations Policy
- Neonatal Care Leave Policy
- One-to-One Support Guidance

Policies requiring further review before categorisation

- Holiday Policy
- Flexible Working & Predictable Working Pattern Policy
- Maternity & Family Friendly Policy
- Absence Management Policy
- Short-Term Sickness Absence Policy
- Long-Term Sickness Absence Policy
- Drugs & Alcohol Policy

This assessment is preliminary and based on an initial review only. The purpose of the review is not simply to adopt the documentation supplied by CHRGS, but to review the Council's overall staffing framework and determine:

- which CHRGS policies should be adopted;
- which existing MWPC policies should remain in place;
- whether some policies should be combined or incorporated into the proposed staff handbook;
- whether any policies should be formally withdrawn; and
- whether some documents would be more appropriately considered through other governance processes.

7(b)(ii)

To agree a process and timetable for adoption

The Chair of Staffing Committee and the Clerk discussed a number of possible approaches to reviewing the documentation supplied by CHRGS.

Options discussed included reviewing a small number of policies at each Full Council meeting (but the Terms of Reference for the Staffing Committee delegate it to the Committee), holding additional Staffing Committee meetings dedicated to policy review, or reviewing policies in larger groups over a smaller number of meetings. Reviewing only a small number of policies at a time would allow detailed consideration but could require a significant number of additional meetings before the review process is completed.

The review programme set out in this report is therefore presented as a suggested starting point for consideration by the Committee rather than a fixed timetable. Members may wish to amend the proposed grouping of policies, the order of review or the number of policies considered at each meeting.

The proposed approach seeks to balance the need to keep staffing policies current, compliant and consistent with best practice whilst recognising the practical demands placed on Members, officers and staff. It also reflects the role of the Staffing Committee in undertaking detailed review work before making recommendations to Full Council.

It is the Clerk's view that it would be undesirable to hold this Staffing Committee meeting without undertaking some substantive policy review. The proposed programme therefore commences through consideration of the Recruitment Policy, Equal Opportunities Policy and Right to Work Policy under Agenda Item 9.

The Council has recently completed recruitment for the Allotment Warden position and expects to make an appointment shortly after this meeting. Whilst any revised policies would not formally become Council policy until approved by Full Council following recommendation by Staffing Committee, any good practice identified through the review process may be adopted where appropriate in the interim period. Existing Council policies, procedures and employment arrangements remain in force unless and until amended by Council.

Proposed Review Programme

19th October 2026 Staffing Committee (Agenda Item 9)

Recruitment and Employment Entry

- Recruitment Policy
- Equal Opportunities Policy
- Right to Work Policy

23 November 2026 NEW Staffing Committee

Performance Management and Employment Framework

- Appraisal Policy
- Appraisal Documentation
- Performance Improvement Policy
- Model Employment Contract

January / February 2027 – Staffing Committee to be scheduled

Employee Wellbeing, Attendance, Workplace Conduct and Operational Staffing Policies

CHRGs policies:

- Holiday Policy
- Flexible Working & Predictable Working Pattern Policy
- Homeworking Policy
- Absence Management Policy
- Wellbeing Policy
- Menopause Policy
- Maternity & Family Friendly Policy
- Harassment & Bullying Policy
- Grievance Policy
- Training & Development Policy
- Lone Working Policy
- Short-Term Sickness Absence Policy
- Long-Term Sickness Absence Policy
- Neonatal Care Leave Policy

Existing MWPC policies for review alongside the above:

- Health & Safety Policy
- First Aid Policy
- Lone Working Risk Assessment
- Safeguarding Policy
- DBS Check & Recruitment of Ex-Offenders Policy
- Learning & Development Policy

March / April 2027 – Staffing Committee to be scheduled

Employment Governance, Compliance and Employment Protection Policies

CHRGs policies:

- Drugs & Alcohol Policy
- Whistleblowing Policy

- Bribery Policy
- Modern Slavery Policy
- Disciplinary Policy
- Redundancy Policy
- Religious & National Holiday Celebrations Policy
- Car Policy

Existing MWPC policies for review alongside the above:

- Pension Policy
- Member/Officer Relations Protocol

Former Covid-specific policies:

- Face Coverings Policy
- Holidays, Travelling Abroad and Quarantine Policy
- Refusals to Return to Work Guidance
- Immunisation and Testing Policy

To consider any policies that have been looked at by the IT Working Party from a Staffing perspective

IT Working Party – To be scheduled

Council-Wide IT, Communications and Data Protection Framework

- Computers, Email & Internet Policy
- Data Protection Policy
- Social Media Policy
- Chat GPT Policy
- AI Powered Wording Services Policy
- CCTV in the Workplace Policy
- Employment Contract Retention & Access Policy

Any recommendations arising from the IT Working Party's review would then be reported back to Staffing Committee and/or Full Council as appropriate.

Further Clarification from CHRGS

The Clerk will seek clarification from CHRGS regarding:

- the relationship between the CHRGS documentation and the Council's existing staffing framework;
 - how the proposed staff handbook is intended to interact with existing policies;
 - whether any former Covid-specific policies should be formally withdrawn; and
 - how the documentation aligns with NJC Green Book provisions and the Council's existing contractual arrangements.
-

7(b)(iii)

To consider whether the Council's existing employment contract should continue to be used for new appointments pending a wider review of staff contracts

The Council's existing contract of employment was reviewed and adopted in 2023 and remains in force. MWPC revised contract - final model version 2023.doc

The Staffing Committee previously recommended on 20 July 2026 that the Council's existing employment contracts should remain in place and that no immediate wholesale replacement exercise should be undertaken pending specialist HR advice. This is to ensure that new staff members are not on significantly different terms to existing staff members.

The Council also reviewed the revised NALC/SLCC model contract during 2026 and noted that the model was intended primarily for future appointments and not for replacing existing employee contracts without appropriate consultation.

The Clerk's suggestion is that the successful applicant for the Allotment Warden position is appointed using the Council's existing contract of employment, in accordance with the Staffing Committee recommendation of 20 July 2026, and that the Clerk obtains confirmation from CHRGS that this remains an appropriate approach pending completion of the wider staffing review programme.

A wider review of employment contracts can then be undertaken once the implications of any policy changes are better understood and any consultation requirements have been considered.

7(b)(iv)

To approve the appraisal documentation provided by the HR provider

The Chair of Staffing Committee and the Clerk considered whether the appraisal documentation should be reviewed at the current meeting.

It is proposed that detailed consideration of:

- Appraisal Documentation;
- Appraisal Policy; and
- Performance Improvement Policy

is deferred to a further Staffing Committee meeting on **23 November 2026**.

These documents form part of the same employee performance management framework and are most appropriately considered together.

Staff appraisals have recently been completed and there is therefore no immediate operational requirement to replace the current arrangements.

Deferring consideration will allow Members sufficient time to review the documentation alongside the wider performance management framework.



CONTRACT OF EMPLOYMENT

This contract of employment ("the contract") contains the main terms and conditions of your employment with Melksham Without Parish Council ("the Council"). It includes all the written particulars required by the Employment Rights Act 1996.

THE EMPLOYER:: Melksham Without Parish Council

THE EMPLOYEE: _____

Draft for consultation with staff 12/10/23
Following review by Contract Working Party 04/10/23
and approved by Full Council 09/10/23
Based on Model Contract agreed by NALC & SLCC

DATE OF ISSUE: 2011

1. COMMENCEMENT DATE

1.1 Your employment with Melksham Without Parish Council began on..... (“the commencement date”).

Initial Role commenced on:

Current Role commenced on:

Continuous Service Date commenced on:

2. CONTINUOUS SERVICE

2.1 Subject to 2.2 below, no period of employment before the commencement date counts as part of your period of continuous service.

2.2 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.

3. CONDITIONS OF SERVICE

- 3.1 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.

4. PROBATION

- 4.1 Your appointment is subject to satisfactory completion of a probationary period of not less than 13 weeks.

5. JOB TITLE

- 5.1 You are employed as [].

6. JOB DUTIES

- 6.1 You are expected to perform all duties which may be required of you as set out in your current job description which is regularly reviewed.
- 6.2 The Council may from time to time wish to amend your job description. You may be required to undertake other duties to meet the requirements of the job.

7. DECLARATION OF OTHER EMPLOYMENT

- 7.1 You shall not undertake other employment without the Council's written consent. Such consent shall not be unreasonably withheld.

8. PLACE OF WORK

Working from the Council's premises

8.1 Your usual places of work are:

For officers:

Melksham Without Parish Council

First Floor, Melksham Community Campus, Market Place,

Melksham, SN12 6ES

For Parish Caretaker:

Various locations around the parish

For Allotment Warden:

The two allotment sites (**Berryfield** and **Briansfield**) are both off Berryfield Lane, Melksham, SN12 6EH.

