



# Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

## SUMMONS

Dear Member

9 July 2019

You are hereby summoned to attend a meeting of the FULL COUNCIL at the Parish Offices, 2 Knowle Park Lane, Fair Oak on **Monday, 15 July 2019 at 7.00 p.m.** \*or at the conclusion of the public participation period.

*Melanie Stephens*

Melanie Stephens  
Parish Clerk

**PUBLIC PARTICIPATION:** \*If required, the meeting will be preceded by a public participation period of up to 15 minutes, where members of the public are entitled to address the Council on issues relevant to the business of the Parish Council.

## AGENDA

### APOLOGIES

#### 1 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

#### 2 MINUTES OF MEETINGS (PAPER A, PAGES 2-10)

- a) To approve the minutes of the Council meeting held on 17 June 2019;
- b) To approve the minutes of the Planning Committee held on 24 June 2019; and
- c) To approve the minutes and recommendations therein of the Finance Committee dated 11 July 2019 (to follow).

#### 3 REPORT OF THE RESPONSIBLE FINANCE OFFICER (RFO) (REPORT B, PAGES 11-19)

To approve the report of the RFO and note cheque signing and BACS payments.

#### 4 HUMAN RESOURCES POLICIES (REPORT C, PAGES 20-40)

To approve the adoption of various Human Resources Policies.

#### 5 WOODLAND COMMUNITY CENTRE (PAPER D, PAGES 41-42)

To consider a request from Rainbows Nursery to build a porch at the external entrance to the nursery.

#### 6 FORWARD PLAN (REPORT E, PAGES 43-46)

To note the Council's Forward Plan and make any amendments as necessary.

#### 7 MEMBERSHIP OF COMMITTEES

To consider any changes that the Council might wish to make.

#### To: Councillors

D Abbott  
S Anderson  
P Barrett  
C Bird  
N Couldrey

H Douglas (Chairman)  
K Forfar  
T Higby  
M Jermy  
H McGuinness

T Mignot  
D Scott  
P Spearey (Vice-Chairman)  
B Tennent  
G Warrillow

#### Officers

L Greenslade (Deputy Clerk)  
M Stephens (Clerk)



# Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

# A

**Minutes of the Full Council meeting  
held on Monday 17 June 2019 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

P – present, Ab – absent, Ap – apologies.

Ap	Cllr Anderson	P	Cllr Jermy	P	Cllr Tennent
Ap	Cllr Barrett	P	Cllr McGuinness	P	Cllr Warrilow
Ap	Cllr Bird	Ap	Cllr Mignot		Vacancy
P	Cllr Couldrey	Ab	Cllr Scott		Vacancy
P	Cllr Douglas	P	Cllr Spearey		Vacancy

**Officers in attendance:** Ms M Stephens, Clerk, Mrs L Greenslade Deputy Clerk, Mrs C Giles, Administrative Assistant, Mr M Johnson, Operations Manager & Mrs J Cahall, Responsible Finance Officer.

## PUBLIC SESSION

Two members of the public were present but did not wish to speak.

## 18 DECLARATIONS OF INTEREST

None received.

## 19 MINUTES OF MEETINGS

### RESOLVED

- a) That the minutes of the Full Council meetings of 14 & 22 May 2019 be signed by the Chairman as a correct record; and
- b) That the minutes and recommendations therein of the Planning Committee held on 3 June 2019 be signed by the Chairman as a correct record.

## 20 CO-OPTION OF PARISH COUNCILLORS

The Council considered four applications for the three vacancies. The candidates each addressed the Council on why they thought they would make a good Parish Councillor.

The Chairman moved that Standing Orders 8(a), which stated that voting appointments be made via “a show of hands” be suspended, and proposed a secret ballot instead, Cllr Spearey seconded and all agreed.

At the time of the secret ballot, one of the candidates withdrew their application.

### RESOLVED

- a) That Standing Orders be suspended to allow a secret ballot; and
- b) That Daniel Linter-Abbott\* (tbc), Kristina Forfar and Trudie Higby and be co-opted as Parish Councillors.

Cllr Linter-Abbott, Forfar & Higby joined the meeting.

## **21 NEW WEBSITE – LIVE DEMO**

The Council received a demonstration of the Council's revamped website prior to its formal launch. The new website, whilst retaining much of the content of the current site, provided more modern look and feel. As well as the facility to book halls for hire and make online payments. The new site, with customer feedback surveys and e-newsletters, aimed to increase community engagement.

Members praised the website development work.

Clarie Price, from Smart Marketing, indicated the website, subject to minor adjustments, was ready to "go live". The Clerk requested that the new website be launched 1 July, to allow staff to be trained on how to populate the new website platform. Members agreed.

