

FOSTON & THORNTON-LE-CLAY PARISH COUNCIL

EQUAL OPPORTUNITIES POLICY

Purpose

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status or social class. The Council opposes all forms of unlawful and unfair discrimination.

All employees will be treated fairly and equally. All employees will be helped and encouraged to develop their full potential; the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Council.

Our Commitment

- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- The commitment to equal opportunities in the workplace is good management practice and makes sound business sense.
- Breaches of our equal opportunities policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by all Councillors.
- The policy will be monitored and reviewed from time to time

The Law

This policy will be implemented within the framework of the relevant legislation, which includes:

- Equal Pay Act 1970
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Gender Reassignment Regulations 1999
- Race relations (Amendment) Act 2000
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997

This policy was adopted.....4 Sept 2003



FOSTON & THORNTON-LE-CLAY PARISH COUNCIL

GRIEVANCE POLICY

Dealing with grievances informally

If you have a grievance or complaint to do with your work or the people you work with you should, wherever possible, start by talking it over with the Parish Councillor appointed as your Manager ("your Manager"). You may be able to agree a solution informally between you.

Formal grievance

If the matter is serious and/or you wish to raise the matter formally you should set out the grievance in writing to your Manager. You should stick to the facts and avoid language that is insulting or abusive.

Where your grievance is against your Manager and you feel unable to approach him or her you should talk to another Councillor.

Grievance hearing

Your Manager will call you to a Meeting, normally within five days, to discuss your grievance. You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request.

After the meeting your Manager will give you a decision in writing, normally within 24 hours.

Appeal

If you are unhappy with your Manager's decision and you wish to appeal you should let them know the reasons for your appeal, in writing.

You will be invited to an appeal meeting, normally within five days, and your appeal will be heard by a different Councillor. You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request.

After the appeal meeting the Councillor will give you a decision, normally within 24 hours. The Councillor's decision is final.

This policy was adopted....4...~~SEP~~...2013

FOSTON & THORNTON-LE-CLAY PARISH COUNCIL

DISCIPLINARY POLICY & PROCEDURE

1. Purpose and scope

The Parish Council's aim is to encourage improvement in individual performance or conduct. This procedure sets out the action which will be taken when disciplinary rules are breached.

2. Principles

a) The procedure is designed to establish the facts quickly and to deal fairly and consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.

b) At every stage the employee will be informed in writing of what is alleged and have the opportunity to state their case at a disciplinary meeting and be represented or accompanied, if they wish, by a trade union representative or a work colleague.

c) The employee has the right to appeal against any disciplinary penalty.

3. The Procedure

Stage 1 – first warning

If conduct or performance is unsatisfactory, the employee will be given a written warning or performance note. Such warnings will be recorded, but disregarded after 6 months of satisfactory service.

The employee will also be informed that final written warning may be considered if there is no sustained satisfactory improvement or change. (Where the first offence is sufficiently serious, for example because it is having, or is likely to have, a serious harmful effect on the Parish Council, it may be justifiable to move directly to a final written warning).

Stage 2 – final written warning

If the offence is serious, or there is no improvement in standards, or if a further offence of similar kind occurs, a final written warning will be given which will include the reason for the warning and a note that if no improvement results within 2 months, action at stage 3 will be taken.

Stage 3 – dismissal or action short of dismissal

If the conduct or performance has failed to improve, the employee may be dismissed.

Gross Misconduct

If, after investigation, it is confirmed that employee has committed an offence of the following nature (NB the list is not exhaustive), the normal consequence will be dismissal without notice or payment in lieu of notice:

Theft, damage to property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical violence, bullying, gross insubordination, unlawful discrimination or harassment or a serious breach of confidence.

While the alleged gross misconduct is being investigated, the employee may be suspended, during which time he or she will be paid their normal pay rate. Any decision to dismiss will be taken by the Parish Council only after full investigation.

Appeals

An employee who wishes to appeal against any disciplinary decision must do so to the named person in the Parish Council within five working days. The Parish Council will hear the appeal and decide the case as impartially as possible.

This policy was adopted.....*ic. Sept 2013*



FOSTON & THORNTON-LE-CLAY PARISH COUNCIL

SICKNESS POLICY

Introduction

Stockton-on-the-Forest Parish Council ("the Council") is committed to supporting the health of its employees ("you") and in dealing with individual absence issues; it aims to act reasonably at all times, taking account of all the circumstances.

While it's recognised that you will occasionally have genuine and acceptable reasons to be absent from work, the aim of this absence policy is to minimise those absences, while also providing you with reasonable support with the aim of assisting your return to work at the earliest opportunity.

This policy aims to ensure that you are treated fairly and consistently. To this end, you will receive a copy of the policy. You are advised to read this policy and ensure you understand it.

Line Management

For the purposes of this policy, a Parish Councillor will be appointed as your Manager ("your Manager").

Reporting Absences

It is your responsibility if absent from work on account of sickness or injury to inform your manager of the reason as soon as possible, but not later than the end of the working day on which the absence first occurs. You should also give a clear indication of the nature of the illness and a likely return date. Your manager will keep in regular contact with you.

Evidence of Incapacity

You will provide a self certificate of sickness upon your return to work for absences less than 7 days duration. For absences longer than 7 days, a 'Statement of Fitness for Work' (also known as a doctor's statement or a 'Fit note') will be required. The 'Statement of Fitness for Work', introduced on 06 April 2010, allows a GP to advise that an employee is either 'unfit for work' or 'may be fit for work'.

The Council reserves 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 likely recovery and/or fitness to resume work and any recommended treatment.

Return to work

When you return to work your manager will discuss your absence with you. The purpose is to explore the causes of the absence, to facilitate your return to work, and to identify any reasonable and practical steps to reduce the likelihood of future absence.

Monitoring of absence levels

The Council will monitor your absence levels. Persistent short term absences or an individual long term absence can have a negative impact on the ability of the Council to provide their services and should concerns arise about your absence levels, action will be considered to address those concerns. It may become necessary to conduct a formal interview with you which could lead to the issue of a formal warning for poor attendance. In extreme cases, excessive absence may result in termination of employment on grounds of capacity. However, the Council's first priority is always to achieve satisfactory levels of attendance.

Maternity absence

Sickness absence specifically related to pregnancy will be disregarded for monitoring purposes.

Disability related absence

The Council will aim to deal with disability related absences as sympathetically as possibility.

Payment of sick pay

The Council will provide sick pay in accordance with the terms set out in your employment contract

Confidentiality

All information relating your sickness absence will be treated as confidential by the Council

This policy was adopted....4...Sept 2013