9. SALARY

9.1 Your salary is £[] per annum being the current salary point [] within the [] range in scale [] as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. * Being double checked as correct reference

THEN EITHER

9.2 You have been appointed to a single salary point and the Council will review your salary following your annual appraisal.

9.3 Following review, one salary point may be added to your salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:

- The Certificate in Local Council Administration

- Certificate of Higher Education in Community Engagement and Governance - Level 1 or equivalent qualification previously awarded by the University of Gloucestershire
- the Certificate of Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- the Diploma in Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- BA (Hons) Degree in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire.

9.4 Your salary will be paid to you by cheque or bank transfer to your bank or Building Society on the 28th of each month.

10. EXPENSES

10.1 The Council shall reimburse you at NJC rates in force at the time for mileage incurred in the performance of Council business (“mileage expenses”) provided that mileage expenses have been approved by the Council.

- 10.2 The Council shall reimburse you for other expenses which may include overnight accommodation, meals and fares incurred in the performance of Council business (“other expenses”) provided that the other expenses have been receipted and approved by the Council.

For employees working at home

- 10.3 Expenses may include any of the following:
- 10.3.1 Purchase or use of office equipment
 - 10.3.2 Purchase of office consumables
 - 10.3.3 Connection, rental or use of telephone line and Internet/broad band
 - 10.3.4 A sum to take into account the use of space, lighting, heating and electricity due to working from your home.

11. WORKING AT HOME – INSURANCE

- 11.1 You shall notify your insurers that your home is your main place of work and that in the course of your employment members of the public may attend at your home.
- 11.2 You shall provide the Council with evidence that you have the correct insurance cover for the circumstances set out in clause 11.1.



The Council shall pay for any additional insurance premiums arising from the arrangements for working at home set out in clause 11.2.

12. APPRAISAL

12.1 You will receive an annual appraisal.

13. HOURS OF WORK

13.1 You are required to work [] hours per week from [] to [].

14. ADDITIONAL HOURS

14.1 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.

15. ANNUAL LEAVE

- 15.1 Subject to clause 2.2 of the contract, the calculation of your annual leave commences from the first day of your employment. You are entitled, in addition to the normal bank and public holidays, to 23 working days' leave in each leave year (pro rata for part time employees).
- 15.2 In addition to normal bank and public holidays, you will be entitled to two extra statutory days.
- 15.3 Your leave entitlement will increase to 26 working days per year (pro rata for part time employees) when you have five years' continuous service immediately prior to the commencement of the leave year.
- 15.4 If your employment commenced or terminates part way through the leave year, your leave entitlement will be calculated on a pro rata basis. Deductions from your final salary payment will be made for any leave taken in excess of your entitlement.
- 15.5 Annual leave must be taken at times agreed with the Council. You may carry forward up to 5 days' leave into the following leave year, subject to the approval of the Council.

16. SICKNESS ABSENCE

- 16.1 If you are absent from work on account of sickness or injury, it is your responsibility to inform the Council of the reason for your absence as soon as possible, but no later than the end of the working day on which the absence first occurs.
- 16.2 The Council reserve the right to request you to provide a Statement of Fitness for Work (commonly known as a Fit note) from a healthcare professional, for any sickness absence over 7 days.
- 16.3 The Council shall have the right at any time to require you to submit to examination by an independent medical practitioner selected by the Council, to obtain a confidential report on your condition from such practitioner and to discuss with such practitioner the findings of his/her examination and his/her prognosis of your likely recovery and or fitness to resume work and any recommended treatment.

17. SICK PAY

17.1 Provided that you comply with the Council's sickness absence policy, you will receive sick pay when you are absent from work because of sickness, as follows:

- | | |
|--|--|
| during 1st year of service | • one month's full pay and (after completing 4 months' service) 2 months' half pay |
| during 2 nd year of service | • 2 months' full pay and 2 months' half pay |
| during 3 rd year of service | • 4 months' full pay and 4 months' half pay |
| during 4 th & 5 th - year of service | • 5 months' full pay and 5 months' half pay |
| after 5 years' service | • 6 months' full pay and 6 months' half pay |

18. MATERNITY /PATERNITY /ADOPTION LEAVE

18.1 Your entitlement to maternity/paternity/adoption leave is as set out in the relevant legislation.

19. INJURY OR ASSAULT

- 19.1 In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with paragraph 7 of Part 3 of the Green Book.

20. PENSIONS

- 20.1 The Council is a member of the Local Government Pension Scheme, which operates a contributory pension scheme which you are entitled to join. You have been provided with details in the booklet provided. There is in force a contracting out certificate for the purposes of the Pensions Scheme Act 1993 stating that the employment is contracted-out employment.

21. NOTICE OF TERMINATION OF EMPLOYMENT

During probationary period

- 21.1 Either party may terminate the contract by giving one week's notice in writing.

After completion of probationary period

- 21.2 The length of notice which you are obliged to give to the Council to terminate your employment is month in writing.
- 21.3 The length of notice which you are entitled to receive from the Council to terminate your employment is month in writing.
- 21.4 Following the termination of your employment you are required to surrender to the Council all Council property including computers and other electronic devices and any documents and other materials, including copies that you have been holding on behalf of the Council, on your last working day. You shall irretrievably delete from all your personal electronic devices all property of the Council and shall produce evidence of such as the Council may require. The Council reserves the right to deduct from your final salary the cost of any unreturned council equipment.

22. DISPUTE RESOLUTION

- 22.1 You have been provided with a copy of the Council's grievance and disciplinary procedures, which should be followed.

23. HEALTH AND SAFETY

- 23.1 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.
- 23.2 You will be given a copy of the Council's Health and Safety Policy and be asked to sign to confirm that you have read and understood the policy.

24. EQUAL OPPORTUNITY POLICIES

- 24.1 You must comply with the Council's Equal Opportunity Policies.
You will be given a copy of these Policies and be asked to sign to confirm that you have read and understood the policies.

25. TRAINING AND DEVELOPMENT

25.1 The Council shall be responsible for the costs associated with any training and development that it considers necessary . This may include the cost of training and development courses or examinations, and payment of mileage expenses and other expenses in accordance with the Council's expenses policy. Where the Council considers it necessary, it shall give you reasonable paid time off for study.

26. INDEMNITY

26.1 The Council undertakes to indemnify you against any actions of commission or omission that are authorised by the Council.



Signed:

Dated:

.....

.....

Name:

.....

Signed for and on behalf of Melksham Without Parish Council

Signed:

Dated:

.....

.....

Name:

.....



AGENDA ITEM 8

Annual Leave Calculation and Recording Policy

Clerk's Note

When the draft Annual Leave Policy was originally presented (Staffing Committee July 2026), Members requested that the Clerk establish whether the proposed methodology for calculating and recording annual leave in hours conflicted with any overriding legislation, NJC Green Book provisions or recognised employment practice before the policy was adopted.

The policy has now been reviewed against the draft CHRGS Holiday policy and Flexible Working and Predictable Working Pattern Policy. No conflicts have been identified. The draft policy does not alter employees' contractual leave entitlement but simply changes the method by which leave is calculated, recorded and deducted.

The Clerk also discussed the proposed approach with CHRGS during the introductory meeting held on 26 August 2026 and no concerns were raised regarding the Council's intention to calculate and record annual leave in hours rather than days.

The Clerk's view is that the document would be more accurately described as an **Annual Leave Calculation and Recording Policy**, as it focuses on the methodology used to calculate, record and deduct annual leave rather than the wider rules governing annual leave generally.

Members may also wish to note that, when the CHRGS Holiday Policy is reviewed in due course, this document may be more appropriately retained as an appendix or supplementary procedure to a wider Holiday Policy rather than as a standalone policy. This would allow the Council's annual leave provisions to be contained within a single framework whilst retaining the Council's agreed methodology for calculating and recording annual leave in hours



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Melksham Without Parish Council Annual Leave Policy

1. Annual leave entitlement

Each employees paid annual leave entitlement is set out in their contract of employment.

The council's full-time contractual annual leave entitlement is:

- **23 days** for employees with less than five years' continuous local government service;
- **26 days** for employees with five or more years' continuous local government service;
- **2 additional statutory days**; and
- bank holidays falling within the relevant leave year.

Part-time employees receive a pro-rata entitlement according to their contracted weekly hours.

The council calculates and records annual leave in hours rather than days. This does not change an employee's contractual annual leave entitlement. It changes the method by which the entitlement is calculated, recorded and deducted.

Recording annual leave in hours ensures that the amount of leave deducted reflects the hours an employee would normally have worked during the period of absence. It also provides a consistent approach for employees working different patterns, including part-time and compressed hours.