Members would be kept updated on the progress of the new website and its formal launch date.

## **22 NEIGHBOURHOOD POLICING UPDATE**

Sergeant Zoe Wakefield answered questions on the Fair Oak & Horton Heath Neighbourhood Policing update, previously circulated to Members.

Members were pleased to hear that Fair Oak was a low crime area with crime levels declining.

### **RESOLVED**

That the report be noted.

## **23 FINANCE REPORT**

Members considered the report of the Responsible Financial Officer as set out in Report D.

### **RESOLVED**

- a) That the report be approved; and
- b) That cheque signing and BACS payments be authorised.

## **24 NEW CENTURY PARK**

The Clerk gave a verbal update on the progress of the play area installation indicating that the project would be finished on time and ready for the summer holidays.

## **25 ST THOMAS' CHURCH – COMMUNITY CAFÉ**

Members considered the request from St Thomas' Church for the siting of a community café in the Parish.

### **RESOLVED**

That a Task & Finish Group consisting of Cllrs Linter-Abbott, Higby & Forfar be appointed.

**26 HORTON HEATH COMMUNITY CENTRE**

The Clerk reported that to meet current regulations it was necessary to replace the fuse box and update the electrics at the Centre. A quote had been sought from BHM Electrical who worked closely with the installers of the new kitchen.

**RESOLVED**

That the supplementary bid relating to the electrics at the Centre by BHM Electrical Services Ltd for an additional £2922 be approved and taken out of the earmarked reserves.

**27 FORWARD PLAN**

**RESOLVED**

That the Forward Plan as set out in Report F be approved.

**28 BOROUGH COUNCILLORS' REPORT**

Cllr Couldrey said he had attended his first LAC since the elections and that the subject of a pavement leading from the new development at the rear of Mortimers Lane had been raised.

**29 COUNTY COUNCILLORS' REPORT**

Cllr Tennent reported on recent activities relating to HCC, as set out in Appendix 1.

**30 MEMBERSHIP OF COMMITTEES**

Cllrs Linter-Abbott and Forfar both expressed an interest in the Planning Committee and it was suggested that they attend the next meeting, before formal appointment was made.

**RESOLVED**

That the following changes to membership of committees be approved.

- a) That Cllrs Forfar & Linter be appointed on the Asset Committee;
- b) That Cllr Higby be appointed on the Finance Committee;
- c) That Cllr Warrillow be appointed on the Horton Heath Sub Committee; &
- d) That Cllr Higby be appointed on the Local Plan Task & Finish Group.

This was all the business and the meeting closed at 8.20 pm.

Signed ..... Chairman

Attachments:  
Appendix 1

## Appendix 1

County Councillors verbal report

### Balancing the Budget Consultation

From **5 June – 17 July 2019** Hampshire County Council is consulting residents and stakeholders across Hampshire on options to help it deliver a balanced budget.

The County Council ***is facing an anticipated budget 'gap' of £80million by April 2021, due to growing demand for services, rising costs and inflation and reduced Government funding.***

As Council Tax payers and service users, the views of local residents and stakeholders need to be taken into account when decisions about the budget are made.

#### Lobbying for legislative change

HCC could lobby central government to change statute to allow them to charge towards;

- visits to household waste recycling centres;
- issuing 'Older Persons Bus Passes';
- concessionary travel;
- library membership and services
- Home to School Transport.

#### *Using reserves*

The County Council has around £669.5 million in Reserves with £20m in General Reserves. CIPFA stipulate that there should be enough to run council business for 25 days in General Reserves

HCC could use more reserves to plug the budget gap;

However:

- ***82% are already committed to other purposes?***
- reserves can only be spent once;
- there are only enough uncommitted reserves to run services for 27 days.

HCC needs to save £80m this year and will be increasing council tax by 4.99%, the maximum allowed, but suggested that by raising council tax by 17% the cuts would be paid for. However, to do that HCC needs to hold a referendum which will cost £1m

***Over £480 million has been removed from the County Council's budget in the last 10 years.***

#### Schools

There are an increasing number of schools in, or at risk of falling into deficit, and nationally it has been reported that 30% of all local authority maintained secondary schools are in deficit. In Hampshire this figure is about the same but is expected to continue to grow over the next few years unless there is a change in the national funding position. Reasons for schools falling into deficit vary, and tailored support is being provided to individual schools facing financial difficulties along with appropriate challenge and intervention where required.

However, local good news;-

Fair Oak Infant & Junior, Eastleigh

5

- Construction Works £1,545,000

- Fees £255,000
- **Total cost £1,800,000**
- Owned
- Site Improvements (Infant; 4 Form Entry-120 children/year group. Primary; 5FE-150 children/year group)

Wyvern Secondary, Fair Oak

- Construction Works £1,888,000
- Fees £312,000
- **Total cost £2,200,000**
- Owned
- Synthetic Turfed Pitch & classroom re-modelling (9FE-270 children/year group)

Preapplication consultation date not yet set. Likely end of June to July.

All works to be completed by September 2020 intake.

Deer Park School, Hedge End

- Construction Works £18,644,000
- Fees £3,076,000
- **Total cost £21,720,000**
- Owned
- New 7fe secondary school

Horton Heath Primary School TBA

## Extra Care Housing for Older Persons and Younger Adults

### Existing Schemes

- Eastleigh: Surrey Court, Fernhill Court, Rowan Court – Chandlers Ford; Laburnham House - Hedge End

Purpose of programme is to reduce people going in to Residential Care

### Residential Care → Supported Living

- Start of the programme – September 2015 850 people with Learning Difficulties in residential and nursing care
- Current situation 581 people in residential
- Aim to reduce by a further 200 people moving from residential care

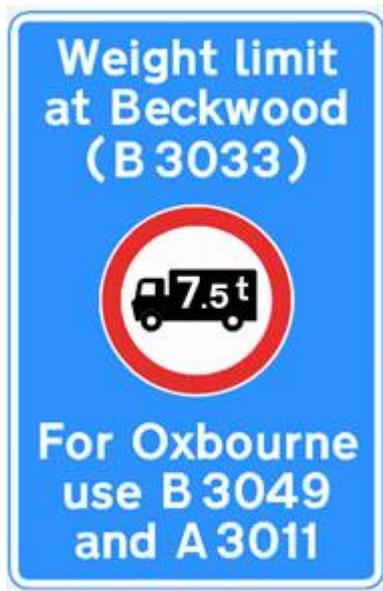
### Younger Adults Extra Care

- Self contained 1 bedroom flats
- Blocks of 10 – 18 flats
- Communal space and staff accommodation
- Outside spaces to help manage people's needs
- Leased to a Registered Provider because HCC is not a Housing Provider
- 24/7 Care from a Care Provider

## Highways Issues

### Meadowsweet Way

This site has been listed for review as a low priority when resource is available. This is to consider a change to the advisory sign at the entrance to Meadowsweet Way to incorporate advance information for the weight restriction that will hopefully discourage some of the larger vehicles. The sign includes the regulatory weight restriction sign so will provide better information to drivers. Regrettably, as a lower priority, HCC do not have the capacity to give immediate attention to this site and it may be some months before progress can be made.



Example Signage

### **Stubbington Way Traffic Lights**

Communications with HCC ongoing, but the address of the Hampshire Police accident history website is <https://www.tvphampshiretraffweb.co.uk/index.html>

### **Motion on Adopted Roads**

Motion on Adopted Roads where I seconded the motion was given cross-party support. I raised the frustrations experienced by residents in not being given a timetable for when the roads on new developments are to be handed over to Hampshire Highways. In many cases the roads are not being constructed to adoptable standards with the result that residents are forced to pay management fees that are in effect, double taxation. As well as the very important issues of TROs being permitted and in some instances, ensure that streetlights are put in place.

### **Hampshire 2050 Commission - Next Steps**

- Special Full Council meeting in [23 September, 11.30am](#) onwards (Single item agenda)
- All member briefing planned before Full Council [10.00am to 11.00am](#)



## Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

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**Minutes of the Planning & Highways Committee meeting  
held on Monday 24 June 2019 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

P – present, Ab – absent, Ap – apologies.

**Committee:**

P	Cllr Jermy	P	Cllr Scott (Chairman)
Ap	Cllr Mignot	Ab	Cllr Warrillow
P	Cllr McGuinness		Vacancy

**Others Present:** Cllrs Abbott & Forfar.

**Officers in attendance:** Mrs L Greenslade, Deputy Clerk.

### PUBLIC PARTICIPATION

None present.

### 9 DECLARATIONS OF INTEREST

None received.

### 10 MINUTES

#### RESOLVED

That the minutes of the meeting held on 3 June 2019 (previously approved at Full Council on 17 June 2019) be noted.

### 11 HIGHWAYS

#### RESOLVED

- a) That the Parish Council support the suggestions from a resident relating to additional signage at the Stubbington Way traffic lights and asked the Deputy Clerk to review the worthiness of the existing signage as it did not reflect the current road layout.
- b) That the EBC Traffic Regulation orders relating to Fair Oak & Horton Heath be noted; and
- c) That Tree Preservation order number 840 for land at 2 Epsom Close, Horton Heath be noted.