2. Converting annual leave entitlement from days to hours

The council's standard full-time working week is 37 hours over five days.

For the purpose of converting annual leave entitlement from days into hours, the full-time working week is divided by five to produce an 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 total annual leave entitlement in hours. It does not replace or represent the employee's actual daily working hours.



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At the beginning of each leave year, the full-time annual leave entitlement will be calculated as follows:

(Contractual annual leave days + 2 additional statutory days + bank holidays falling within the relevant leave year) × 7.4 hours

The number of bank holidays falling within the council's leave year may vary from year to year. The total entitlement in hours will therefore be recalculated at the beginning of each leave year.

Example – 2026/27 leave year

The council's leave year from 1st April 2026 to 31st March 2027 contains 10 bank holidays.

An employee with five or more years' continuous local government service is entitled to:

26 contractual days + 2 additional statutory days + 10 bank holidays = 38 days

Converted into hours:

38 × 7.4 hours = 281.2 hours

The employee's total annual leave entitlement for 2026/27 is therefore **281.2 hours**.

An employee with less than five years' continuous local government service is entitled to:

23 contractual days + 2 additional statutory days + 10 bank holidays = 35 days

Converted into hours:

35 × 7.4 hours = 259 hours

The employee's total annual leave entitlement for 2026/27 is therefore **259 hours**.

These figures are specific to the 2026/27 leave year and may change in future years depending on the number of bank holidays falling within the Council's leave year.



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3. Working part-time

Employees contracted to work fewer than 37 hours per week receive a pro-rata entitlement according to their contracted weekly hours.

Once the appropriate full-time annual leave entitlement has been calculated in hours, the part-time employee's entitlement is calculated as follows:

Full-time annual leave entitlement in hours × employee's contracted weekly hours ÷ 37

Example – employee with five or more years' service

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

An employee contracted to work 17 hours per week will receive:

$$281.2 \times 17 \div 37 = 129.2 \text{ hours}$$

Example – employee with less than five years' service

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

An employee contracted to work 17 hours per week will receive:

$$259 \times 17 \div 37 = 119 \text{ hours}$$

This methodology ensures that employees receive the appropriate proportion of the full-time entitlement according to their contracted weekly hours.

4. Compressed and alternative working patterns

Employees working compressed hours or another agreed working pattern receive the same total annual leave entitlement, in hours, as other employees with the same contracted weekly hours.

For example, an employee contracted to work 37 hours per week receives the appropriate full-time entitlement whether those hours are worked over five standard working days, four compressed working days or another agreed pattern.

The employee's working pattern affects how many hours are deducted when leave is taken, rather than their overall entitlement.



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5. How annual leave is deducted

When annual leave is taken, the employee's leave balance will be reduced by the number of hours they would normally have been contracted to work during the period of absence.

The 7.4-hour average used to calculate entitlement is not used to determine the amount deducted for a day of annual leave.

For example:

- an employee normally working **7.5 hours on a Monday** who takes the whole Monday as annual leave will have **7.5 hours** deducted;
- an employee normally working **7 hours on a Friday** who takes the whole Friday as annual leave will have **7 hours** deducted;
- an employee working compressed hours who normally works **9.25 hours on a Wednesday** will have **9.25 hours** deducted if they take that Wednesday as annual leave;
- a part-time employee normally working **6 hours on a Monday** will have **6 hours** deducted if they take that Monday as annual leave; and
- a part-time employee normally working **5 hours on a Thursday** will have **5 hours** deducted if they take that Thursday as annual leave.

Where an employee takes only part of a working day as annual leave, only the number of working hours taken as leave will be deducted.

This allows annual leave to reflect the employee's actual working pattern and provides greater flexibility where an employee wishes to take part of a day or a number of hours as annual leave.

6. Bank holidays

Bank holidays falling within the council's leave year are included when calculating the employee's total annual leave entitlement in hours.

Where a bank holiday falls on a day on which an employee would normally work, the employee's annual leave balance will be reduced by the number of hours they would normally have been contracted to work on that day.

Where a bank holiday falls on a day on which an employee would not normally work, no hours will be deducted from their leave balance.



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For example, if a bank holiday falls on a Monday:

- an employee normally working **7.5 hours** on that Monday will have **7.5 hours** deducted;
- a compressed-hours employee normally working **9.25 hours** on that Monday will have **9.25 hours** deducted;
- a part-time employee normally working **6 hours** on that Monday will have **6 hours** deducted; and
- an employee who does not normally work on Mondays will have **no hours** deducted.

This ensures that employees with the same contracted weekly hours receive the same overall entitlement irrespective of how their working hours are distributed across the week.

7. Variable hours and employees without fixed working days

Where an employee works a very small number of contracted hours each week or does not have fixed working days, annual leave entitlement will be calculated using the same methodology based on their contractual weekly hours.

Leave will be deducted according to the hours the employee would otherwise have worked during the period of absence.

Where an employee meets the statutory definition of an irregular-hours or part-year worker, holiday entitlement and holiday pay will be dealt with in accordance with the applicable statutory requirements.

8. Leave year

The council's leave year runs from 1st April to 31st March each year

It is the employees responsibility to manage their own annual leave so that they are able to take their entitlement during the leave year, subject to the council's carry-forward arrangements.

Annual leave entitlement will be calculated on a pro-rata basis where an employee starts or leaves employment part-way through a leave year.

Where an employee changes their contracted weekly hours during a leave year, their annual leave entitlement will be adjusted to reflect the periods worked under each contractual arrangement.



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9. Carrying over leave

In accordance with the council's terms and conditions of employment and as per the employment contract, employees may carry forward up to five days of annual leave from one leave year to the next. The introduction of recording annual leave in hours does not change this contractual entitlement.

As annual leave is now recorded in hours, any leave carried forward will also be recorded in hours. Where it is necessary to convert the contractual five-day carry-forward entitlement into hours, the conversion will be made using the council's annual leave conversion methodology rather than the employee's individual daily working pattern.

For a full-time employee contracted to work 37 hours per week, the council's standard conversion figure is 7.4 hours per day. The maximum five-day carry-forward entitlement is therefore:

5 days × 7.4 hours = 37 hours

This maximum applies to a full-time employee regardless of whether their 37 contractual hours are worked over five days, four compressed days or another agreed working pattern.

For part-time employees, the contractual entitlement to carry forward up to five days will continue to apply in accordance with their terms and conditions of employment. Where carried-forward leave is recorded in hours, it will be converted using the council's applicable annual leave calculation methodology.

Any statutory rights to carry forward annual leave, including where applicable because of sickness or statutory family leave, will apply in accordance with current legislation.

10. Sickness during annual leave

If you become ill during a period of paid annual leave and wish for the period of sickness to be treated as sick leave rather than annual leave, you must comply with the council's sickness reporting and certification procedure.

You must contact the Clerk, or the council in the case of the Clerk, on the first day of sickness and keep the Council informed during the period of sickness.



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Where the appropriate sickness reporting requirements are met, the relevant period may be recorded as sickness absence rather than annual leave.

11. Payment of annual leave

Where an employee works regular hours throughout the year, holiday pay will normally be the same as the pay they would have received had they been at work.

Where an employee works irregular hours or is a part-year worker, holiday entitlement and holiday pay will be calculated in accordance with the statutory requirements applicable to that employee.

12. Payment in lieu

The council will not make a payment in lieu of annual leave entitlement except where employment is ending, and the employee has accrued annual leave which has not been taken.

Where an employee leaves during the course of a leave year, their entitlement will be calculated on a pro-rata basis up to the termination date.

Where the employee has accrued but untaken annual leave and is unable to take it before their final day of employment, payment will be made for the outstanding entitlement.

Where an employee has taken more annual leave than they have accrued at the date their employment ends, an appropriate deduction may be made from their final salary where this is permitted by their contract of employment.

13. Recording annual leave

The council will maintain an annual leave record for each employee.

At the beginning of each leave year, employees will receive confirmation of their annual leave entitlement in hours.

Employees will also receive an up-to-date copy of their annual leave record each month with their payslip.

The record will show:

- the employee's total annual leave entitlement in hours;



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- any annual leave carried forward from the previous leave year;
- annual leave taken;
- hours deducted for bank holidays falling on the employee's normal working days;
- any adjustments resulting from changes in contracted hours or other relevant circumstances; and
- the employee's remaining annual leave balance in hours.

14. Transition from days to hours

Where the council introduces the hours-based annual leave system during an existing leave year, each employee's existing 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, taking account of:

- their contractual annual leave entitlement;
- the number of bank holidays falling within the leave year;
- their contracted weekly hours;
- any authorised annual leave carried forward from the previous leave year; and
- any adjustment required where the employee commenced employment 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 attributable to 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 annual leave balance in hours.