### 12 PLANNING APPLICATIONS

Cllrs discussed planning applications, and made the following comments: -

**Application No:** [V/19/85818](#)

**Site Address:** Pembers Hill Farm, Mortimers Lane, Fair Oak, SO50 7EA

**Description:** Deed of variation to vary the Pembers Hill Farm S106 Agreement dated 11 May 2018 so that 15% Affordable Housing is secured by the Planning Agreement O/15/77190 and 25% by other contractual means under the Council's control (overall total to remain at 35% Affordable Housing). Also,

amendment to Mortgagee in Possession clauses to meet with the Registered Providers requirements.

**Comments:** Members requested that the 35% affordable housing remain in the curtilage of the development.

**Application No:** [H/19/85358](#)

**Site Address:** Berbice, Paynes Lane, Fair Oak, SO50 7GS

**Description:** Single storey side extension and detached garage

**Comments:** No Objection

**Application No:** [H/19/85554](#)

**Site Address:** 19 Stubbington Way, Fair Oak, SO50 7LQ

**Description:** Retention of boundary fence

**Comments:** No objection

**Application No:** [F/19/85028](#)

**Site Address:** Site 2 Land to the West of The Kings School, Allington Lane, Fair Oak, SO50 7DB

**Description:** Construction of 35 dwellings including 12 affordable, with associated public open space, landscaping, ecological mitigation, car parking and cycle storage.

**Comments:** No Objection

**Application No:** [H/19/85688](#)

**Site Address:** 5 Selhurst Way, Fair Oak, Eastleigh, SO50 7JX

**Description:** Erection of a single-storey rear extension

**Comments:** No objection

**Application No:** [F/19/85829](#)

**Site Address:** Home Park, Knowle Lane, Horton Heath, SO50 7DZ

**Description:** Construction of first floor extensions to existing care home with raised terrace to north elevation and new window to west elevation.

**Comments:** No objection

**Application No:** [H/19/85798](#)

**Site Address:** 395 Fair Oak Road, Fair Oak, SO50 7AB

**Description:** Single storey rear and side extensions following demolition of existing detached garage.

**Comments:** No objection

**Application No:** [H/19/85831](#)

**Site Address:** 43 Ascot Road, Horton Heath, SO50 7JP

**Description:** Extension to front of Garage and the creation of a new second floor with small dormer windows

**Comments:** No objection

**Application No:** [L/19/85821](#)

**Site Address:** Stroudwood Farm, Winchester Road, Lower Upham, SO32 1HH

**Description:** Two storey infill rear extension

**Comments:** No objection

## LIST OF DECISIONS MADE

**Application Details** H/19/85070 Householder planning **Decision** 20 May 2019 Permit

**Proposal** Two-storey side extension

**Location** 78 Stoke Heights, Fair Oak, SO50 8AJ

**Application Details:** H/19/84873 Householder planning

**Decision** 22 May 2019 Permit

**Proposal** Erection of 1.5 storey side extension with gable end including 2no. dormers to front & 1no. dormer to rear with front porch canopy and pitched roof over existing single storey rear extension

**Location** 7 Knowle Lane, Horton Heath, SO50 7DZ

**Application Details** X/19/85356 Removal/variation of conditions

**Decision** 29 May 2019 Permit Delegated Decision

**Proposal** Minor material amendment to vary condition 2 (Approved plans) of permitted application F/18/83458, to replace first floor window with floor to ceiling glazing.

**Location** 349 Fair Oak Road, Fair Oak, SO50 8AA

**Application Details** H/19/85291 Householder

planning **Decision** 5 Jun 2019 Permit Delegated

**Proposal** Formation of dropped kerb.

**Location** 48 Sandy Lane, Fair Oak, SO50 8ET

**Application Details** H/19/85071 Householder planning

**Decision** 7 Jun 2019 Permit Delegated Decision

**Proposal** Erection of carport to side of existing garden store

**Location** Cheldage, Pempers Close, Fair Oak, SO50 7BN

**Application Details** H/19/85461 Householder planning

**Decision** 10 Jun 2019 Permit Delegated Decision

**Proposal** Conversion of garage into habitable accommodation with new pedestrian side access and parking area

**Location** 1 Denham Fields, Fair Oak, SO50 8DH

**Application Details** H/19/85410 Householder planning

**Decision** 13 Jun 2019 Permit Delegated Decision

**Proposal** Rear dormer in association with enlarged second floor living accommodation and new rooflight to front roof slope

**Location** 29 Centaury Gardens, Horton Heath, SO50 7NY

**Application Details** H/19/85040 Householder planning

**Decision** 12 Jun 2019 Permit Delegated decision

**Proposal** Erection of a double garage in front garden.

**Location** Oak Cottage, Winchester Road, Fair Oak, SO50 7GQ

## **RESOLVED**

- a) That the comments set out above, be submitted to the Borough Council, and;
- b) That the planning decisions be noted.

This was all the business and the meeting closed at 7.40 pm.

Signed ..... Chairman

Financial Statement Summary

- Total cash held across all bank accounts as at 30<sup>th</sup> June is £756,782
- Total Petty cash held as at 30<sup>th</sup> June is £69.20
- Total receipts for June into the current account was £6,808. The council was in receipt of £1500 from Fair Oak cricket club for the 1<sup>st</sup> half of their annual payment.
- Total current account payments for June was £42,588

Significant June payments from the current account included:

£14,345 payroll and pensions  
£6,102 Business rates for woodlands

- Total BACS invoice payments outstanding is £80,111. (£66,533 for Vitaplay for new play area equipment)
- There are no cheques that require signing this month

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Fair Oak and Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 1 July 2019

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

30/06/2019	Current Account	33,968.40
31/05/2019	Premier Account	416,370.78
30/06/2019	Public Sector Deposit Fund	306,373.64
30/06/2019	Petty Cash	69.20

**756,782.02**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**756,782.02**

All Cash & Bank Accounts

1	Current Account	33,968.40
2	Premier Account	416,370.78
3	Public Sector Deposit Fund	306,373.64
4	Petty Cash	69.20
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>756,782.02</b>

## Receipts for Month 3

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>69,747.73</b>					<b>69,747.73</b>	
Banked: 01/06/2019		-0.99						
	correction	-0.99			1200	230	-0.99	woodlands Hire
Banked: 01/06/2019		21.30						
	ccla Interest	21.30			1090	100	21.30	ccla Interest
Banked: 01/06/2019		-21.30						
	ccla Interest	-21.30			1090	100	-21.30	ccla Interest
Banked: 03/06/2019		52.00						
	C Ward	52.00			1200	230	52.00	Hall Hire - woodlands
Banked: 06/06/2019		60.00						
	J Jackson	60.00			1200	230	60.00	Hall Hire - woodlands
Banked: 06/06/2019		108.00						
	R Dean	108.00		18.00	1200	230	90.00	Hall Hire - woodlands
Banked: 10/06/2019		104.00						
	HH Badminton	104.00			1200	250	104.00	Hall Hire - HHCC
Banked: 10/06/2019		1,500.00						
	fair oak cricket club	1,500.00			1310	100	1,500.00	1st Invoice
Banked: 10/06/2019		266.00						
	Lewis	266.00			1530	510	266.00	Memorial
Banked: 10/06/2019		784.00						
	Lewis	784.00			1540	510	784.00	Cremation
Banked: 10/06/2019		20.00						
	CARNIVAL	20.00			1600	600	20.00	Carnival Stall
Banked: 10/06/2019		143.00						
	k Skene	143.00			1200	230	143.00	Hall Hire - woodlands
Banked: 10/06/2019		590.50						
	Oldrieve	590.50			1520	510	590.50	Burial
Banked: 10/06/2019		5.00						
	L Cook	5.00			1500	500	5.00	ALLOTMENT
Banked: 10/06/2019		63.00						
	Catchymonkey	63.00		10.50	1200	230	52.50	hall hire - woodlands
Banked: 15/06/2019		52.00						
	D Brazier	52.00			1200	230	52.00	hall hire
Banked: 15/06/2019		58.50						
	S Tomlinson	58.50			1200	230	58.50	hall hire - woodlands
Banked: 19/06/2019		10.00						
	C Lewis	10.00		1.67	1200	230	8.33	hall hire - woodlands