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

15. Policy status and review

This is a non-contractual policy and will be reviewed by the council from time to time.



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The policy should be read alongside the employee's contract of employment and other relevant council employment policies and procedures.

Where an employee has a contractual entitlement relating to annual leave, the terms of the contract will apply.

Date of policy: Thursday 27th August 2026

Date of approval:

Meeting of approval:

Policy version reference: Version 1.0

Policy effective from:

Date for next review:

List of changes made to policy:

Version	Meeting and minute	Changes made



PART-TIME

ALLOTMENT WARDEN

1 hour per week, with additional paid hours as required
Salary commensurate with experience

Melksham Without Parish Council is looking for a practical, reliable and approachable person to help oversee its allotment sites.

Does this sound like you?

- Keen to help and work with the local community
- Approachable, positive and diplomatic
- Practical and able to carry out minor repairs and maintenance
- Comfortable undertaking light pruning and similar jobs around the allotment sites
- Enjoy working outdoors
- Able to use your own initiative and work with minimum supervision
- Observant and able to identify and report issues clearly
- Flexible to work additional hours when required

The role includes weekly health and safety inspections of the allotment sites, quarterly plot inspections, and showing prospective tenants around the sites.

The postholder will also provide occasional cover for the Parish Caretaker during periods of leave.

If so, please apply for details and application form to:

**The Clerk, Teresa Strange, Melksham Without Parish Council, First Floor,
Melksham Community Campus, Market Place, Melksham, SN12 6ES**

Tel: **01225 705700** Email: **clerk@melkshamwithout-pc.gov.uk**

Closing date: **Wednesday 7th October 2026**

Interviews to be held: **Thursday 15th October 2026**

AGENDA ITEM 09 - Allotment Warden Advert - Sept 2 47

MELKSHAM WITHOUT PARISH COUNCIL

JOB DESCRIPTION FOR PART-TIME ALLOTMENT WARDEN

**Reviewed October 2026 by Clerk and Finance & Amenities Officer
To reflect Job Role and Job Advert/Interview Questions**

- 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 health and safety inspections, and report.
To undertake quarterly inspections of allotment plots in accordance with the Council's Quarterly Plot Inspection and Notice Procedure, including the preparation of a written inspection 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 undertake appropriate minor repairs, light pruning to apple trees and similar maintenance around the allotment sites as agreed
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

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AGENDA ITEM 9: Recruitment

Review of Recruitment related HR Policies Supplied by CHRGS

As outlined under Agenda Item 7(b), the Council has received a suite of HR policies and supporting documentation from CHRGS.

The following three policies have been selected as the first documents for detailed review:

Recruitment Policy

This is a new policy for the Council and sets out a formal framework for recruitment, shortlisting, interviews, references and appointment procedures.

Equal Opportunities Policy

The Council already has an adopted Equality & Diversity Policy. The CHRGS Equal Opportunities Policy covers the same broad subject area and Members are invited to consider whether the CHRGS version should replace the existing policy.

High-Level Comparison

Area	Existing Equality & Diversity Policy	CHRGS Equal Opportunities Policy
Scope	Includes employees, councillors, volunteers and service users	More employment and workplace focused
Harassment	Covered and linked to Dignity at Work Policy	More detailed and linked to Harassment & Bullying Policy
Recruitment	General provisions	More detailed recruitment and equality provisions
Disability & Reasonable Adjustments	Covered	More detailed employer obligations
Monitoring & Compliance	Basic provisions	More extensive compliance framework
Integration with HR policies	Limited	Designed to operate as part of the wider CHRGS HR suite

Initial Observation

The existing policy remains serviceable and includes provisions particularly relevant to parish councils, councillors and volunteers. The CHRGS policy is more detailed from an employment law perspective and is intended to operate as part of the wider CHRGS HR framework.

Right to Work Policy

This is a new policy for the Council and sets out procedures for complying with right to work legislation and associated recruitment checks.

Clerk's Note

The Recruitment Policy and Right to Work Policy are new policies for the Council.

The Equal Opportunities Policy covers an area already addressed by the Council's existing Equality & Diversity Policy and has therefore been included as a comparison exercise.

The Council has appointed CHRGS to provide specialist HR advice, employment documentation, policy updates and ongoing HR support. The policies supplied by CHRGS form part of a wider HR framework which will underpin future advice and support provided to the Council.

The purpose of reviewing these policies is therefore not only to consider whether they are legally compliant, but also whether:

- they accurately reflect current Council practice;
- any proposed changes to existing practice are practical and achievable for the Council;
- the Council is willing and able to operate in accordance with them if adopted; and
- the CHRGS policies should be adopted as part of the Council's wider HR framework.

These policies have been prioritised because they relate directly to recruitment and appointment procedures. The Council has recently undertaken recruitment for the Allotment Warden position and expects to make an appointment shortly after this meeting.

Whilst any revised policies would not formally become Council policy until approved by Full Council following recommendation by Staffing Committee, any good practice identified through the review process may be adopted where appropriate in the interim period. Existing Council policies, procedures and employment arrangements remain in force unless and until amended by Council.

HR04 – Equal Opportunities Policy

XXXX Council

COUNCIL LOGO

Adopted:
Revised:
Review: Biannually or as changes are required.

HR04 - Equal Opportunities Policy

1. Introduction

1.1. This Policy covers all aspects of how you are treated by us and everybody who works for us. It also sets out the standards of conduct we need from you. It covers:

- a Recruitment
- b Pay and conditions of employment
- c Training and continuing professional development
- d Promotion
- e Appraisals
- f Grievances and disciplinary matters
- g Ending employment
- h Giving references
- i How visitors are treated
- j How clients and suppliers are treated
- k How any other **business contacts and associates** are treated

1.2. This Policy:

- a Explains what we mean by equality and diversity
- b Sets out the legal protections in this area
- c Explains the importance of equality and diversity to the business
- d Sets out the role you can play in ensuring that the workplace is a diverse, inclusive and supportive environment for all, focused on the goal of equality

1.3. This Policy applies to all employees, apprentices, consultants, officers, contractors, interns, volunteers, job applicants, and agency and casual workers.

1.4. This Policy does not form part of your contract with us. We reserve the right to amend or remove this Policy.

2. What is equality and what is diversity?

2.1. 'Equality' requires us, and you, to treat everyone equally and fairly, with equal opportunities and rights.

2.2. 'Diversity' recognises that this world is full of differences. We should note, value and positively embrace these differences. It is important for differences to be recognised. But it is equally important that, whilst recognising them, each and every person does so positively, with the importance of equality at the forefront of their minds.

3. Our commitment to equal opportunities

- 3.1. We want everyone associated with our business to have a fair and equal opportunity to achieve their very best in a safe working environment. We want everyone who works for us to understand the importance of this, and to act consistently with it at all times.
- 3.2. We will not tolerate discrimination or harassment in our Council, and we will never victimise anyone who makes a legitimate complaint to us about harassment or discrimination, or anyone who supports a colleague in their complaint.
- 3.3. This Policy is underpinned by the following further commitments:
 - a To create a working environment free from all forms of unlawful discrimination, including victimisation and harassment
 - b To have a workplace capable of allowing everyone to achieve their potential, and where individuals are willing to give their best
 - c To make sure that all staff understand their rights and responsibilities under this Policy – if you are not sure what we consider acceptable and unacceptable, you should check with your *[line manager]*
 - d To amend this Policy if we think it has become outdated, or circumstances suggest to us that it needs to be updated
 - e To protect staff, wherever possible, from being victimised or treated less fairly if they make or support a complaint in good faith under this Policy

4. Why might a person be treated unfairly or less favourably?

- 4.1. Although it is important to create a workplace which promotes fairness for all, the law focuses its protection on nine characteristics. The current protected characteristics are:
 - a Age
 - b Disability (which means someone with a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry-out normal day-to-day activities)
 - c Gender reassignment (which covers any person who is proposing to undergo, is undergoing or has undergone a process for the purpose of reassigning their sex by changing physiological or other attributes of sex)
 - d Marriage and civil partnership
 - e Pregnancy and maternity
 - f Race (incorporating colour, ethnic origin, national origin and nationality)
 - g Religion or belief
 - h Sex
 - i Sexual orientation

- 4.2. You do not actually have to have a protected characteristic in order to be able to claim you have been discriminated against because of it. The law protects you from being treated less favourably because of a protected characteristic you are thought to have (discrimination by perception) or because of the characteristic of someone you are associated with (discrimination by association). So, for example, if an employee who is straight is subjected to verbal homophobic abuse in the mistaken belief that they are gay, that employee could still claim discrimination on grounds of sexual orientation. If an employee who is straight is treated unfairly because they have been seen socialising with someone who is gay, then that employee could potentially claim discrimination on grounds of sexual orientation as they are being discriminated against by association.

5. What are the different types of discrimination?

- 5.1. Generally, discrimination boils down to unfair treatment based on an actual or perceived protected characteristic. It can take several forms which are legally protected. We do not tolerate any form of discrimination. Sometimes, actions can be intentional and sometimes unintentional. We include examples of both types in this list:

- a **Direct discrimination:** this is when somebody is treated less favourably because of a protected characteristic than somebody else has been, or would have been, in identical circumstances.
Examples: rejecting a job applicant because of their race or failing to promote someone because they are pregnant.
- b **Indirect discrimination:** this is when a group of people with one of the protected characteristics (subject to a couple of exceptions) are put at a disadvantage by a provision, criterion or practice applied to all staff unless the treatment is justified for a good business reason.
Examples: refusing a request to work part-time without a good reason (which indirectly discriminates against women, who are more likely to have childcare responsibilities); insisting all staff work on Saturdays without a good reason (which indirectly discriminates against Jewish employees, who may not be able to work on the Jewish Sabbath).
- c **Harassment:** this is when a hostile, humiliating, degrading, intimidating or similarly offensive environment is created in relation to a protected characteristic. We also consider it harassment for a worker to be subjected to uninvited conduct related to a protected characteristic which – as an intended or unintended consequence – violates their dignity.
Examples: name calling, lewd comments, excluding colleagues, making insensitive jokes and displaying pornographic material. [We deal in detail with harassment in our separate *Harassment & Bullying Policy*.]
- d **Victimisation:** in a legal context, ‘victimisation’ has a much more restricted meaning than in real life. It happens when a worker has complained about harassment or discrimination, or has supported a colleague in their complaint, and is then treated less favourably as a result.
Example: an employee who is ostracised or dismissed at work because they spoke up on behalf of one of their colleagues in a harassment investigation.

- 5.2. There are other actions which can be unlawful under equal opportunities legislation which apply specifically to disability:

- a Failure to make reasonable adjustments to minimise certain disadvantages suffered by a disabled employee (or job applicant).
Example: a person has a physical disability which makes it difficult to walk upstairs. They ask to be given an office on the ground floor. If this is a reasonable request and will remove or reduce the difficulty the person experiences, then it will be a reasonable adjustment to make and we will discriminate if we do not make it.

- b Treating someone less favourably because of something arising from their disability (rather than the disability itself) without a good reason which justifies that treatment.
Example: a person has a disability which means that they are absent frequently. If we tell them they should not attend a work social event because of their poor attendance levels, this will be discrimination arising from a disability unless we can show a good reason which justifies the treatment.

6. How we carry out our responsibilities and duties

- 6.1. Everyone in our organisation is essential to the success of this Policy. We all have a legal responsibility to comply with it, and any of us – however senior or junior we are – may be personally liable in an employment tribunal claim for unlawful discrimination if we breach terms of this Policy.
- 6.2. Everyone working at managerial level is expected to act in full accordance with this Policy, lead by example, and attain and maintain appropriate standards of behaviour within the teams they manage.
- 6.3. The ethos and standards covered by this Policy can only be achieved and maintained if you cooperate fully and embrace the approach in this Policy. It is also important that you understand you have a legal responsibility to comply. If you breach this Policy, we may be liable for your actions, and we may both have to pay compensation to anyone who claims against us. We expect you to take personal responsibility for following this Policy's aims and commitments and for drawing any actual or potential breaches to our attention.

7. Commitment to equal opportunities in recruitment, training and development

- 7.1. We will conduct recruitment, promotion, and other selection exercises, such as redundancy selection, on the basis of merit, using criteria and processes that avoid discrimination. [Managers involved with these processes will receive training on equality and diversity.] More information on our commitment in these areas can be found in our [Recruitment Policy], [Training & Development Policy] and [Redundancy Policy].
- 7.2. Training needs will be identified through regular appraisals which will be carried out in line with our [Appraisals Policy] and [Training & Development Policy]. We will not be influenced by any protected characteristics that you may have. You will be given appropriate access to training to enable you to progress within the organisation, and all promotion decisions will be made on the basis of merit.

8. How we enforce this Policy and handle breaches

- 8.1. We will investigate any complaint or allegation you raise regarding a potential breach of this Policy. If you believe you have been harassed or discriminated against, you should contact your [line manager] as soon as possible. If you want to take formal action, you will need to follow our grievance procedure (see our [Grievance Policy] and our [Harassment & Bullying Policy]).
- 8.2. You will face disciplinary action if we find you have harassed or discriminated against anyone else, and are in breach of this Policy. Sometimes, this type of behaviour may amount to gross misconduct, in which case we may dismiss you without notice.
- 8.3. Occasionally, people make complaints in bad faith, knowing that they're not true. People might do this to avoid or deflect disciplinary action or performance management. We view any complaint made in bad faith as an act of misconduct, and this will normally lead to disciplinary action. In some cases, bad faith complaints may lead to summary dismissal for gross misconduct.

9. How we monitor whether this Policy is working

- 9.1. [We undertake equal opportunities monitoring as part of our recruitment processes. [Further information is contained in our *[Recruitment Policy]*.]
- 9.2. We may record and analyse information about equal opportunities within the workplace, and when you join us, you give us consent to gather and process this data about you. We use the information to make sure this Policy works properly and to refine it. We may also use the information to review the composition of our workforce and to promote workplace equality. All data will be stored and processed in line with our *[Data Protection Policy]* and *[Privacy Notice]*.
- 9.3. *[HR]* will monitor the outcomes of any complaints raised under this Policy to note any patterns of behaviour and to assess the quality of investigations. We will use the information gathered to focus training, development and awareness needs appropriately.

10. Useful links

- 10.1. The following internal policies are referred to in this Policy and provide additional information:
- 10.2. *[Harassment & Bullying Policy]*
- 10.3. *[Recruitment Policy]*
- 10.4. *[Training & Development Policy]*
- 10.5. *[Appraisal Policy]*
- 10.6. *[Grievance Policy]*
- 10.7. *[Redundancy Policy]*
- 10.8. *[Insert details of any other relevant policies]*

11. Administration of the Equal Opportunities Policy

- 11.1. *[Insert relevant person or department]* is responsible for the administration of the Equal Opportunities Policy. Should you have any feedback, please contact *[insert contact details]*.

HR21 – Right to Work Policy

XXXX Council

COUNCIL LOGO

Adopted:
Revised:
Review: Biannually or as changes are required.

HR21 - Right to Work Policy

1. Introduction

- 1.1. We have legal duties as an employer to make sure that all those working for us have permission to work in the UK. We are at risk of substantial civil penalties if we do not check that those who work for us have the right to work in the UK. We take our responsibilities to prevent illegal working seriously.
- 1.2. We are an equal opportunities employer. We will carry out right to work checks on all prospective employees and workers, regardless of nationality. Please see our [*Recruitment Policy*] for more details of our commitments in this area.
- 1.3. This Policy:
 - a Explains the current right to work system in the UK
 - b Sets out the checks we will undertake in relation to the right to work
 - c Sets out your obligations to keep us informed of your immigration status
- 1.4. This Policy applies to all employees, prospective employees, workers and prospective workers in the Council. Please note that it does not form part of any contract. We reserve the right to amend or remove this policy.
- 1.5. The law on the right to work is complex and changes frequently. This policy does not set out every possible route for working within the UK, nor is it a comprehensive statement of what the law says. It is a basic guide for you and for our managers. We cannot give you advice on the technicalities of the law on right to work.

2. Right to work checks

- 2.1. We will follow a three-step process in all right to work checks which we carry out:
 - a **Obtain:** We will either request original documents, as required by Home Office guidance to establish your right to work or request such information we need to check your right to work online. Please note that where you are a biometric card holder, we will only be able to check your right to work using the Home Office online service. Physical biometric residence cards cannot be accepted.
 - b **Check:** We will make sure that these checks show that you have the right to work in the UK. We will check that the documents are genuine, relate to you and allow you to undertake the role for which you are applying.
 - c **Copy:** We will copy and date any documents which have been checked manually. We will save the 'profile page' from any online checks. We will record the date for any follow-up check.

3. Documents we will use to establish your right to work in the UK

- 3.1. The Home Office has published a list of acceptable documents which can be used when checking an employee's right to work in the UK (the **Home Office List**). This list is used for manual checks and those using an Identity Service Provider (see 4.1). A link to the current active list can be found in section 10. The list is split into two sections: List A and List B. Documents in List A show a permanent right to work in the UK. Documents in List B show a temporary right to work in the UK. If a document from List B is used to show your right to work, then we will need to re-check your right to work before your temporary entitlement expires.