## Receipts for Month 3

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	<b>Banked: 22/06/2019</b>	<b>15.60</b>						
	Wyvern FC	15.60			1300	100	15.60	Football
	<b>Banked: 23/06/2019</b>	<b>25.00</b>						
	StudioZo	25.00			1600	600	25.00	Carnival Stall
	<b>Banked: 24/06/2019</b>	<b>37.62</b>						
	D Pilcher	37.62		6.27	1200	230	31.35	hall hire - woodlands
	<b>Banked: 25/06/2019</b>	<b>11.02</b>						
	SSE Fits	11.02		1.84	1200	230	9.18	hall hire - woodlands
	<b>Banked: 26/06/2019</b>	<b>78.00</b>						
	Monkey Music	78.00		13.00	1200	230	65.00	hall hire - woodlands
	<b>Banked: 26/06/2019</b>	<b>162.00</b>						
	Baptist Church	162.00		27.00	1200	230	135.00	hall hire - woodlands
	<b>Banked: 26/06/2019</b>	<b>1,514.50</b>						
	S Merrett	1,514.50			1200	230	1,514.50	hall hire - woodlands
	<b>Banked: 26/06/2019</b>	<b>140.40</b>						
	Wyvern college	140.40			1300	100	140.40	Football
	<b>Banked: 27/06/2019</b>	<b>108.00</b>						
	Hannon	108.00			1200	230	108.00	hall hire - woodlands
	<b>Banked: 27/06/2019</b>	<b>82.25</b>						
	CR Smith	82.25		13.71	1200	230	68.54	Hall Hire - woodlands
	<b>Banked: 28/06/2019</b>	<b>192.00</b>						
	St Thomas Church	192.00		32.00	1200	230	160.00	Hall Hire - woodlands
	<b>Banked: 28/06/2019</b>	<b>78.00</b>						
	S Tomlinson	78.00		13.00	1200	230	65.00	Hall Hire - woodlands
	<b>Banked: 28/06/2019</b>	<b>122.00</b>						
	HH Baptist Church	122.00		20.33	1200	250	101.67	hall hire - HHCC
	<b>Banked: 28/06/2019</b>	<b>120.00</b>						
	Kara C	120.00		20.00	1200	230	100.00	Hall Hire - woodlands
	<b>Banked: 28/06/2019</b>	<b>44.00</b>						
	Carnival Quiz	44.00			1600	600	44.00	Carnival Quiz
	<b>Banked: 28/06/2019</b>	<b>10.00</b>						
	HISTORY BOOKS	10.00			1900	100	10.00	HISTORY BOOKS
	<b>Banked: 28/06/2019</b>	<b>54.00</b>						
	J Linclau	54.00			1200	150	54.00	Hall Hire - woodlands
	<b>Banked: 28/06/2019</b>	<b>52.00</b>						
	PJD Lesuire	52.00			1200	230	52.00	Hall Hire - woodlands

Continued on Page

**Receipts for Month 3****Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked: 28/06/2019		91.00						
S Newman		91.00		15.17	1200	230	75.83	Hall Hire - woodlands
Banked: 28/06/2019		56.00						
KS Drew		56.00		9.33	1200	230	46.67	Hall Hire - woodlands
<b>Total Receipts for Month</b>		6,808.40	0.00	201.82			6,606.58	
<b>Cashbook Totals</b>		<u>76,556.13</u>	<u>0.00</u>	<u>201.82</u>			<u>69,747.73</u>	

## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/06/2019	REALTIS BUSINESS SOLUTIONS	26473	447.00	447.00		500			Purchase Ledger and training
1/06/2019	sarsens press	26474	525.00	525.00		500			newsletters
1/06/2019	shaw & sons	26475	8.00	8.00		500			stationary
1/06/2019	SMART MARKETING	26476	744.00	744.00		500			Marketing support
1/06/2019	SOURCE SUPPLIES	26477	215.02	215.02		500			cleaning products
1/06/2019	SURREY HILLS	26478	1,050.00	1,050.00		500			legal fess - SSE Easement
1/06/2019	SWL	26479	192.00	192.00		500			Zip wire inspection
1/06/2019	THE BLIND BUSINESS	26480	154.00	154.00		500			Supply and install Blind
1/06/2019	TRADE UK	26481	110.87	110.87		500			Misc Materials
1/06/2019	ACELIFTAWAY	69341	106.28	106.28		500			allotment toilet
1/06/2019	ADVANCED LOCKING	69342	45.00	45.00		500			Chubb Key
1/06/2019	APPLETON SIGNS	69343	70.49	70.49		500			Knowle Park Gate signs
1/06/2019	AQUA AID	69344	146.57	146.57		500			water dispenser
1/06/2019	Communications southern	69345	90.00	90.00		500			two way radios for Carnival
1/06/2019	COMPLETE WEED CONTROL	69346	384.00	384.00		500			CONTROL OF WEEDS
1/06/2019	CONDOR	69347	60.67	60.67		500			printer consumables
1/06/2019	CWM AGGREGATES	69348	6.75	6.75		500			Gravel for path
1/06/2019	datacentre	69349	120.00	120.00		500			email accounts
1/06/2019	DAVID BOWEN	69350	3,223.04	3,223.04		500			New play area consultancy
1/06/2019	DJ SCOTT	69351	932.37	932.37		500			door repair mower
1/06/2019	EBC	69352	28.03	28.03		500			Dog Bins - April 19
1/06/2019	FORMATT	69353	127.50	127.50		500			PC Check ups
1/06/2019	HALC	69354	558.00	558.00		500			members training
1/06/2019	hampshire county council	69355	210.89	210.89		500			stationary
1/06/2019	HARDING VEHICLE REPAIRS	69356	360.35	360.35		500			Vehicle service
1/06/2019	INTERCLEAN	69357	1,266.00	1,266.00		500			Cleaning
1/06/2019	JJC COOK PHOTOGRAPHY	69358	25.00	25.00		500			Councillor portraits for websi
1/06/2019	NMS GROUP	69359	203.28	203.28		500			GRASS SEED
1/06/2019	Fair Oak squash and racq	01989	-1,700.00			4850	600	-1,700.00	Grant cheque reversal
3/06/2019	CF Corporate Finance	DD	256.46		42.74	4090	110	213.72	Copier rental
3/06/2019	uk fuels	DD	118.86		19.81	4305	210	99.05	Fuel
3/06/2019	southern electric	DD	53.00		8.83	4405	240	44.17	Electricity - Pavillion
3/06/2019	amazon	VISA	3.48			4080	110	3.48	Diary
0/06/2019	Barclaycard	DD	48.00		8.00	4140	110	40.00	card Payment terminal fee
0/06/2019	uk fuels	DD	95.27		15.88	4305	210	79.39	Fuel
0/06/2019	Interclean	BACS	792.00		132.00	4435	150	120.00	contract cleaning
						4435	230	540.00	contract cleaning
0/06/2019	keith Michaels	BACS	1,187.92			4320	210	1,187.92	Motor Insurance
3/06/2019	adobe	VISA	12.64		2.11	4132	110	10.53	adobe subscription
4/06/2019	Overline	DD	169.62		28.27	4120	110	141.35	Telephone System
4/06/2019	Overline	DD	63.80		10.63	4120	230	53.17	Telephone system - crowh
4/06/2019	SE Gas	DD	569.71		27.13	4400	110	542.58	Gas - woodlands
4/06/2019	British Gas	DD	660.28		31.44	4400	250	628.84	Gas - HHCC
4/06/2019	amazon	VISA	7.99			4540	290	7.99	Misc materials
4/06/2019	payroll	BACS	11,354.68			4000	110	4,549.39	payroll
						4000	200	6,805.29	payroll