4. The different types of right to work check

There are three different ways in which we may conduct right to work checks. We have set out below the different approaches and when they might be used.

4.1. Using the IDVT system

For British and Republic of Ireland Nationals, we may conduct remote checking using Identification Document Validation Technology (**IDVT**). We will use the services of an Identity Service Provider (**IDSP**) to verify electronic or copy documentation from the relevant Home Office List. This is an alternative to the manual checking system. You agree to provide us [*and our nominated IDSP*] with all reasonable assistance to allow these online checks to take place. In addition to the remote checking carried out by our IDSP, we will also arrange for a face-to-face meeting to take place to check that you are the same person indicated on the documentation. We will keep a record of the IDVT check alongside a record of our face-to-face meeting.

4.2. Manual checks

We may choose to conduct a manual check as an alternative to using the IDVT system for British and Republic of Ireland Nationals, and also where non-British and Republic of Ireland Nationals hold immigration documents which are not also available digitally. In conducting manual checks, we will follow the three steps set out in paragraph 2.1 and will ask to see a document from either List A or List B of the Home Office List. We will need to see the actual document and not a copy. We will arrange a face-to-face meeting in order to do this in order to check that you are the same person shown on your documentation.

4.3. Digital Checks for Non-British or Republic of Ireland Workers (where available)

The number of right to work checks carried out digitally is increasing. It is now the way we must carry out right to work checks for all those with digital status or a biometric residence permit (even if they also hold some form of physical documentation). It covers, but is not limited to, the following:

- a Those with a Biometric Residence Permit/Card
- b Those with EU Settled Status
- c Those with a Certificate of Application for EU Settled Status before 30 June 2021
- d Those with a British National Overseas Visa
- e Anyone with status issued digitally under the points-based immigration system (see section 5)

For us to conduct a digital check, you need to log on to the Home Office website and generate a 'share code' so that we can view your immigration information. You must provide us with this 'share code', together with your date of birth, on request. We will use this information to log on to the employer section of the Home Office website and view your immigration information. In order to check that the person we are looking to employ is the same person whose details we are able to see online, we will arrange a face-to-face meeting with you. We will retain a copy of the report, together with details of the meeting which has been held with you.

5. An introduction to the points-based immigration system

- 5.1. EEA Nationals who arrived in the UK after 31 December 2020 and other workers from outside the UK and Republic of Ireland have to meet specific criteria to stay in the UK.
- 5.2. The UK operates a points-based immigration system which now applies to almost all people coming to the UK for work from all countries other than the UK and Republic of Ireland. Under this system, a certificate of sponsorship can be awarded by prospective employers to those who gain enough points, and this can be used to obtain a working visa.
- 5.3. In order to employ a foreign national under the points-based immigration system and issue a certificate of sponsorship, we are required to hold a sponsor licence. *[Insert either [We hold a sponsor licence.] or [We do not currently hold a sponsor licence, but we would consider making an application for one where the circumstances required it in order to give a preferred applicant the right to work in the UK.]]*
- 5.4. To be eligible for a certificate of sponsorship, jobs have to meet a certain skill level and certain salary thresholds. Generally, a total of 70 points is needed to be able to assign a certificate of sponsorship to a role in the UK. These points are awarded based on factors such as salary, the skill level of the employee, the skill level of the job and the employee's English language skills. We will check whether the job meets the necessary requirements (taking account of any trading which may be possible against any of your specific characteristics) and, if we believe that the thresholds are met, we will issue you with a certificate of sponsorship. This takes the form of an electronic number.
- 5.5. When we issue you a certificate of sponsorship, you must then use it to apply for a Skilled Worker visa within three months. Failure to do so could result in the termination of your employment. You must provide us with evidence that you have made the application, along with details of your date of birth and share code to enable us to verify your right to work. We will follow the three-step test set out in paragraph 2.1 in relation to these checks.

6. Where your right to work cannot be established or is unclear

- 6.1. If we are unable to confirm your immigration status via a review of physical documents or an online check, then we will usually contact the Home Office using the Employer Checking Service to check it. Situations in which we may need to take this step include:
 - a Where you have an outstanding appeal, review or application with the Home Office
 - b Where you arrived in the UK before 1989 and do not have documents to prove your immigration status or right to work
 - c Where you have a digital or non-digital Certificate of Application that says we need to ask the Home Office to check your right to work
 - d Where you have an Application Registration Card

- 6.2. The Employer Checking Service will send us a 'Positive Verification Notice' to confirm that you have the right to work. We will keep this document. A Positive Verification Notice is valid for a limited time (usually six months), and we will contact the Employer Checking Service towards the end of the validity period to obtain confirmation that you have a continuing right to work.

7. Where the right to work is temporary

- 7.1. If the outcome of our right to work checks shows that your right to work in the UK is temporary, then we will re-check your right to work before the end date shown on your right to work documentation. You must agree to comply with all reasonable requests in this regard.

8. Where an employee no longer has the right to work in the UK

- 8.1. If you become aware that you no longer have the right to work in the UK for any reason, then you should tell us immediately. We have a legal obligation not to employ workers who lack the right to work. A change in your right to work status may lead to the immediate termination of your employment with us. It would be illegal for your employment with us to continue.
- 8.2. If you are employed by us under a sponsorship licence, then your continued employment is dependent upon us retaining our sponsorship licence with the Home Office. We will inform you if, at any point, our sponsorship licence is revoked. This may result in the immediate termination of your employment with us.

9. Retention of right to work documents

- 9.1. We will store any and all documents provided as part of our right to work processes securely for the duration of your employment. In line with Home Office guidance, we will retain these documents for two years following the end of your employment with us.
- 9.2. For more information regarding our policy in relation to your personal data, please see our [Data Protection Policy].

10. Useful links and contacts

- 10.1. The following links and contacts may be of use [*amend as appropriate*]:

- a <https://www.gov.uk/government/publications/right-to-work-checklist>
- b [Data Protection Policy]
- c [Equal Opportunities Policy]
- d [Insert link to any other supporting documents]

11. Administration of the Right to Work Policy

- 11.1. [*Insert name of relevant person or department*] is responsible for the administration of the Right to Work Policy. Should you have any feedback, please contact [*insert contact details*].

01 Recruitment Policy

Note for completion

Green type is discretionary and relevant to policies of your Council

Red type needs to be completed

Purple is information for you only to be removed before sending contract to employee.

1. Introduction

- 1.1. We will follow fair and lawful processes in recruitment.
- 1.2. This policy:
 - a Goes through each step of our process for attracting and selecting external and internal job candidates
 - b Explains how we make sure that we avoid discrimination and any unfairness in recruitment
 - c Sets out how we tackle the risk of unconscious bias
 - d Explains how we incorporate special cases, such as agency workers and those selected for redundancy, into our recruitment processes
- 1.3. This Policy does not form part of your contract of employment. We reserve the right to amend or remove this Policy.
- 1.4. This Policy applies to all external and internal candidates or prospective candidates for employment vacancies within our business.

2. An overview of the recruitment process

Our recruitment process for any vacancy includes the following steps **[delete/amend as appropriate for your council]**:

- 2.1. [Identifying a need to recruit]: Once we have identified a need to recruit, we will seek approval to recruit from *[the Council / Committee or delegated officer]*
- 2.2. [Preparing a job description]: We will prepare a full job description and a person specification or review any existing documents for the position. These documents will include the key criteria we are looking for in any applicant and will help us to prepare job adverts.]
- 2.3. [Internal recruitment]: We will consider whether to open the vacancy to internal applicants before advertising externally, advertising externally does not preclude internal applicants] -
- 2.4. [Receiving applications and shortlisting]: We will look at all applications received and shortlist candidates. We will only consider information submitted as part of the application process when making decisions on shortlisting. We will not look at any online profiles which may exist or seek personal comments from any shared contacts. This is to make sure that we treat all applicants fairly and equally.]

- 2.5. We will ordinarily only accept completed application forms for a post to ensure equality of information supplied and ensure the process is compliant and insurance covers the process.
- 2.6. [Selection process]: The selection process will vary depending on the vacancy. Examples of selection methods which we may use include structured interviews, case studies, presentations and psychometric tests.]
- 2.7. [Offer]: We will make any offers in writing. They will usually be conditional on the following:
- a Receipt of two satisfactory references
 - b Completion of our Right to Work checks in line with our *[Right to Work Policy]*
 - c [Completion of a health assessment – for certain roles only]
 - d [Receipt of confirmation of essential qualifications – for certain roles only].]