Continued on Page :

## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
7/06/2019	uk fuels	DD	228.60		38.10	4305	210	190.50	Fuel
7/06/2019	sage payroll	DD	19.20		3.20	4132	110	16.00	Sage Payroll subscription
7/06/2019	SSE GAS	DD	306.36		51.06	4400	150	255.30	Gas - Parish office
9/06/2019	Hants pensions	BACS	5,984.90			4010	110	2,271.26	apr and May pensions
						4010	200	3,713.64	apr and May pensions
9/06/2019	HMRC	BACS	2,521.83			4000	110	1,035.44	HMRC
						4000	200	1,486.39	HMRC
9/06/2019	Big Noise community band	BACS	400.00			4875	600	400.00	Carnival Band
9/06/2019	QIC Systems	BACS	225.84		37.64	4133	110	188.20	365 licence
1/06/2019	dvla	VISA	520.00			4310	210	520.00	Motor Vehicle Tax
4/06/2019	uk fuels	DD	225.83		37.64	4305	210	188.19	Fuel
4/06/2019	Fareham District Band	BACS	150.00			4875	600	150.00	Carnival Band
4/06/2019	EBC	BACS	6,102.00			4395	230	6,102.00	Business Rates
4/06/2019	Siemens Financial Services	DD	486.57		81.09	4120	110	405.48	Telephone system rental
4/06/2019	British Gas business	DD	23.01		3.83	4400	150	19.18	Gas - Parish Office
5/06/2019	Payzone	DD	22.20		3.70	4140	110	18.50	Card Payment terminal
5/06/2019	Carnival Pennies	ATM	200.00			4875	600	200.00	Carnival Pennies
8/06/2019	asda	VISA	7.61			4875	600	7.61	Carnival Refreshments
8/06/2019	amazon	VISA	59.96			4875	600	59.96	Carnival Bunting
<b>Total Payments for Month</b>			42,587.73	11,410.11	583.10			30,594.52	
<b>Balance Carried Fwd</b>			33,968.40						
<b>Cashbook Totals</b>			76,556.13	11,410.11	583.10			64,562.92	