3. Questions about health and reasonable adjustments

- 3.1. We will not generally ask candidates any questions about their health or any disabilities before any job offer is made. However, we may do so in the following circumstances:
- a To find out whether a candidate is able to carry out an assessment which forms part of the application process.
 - b To understand whether a candidate would be able to carry out a function which is central to the job.
 - c To find out whether any reasonable adjustments need to be made to allow the candidate to take part in our recruitment processes.
 - d For the purposes of equal opportunities monitoring. Please note we will store any information provided anonymously and separately from the candidate's application. Further details can be found below.
 - e *[To support positive action in employment for disabled people.]*

4. Internal and external recruitment

- 4.1. *[[We have a policy of advertising all vacancies internally before engaging in any external recruitment. If no suitable internal candidate is found, we will look to advertise the role externally.] or*

[We do not have a policy of looking at internal recruitment before advertising vacancies externally. Internal applicants will be assessed alongside external applicants and will be subject to the same recruitment process.] or

[For each vacancy which arises, we will consider the needs of the business and what we are aiming to achieve from the recruitment process. This will involve consideration of whether the vacancy should be advertised internally before any external advertisement].]

Any one of three above options can be selected

5. Our commitment to avoiding discrimination and unfairness in our recruitment processes

5.1. We take the following steps to avoid discrimination and unfairness in our recruitment processes [~~delete/amend as appropriate for your council~~¹]:

- a [We ask candidates if they need any adjustments to help them with the recruitment process. We will action any requests made.]
- b [Our application forms do not require the submission of any details relating to protected characteristics (such as sex, marital status, age, religion and belief, gender reassignment, sexual orientation and disability).]
- c [Any equal opportunities monitoring will be carried out and stored separately. Submitted monitoring forms will not be viewed by any person actively involved in the recruitment process for the role in question.]
- d [Anyone who is actively involved in recruitment (whether as an interviewer or otherwise) receives regular Equal Opportunities training.]
- e [We generally follow a competency-based structure for interviews.]
- f [We keep our recruitment marketing techniques under review to make sure that we reach a broad range of potential candidates. For example, we consider advertising using several forms of media.]
- g [We ask for Right to Work documentation at the same stage in the recruitment process for all candidates, so we are not influenced by immigration status in making any decision on recruitment.]

5.2. [We will take steps to ensure that our vacancies are advertised to a diverse labour market and, where relevant, to particular groups that have been identified as disadvantaged or underrepresented in our council. In order to address underrepresentation of certain groups within our council, these steps may include actively inviting applications from underrepresented groups, offering internships or mentorships to certain groups or other such lawful steps.]

6. How we deal with the risk of unconscious bias in recruitment

6.1. The brain makes judgments every day by processing information at rapid speed. The brain interprets the information it receives to make judgments and to influence actions. This is not something that we can stop from happening. However, this thought process can also cause us to treat some people more favourably or less favourably. This is what we mean by unconscious bias.

6.2. We recognise that unconscious bias is not something that can be prevented; it is human nature. However, we believe that by making those involved in recruitment aware of it, we can help them to step back and assess any decision they make for the presence of unconscious bias. To assist with this, we will [~~delete/amend as appropriate for your Council~~]:

- a [Provide Equal Opportunities training to those involved in recruitment, which will include training on unconscious bias and how to avoid it]
- b [Make sure that recruitment decisions are not made by one individual – to make sure that a breadth of opinion is taken into account and to reduce the impact of any unconscious bias]

¹ These are not a legal requirement to include in the Policy, although it is a legal requirement to avoid discrimination and make reasonable adjustments for disabled candidates.

- c [Standardise aspects of our recruitment processes so that candidates are judged on objective criteria and standards in certain areas]

7. **[Use of AI in recruitment²**

This section can be deleted entirely if AI is not used in assessing as part of the recruitment process

- 7.1. We use Artificial Intelligence (AI) enabled tools in our recruitment processes, including internal and external hiring.
- 7.2. We use AI tools to support, not replace, human decision-making. Permitted applications include: (delete/amend as appropriate for your Council)
 - a [Using AI to schedule interviews and automate communications.]
 - b [Using AI tools to screen resumes, rank candidates, and identify skill alignment based on job descriptions.]
 - c [Utilising AI to summarize candidate profiles and interview notes for the recruiting team.]
 - d [insert any other ways in which AI is permitted to be used as part of the recruitment process]
- 7.3. We commit to maintaining human control over all significant hiring decisions. AI provides recommendations or scores; however, all final decisions regarding shortlisting, interviewing, and hiring are reviewed and approved by a human being involved in the recruitment process.
- 7.4. If AI tools are used to process their personal data during the recruitment process any such processing will be carried-out in line with our [Data Protection Policy] and [Privacy Notice].
- 7.5. We are committed to ethical AI use and undertake to regularly audit our tools for bias.
- 7.6. Candidates have the right to request that a decision made with the assistance of AI be reviewed by a human. Please contact [the Clerk / HR team] to request a manual review.]

8. **Special situations: redundant employees, agency workers and fixed-term workers**

- 8.1. Employees who have been provisionally selected for redundancy will be made aware of all vacancies existing within the business and will be kept informed should any new vacancies arise. For further information, please see our [Redundancy Policy].
- 8.2. We have a clear process in place to inform agency workers and those on fixed-term contracts of employment of vacancies which become available with us. [Insert details of your process for doing this – for example, [A list of vacancies is kept up to date on our intranet.]]

9. **Expenses**

- 9.1. [[We will refund all reasonable expenses incurred in travelling to attend any interview or assessment subject to production of valid receipts.] or

[Any expenses incurred in travelling to or attending any interview or assessment with us are the sole responsibility of the candidate. We will not refund any expenses.]]

² This clause will need to be tailored to the specific Council's approach to the use of AI in recruitment.

10. Data protection

- 10.1. All information and documentation collated in relation to candidates as part of our recruitment processes will be stored, processed and destroyed in line with our *[Data Protection Policy]*.
- 10.2. We will keep information in relation to candidates collated as part of any equality and diversity monitoring processes anonymously. We collect this information on a voluntary basis to monitor equality of opportunity and treatment to enable equality to be promoted or maintained. We will not share the information collated with any member of personnel involved in the recruitment process. Further information can be found in our *[Data Protection Policy]* and *[Privacy Notice]*.³

11. Complaints

- 11.1. If any candidate is unhappy with the way we have handled their application, then they should raise this with *[The Clerk / Chair of the Council]*.

12. Useful links and contacts

- 12.1. The following internal policies and links are referred to in this Policy and contain additional information and guidance *[Delete/amend as appropriate]*:
- a *[Data Protection Policy]*
 - b *[Equality, Diversity and Inclusion Policy]*
 - c *[Right to Work Policy]*
 - d *[Redundancy Policy]*
 - e *[insert details of any other relevant policies or links here]*

13. Administration of the Recruitment Policy

- 13.1. *[The Staffing / Personnel Committee]* is responsible for the administration of the Absence Management Policy. Should you have any feedback, please contact *[insert relevant person / Clerk / line-manager]*.

³ If your recruitment process includes equality and diversity monitoring forms, then you are likely to need to provide candidates with a privacy notice to sign which covers the processing of this data.



MELKSHAM WITHOUT PARISH COUNCIL

CLERK TO THE COUNCIL JOB DESCRIPTION July 2025

GENERAL

1. The Clerk is the Proper Officer of the Melksham Without Parish Council, (hereinafter described in this document as 'The Council') and will carry out all the functions conferred on the Proper Officer by statute or otherwise in an impartial and professional manner.
2. The Clerk will be responsible for advising the Council and individual members on all matters of law and procedure to ensure compliance with statutory requirements and other provisions governing the administration of the council and its affairs.
3. The Clerk will ensure the agendas for Council meetings are prepared and distributed in accordance with statutory requirements together with supporting paperwork. The Clerk should attend all Council meetings and will ensure the meetings are properly recorded in minutes and any actions implemented. All Minutes will be submitted to the council for approval at the next Full Council Meeting.
4. The Clerk will likewise ensure the agendas and papers for committee meetings are sent out. The Clerk should attend all committees and ensure that committee minutes are prepared and submitted to the Council for approval at the next Full Council Meeting and that actions are implemented once approved by the Council.
5. The Clerk will likewise ensure the agenda for the Annual Parish Meeting is prepared and sent out. The Clerk will attend and ensure the minutes of the Annual Parish Meeting and any other parish meetings held during the year are formally recorded.
6. The Clerk will likewise be responsible for publicising and organising any public meetings or specialist meetings as required by the Council and for securing the appropriate Officers to attend and report. The Clerk will attend and ensure minutes are prepared for Council approval and that required actions are progressed. The Clerk will also liaise with residents and assist with setting up community meetings.
7. The Clerk will organise and attend site meetings as required and report back to the Council.
8. The Clerk will prepare and present detailed reports to the Council as necessary to explain complex issues and make recommendations, having regard to Council law, procedure and policy, to facilitate Council decisions.

9. The Clerk will be responsible for ensuring that all the decisions of the council; its committees and sub-committees are carried out promptly and accurately.
10. The Clerk will be responsible for receiving all correspondence and other documentation on behalf of the Council and for ensuring that the same is brought before the Council or its relevant committees or sub-committees as necessary.
11. The Clerk will assist the Council Chair as required in preparation for meetings and ensure he/she is fully briefed on all Council business at all times.

POLICY WORK

12. The Clerk will, if so, required by the Council, prepare Council policies which will be submitted to the Council for approval. The Clerk will be responsible for ensuring policies are regularly reviewed. When required by the Council, the Clerk will report on how effectively policies are being implemented.
13. The Clerk will be responsible for communicating the content of key local planning documents to the Council and for preparing Council submissions on Strategic Planning Policy and for planning examinations; having regard to the Council's own Planning Policy and Neighbourhood Plan. The Clerk will ensure that the Council reviews all planning applications efficiently and that Council comments are submitted within set deadlines.
14. The Clerk will be responsible for ensuring that consultation papers received for the Council are circulated to all Council members and that comments are submitted by the set deadlines.
15. The Clerk will be responsible for preparing the Council's Local Council Award application in accordance with statutory regulations and for ensuring that requirements of the application are fully met. during the duration of the Council term; in line with the parish council objective for the term of office 2021-2025

TRAINING, OFFICE AND STAFFING

16. If so required by the council, the Clerk will (at the cost of the council) attend training courses on subjects relevant to the role and responsibilities of the Clerk of a local council. The Clerk will also identify suitable training courses for members of staff to attend to help them meet their own professional development needs.
17. The Clerk will be responsible for the smooth running, well-being and efficiency of the Council office in accordance with Health and Safety Principles. The Clerk will be the Council's Health and Safety Officer and the Fire Marshall (and First Aider) and attend courses as necessary to fulfil these functions. The Clerk will be responsible for preparing the Council's Health and Safety Policy and ensuring that the Health and Safety Policy is regularly reviewed and updated as necessary.
18. The Clerk will be the Safeguarding Officer for the parish council
18. The Clerk will be responsible for ensuring that staff follow safety procedures relating to safe working practices and that accidents at work are recorded in the accident book. The Clerk will ensure that testing and maintenance regimes are carried out in line with relevant risk assessments (eg. water flushing for

legionella prevention, regular testing for fire alarm, emergency lighting, PAT (portable appliance testing), intruder alarm, defibrillators etc).

- 19 The Clerk will give clear direction to office staff so that they understand how they contribute to the corporate aims of the Council. The Clerk will be responsible for the recruitment, personal development, motivation, conduct performance and health and safety of staff and for supervising all other staff employed by the council. The Clerk will ensure that relevant statutory provisions covering the terms and conditions of employment of staff are observed and that staff appraisals are carried out annually and acted upon.
20. The Clerk will liaise regularly with the Parish Caretaker and Allotment Warden and ensure an officer is in regular contact with the Groundsmen. to pass on Council requests for parish work, and to ensure that any parish matters of concern are passed on to the appropriate authority, and safety matters receive immediate attention.
- 21 The Clerk will ensure the groundsmen's equipment is regularly safety checked and fit for use. The Clerk will be responsible to ensure that Play Equipment is regularly inspected and an annual ROSPA check takes place. The Clerk will be responsible to report any Play Equipment and ROSPA safety issues to the Council and to ensure that the correct remedial action is taken to address them. The Clerk will be responsible to ensure any Play Equipment Incidents are reported immediately in writing to the Health and Safety Executive; where appropriate.
- 22 The Clerk will ensure that all visitors to the Council Office are treated with courtesy and respect, having regard to any access, equality and diversity needs. The Clerk will ensure that excellent customer-care is paramount in every aspect of the Council's services and that the Council is transparent in the way it does business.
- 23 The Clerk will be responsible to liaise with the landlord on any matters relating to the Office premises, including lease-related issues. The Clerk will be responsible for ensuring the office premises are left safe and secure at the end of each working day. The Clerk will be responsible for the safe keeping of any keys for the office and parish.

COMMUNITY

- 24 The Clerk will deal with any Freedom of Information requests promptly in accordance with the Council's FOI Policy and will bring any FOI requests to the Council's attention at the next full Council Meeting. The Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Clerk.
- 25 The Clerk as the Council's Proper Officer will be responsible for liaising with Melksham Town Council and will attend Meetings relating to the Neighbourhood Plan. The Clerk will liaise, and if necessary meet, with the Town Clerk, Plan Consultants and the Wiltshire Council Link Officer between meetings to deal with matters relating to the draft Neighbourhood Plan.
- 26 The Clerk will liaise with the Police, Wiltshire Council staff and the Melksham Strategic Engagement and Partnership Manager to assist in submission of

highway and parish issues. If required the Clerk will organise necessary site meetings with Officers.

- 27 The Clerk will liaise between members of the public and the Rights of Way Warden regarding problems and obstructions of rights of ways. If required the Clerk will organise and attend site meetings to walk the right of way and facilitate repairs, new routes, diversions etc
- 28 The Clerk has responsibility to respond promptly to email enquiries received from councillors, other local authority officers and the public and to deal with more complex enquiries either verbally or in writing.
- 29 The Clerk is responsible for replying to Planning Appeals and Planning Enforcement requests and more complex planning enquiries from the public about local planning applications. The Clerk will liaise with the Planning Office as necessary to clarify planning information.
- 30 The Clerk will be responsible for ensuring that projects, financial partnership schemes and sponsorship schemes take place in accordance with Council policy and are run for the benefit of the parish. The Clerk will liaise with the Principal Local Authority on major community issues, such as Community Asset Transfer and articulate the wishes of the Council to Senior Officers in other local authorities and organisations.
- 31 The Clerk will be responsible for conveying the content of legal agreements to the Council, for negotiating any legal agreements on the Council's behalf and for instructing solicitors on the Council's behalf.
- 32 The Clerk will be responsible for preparing draft contract specifications for approval by the Council. The Clerk will ensure that contractors have appropriate liability cover and that any service contracts engaged by the Council are delivered to the public in a prompt and efficient manner
- 33 If so required by the Council, the Clerk will act as a representative of the Council at conferences, meetings, public enquiries and other similar events to promote Council leadership in the community and encourage community participation and development.
- 34 The Clerk will ensure that the Council Allotment sites are run efficiently and plots are let in accordance with the Council's Allotment Policy, for the benefit of the whole Melksham Without parish. The Clerk will deal with any tenant disputes in liaison with the Allotment Warden and the Finance & Amenities Officer and refer any unresolved issues to the Asset Management Committee.
- 35 The Clerk will be the Council's Press Representative and will produce a regular newsletter of Council activities. The Clerk will liaise with press members following a council meeting to help clarify any points of interest. If so required by the council, the Clerk will prepare and issue press statements to the media on the Council's behalf and organise photo events in liaison with the press.

FINANCE

- 36 The Clerk, as RFO (Responsible Finance Officer), will be responsible for all financial matters, as specified in the Council Financial Regulations, including

obtaining tenders for work in accordance with Council Standing Orders and Financial Regulations. The Clerk, as RFO, will ensure that any work, or services to which a Council invoice relates, has been carried out as specified, examined and approved prior to payment. The Clerk may authorise any necessary expenditure immediately for urgent works up to the limit as detailed in the Finance Regulations.

- 37 The Clerk will review and approve the Annual Budget to draft stage.
- 38 The Clerk will review and approve the draft Annual Statement of Accounts and Financial Report
- 39 The Clerk will maximise Council funds including investments.
- 40 The Clerk will prepare for the Council's Internal and External Audits.
- 41 The Clerk is responsible for the monitoring of the Council Insurance policy, and recommend and implement changes as required.
- 42 The Clerk will ensure the efficient use of IT and that the Council are up to date with the latest banking technology.
- 43 The Clerk will review and renew the contracts for the Sports Field and Pavilion.
- 44 The Clerk will ensure that all legal documents, including Title Deeds and investment certificates, bank cheques, statements etc are kept in safe custody.

Reviewed and updated by Staffing Committee 30th July 2025 and subsequent Full Council meeting.

Reviewed by Staffing Committee 4th October 21, approved by Full Council on 18th October 21.

Reviewed January 2019 – updated March 2019 as per Min.424/18 of the Staffing Committee Meeting held 4th February, 2019