Fair Oak and Horton Heath Parish Council

User: JOANNA

08/07/2019

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PURCHASE DAYBOOK

Creditors for Month No 4

Order by Invoices Entered

		Nominal Ledger Analysis									
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/07/2019	1577		QIC	QIC	207.19	41.44	248.63	4133	110	207.19	Monthly QIC licence
01/07/2019	3885		CONDOR	COND001	108.01	21.60	129.61	4085	110	108.01	Printer Consumables
01/07/2019	3306		INTERCLEAN	INT001	815.00	163.00	978.00	4440	150	150.00	Contract Cleaning
								4440	230	405.00	Contract Cleaning
								4440	250	260.00	Contract Cleaning
01/07/2019	9637		EBC	EBC001	23.36	4.67	28.03	4680	300	23.36	9637/EBC
01/07/2019	6997		TRADE	TRAD001	11.67	2.33	14.00	4540	290	11.67	Matrials
01/07/2019	9863		TRADE	TRAD001	18.29	3.66	21.95	4540	290	18.29	Grease and varnish
01/07/2019	7922		TRADE	TRAD001	22.13	4.42	26.55	4540	290	22.13	Brush set
01/07/2019	7057		TRADE	TRAD001	20.19	4.04	24.23	4540	290	20.19	Maint Materials
01/07/2019	6806		TRADE	TRAD001	2.82	0.56	3.38	4540	290	2.82	Hose Clip
01/07/2019	0184		TRADE	TRAD001	24.93	4.99	29.92	4540	290	24.93	Weedkiller
01/07/2019	9511		TRADE	TRAD001	21.00	4.20	25.20	4540	290	21.00	Plywood
01/07/2019	6147		TRADE	TRAD001	47.00	0.00	47.00	4105	110	47.00	ear defenders, Boots
01/07/2019	578912		TUDOR	TUDOR	250.74	50.15	300.89	4115	110	250.74	Leaflet distribution
01/07/2019	201823		SOURCE	SOUR001	62.34	12.47	74.81	4435	230	62.34	Cleaning products
01/07/2019	19068		PADWICK GLASS	PADW	60.00	12.00	72.00	4415	240	60.00	Reglaze Pavillion door
01/07/2019	8763		PPL	PPL	121.20	0.00	121.20	4990	230	121.20	Music License
01/07/2019	619/3		PREM	PREM	146.96	29.39	176.35	4875	600	146.96	Printed labels and rosettes
01/07/2019	33264		CAME	CAME	75.04	9.00	84.04	4055	110	75.04	Insurance - playground
01/07/2019	2164		VITA	VITA	66,533.20	13,306.64	79,839.84	1900	100	66,533.20	Playarea installation
01/07/2019	69811		ACE	ACE001	85.71	17.14	102.85	4820	500	85.71	Allotment Toilet
01/07/2019	3630		WEL	WEL	1,250.00	250.00	1,500.00	4595	320	1,250.00	Defibrillator
01/07/2019	203012		SOURCE	SOUR001	64.40	12.88	77.28	4435	150	64.40	cleaning products
01/07/2019	102		DAVID BOWEN	DAVI	3,223.04	0.00	3,223.04	1900	100	3,223.04	New park consultancy
01/07/2019	5113		SHAW	SHA001	3,510.00	702.00	4,212.00	1900	100	3,510.00	Remove existing play equipment
01/07/2019	564		PLAY	PLAY	325.00	65.00	390.00	4750	400	325.00	Annual Play area inspect
01/07/2019	21380		BIND	BIND	482.40	96.48	578.88	4590	300	482.40	Gravel

Creditors for Month No 4

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/07/2019	3297		DYNAMIKA UK	DYNDYN	830.00	166.00	996.00	4425	240	830.00	Tank clean & disinfection
01/07/2019	80713		AXIS	AXIS	60.00	12.00	72.00	4420	250	60.00	CCTV CALLOUT
01/07/2019	10570		FIREC	FIREC	180.00	36.00	216.00	4425	230	180.00	FIRE ALARM SERVICE
01/07/2019	1273		FLEET	FLEET	443.40	88.68	532.08	4590	300	443.40	1273/FLEET
01/07/2019	3299		DYNAMIKA UK	DYNDYN	825.00	165.00	990.00	4425	230	275.00	Legionella
								4425	240	275.00	Legionella
								4425	150	275.00	Legionella
01/07/2019	1832		PROGATE	PROG	44.00	8.80	52.80	4990	150	44.00	4 Button Fobs
01/07/2019	10625		FIREC	FIREC	150.00	30.00	180.00	4425	150	150.00	Emergency Light equipm
01/07/2019	2471		APPLETON	APP001	67.21	13.44	80.65	4595	320	67.21	Stainless steel Palque - Defib

**TOTAL INVOICES** 80,111.23 15,337.98 95,449.21

VAT ANALYSIS CODE S @ 20.00% 76,719.99 15,337.98 92,057.97  
 VAT ANALYSIS CODE Z @ 0.00% 3,391.24 0.00 3,391.24

**TOTALS** 80,111.23 15,337.98 95,449.21

80,111.23

**HUMAN RESOURCE (HR) POLICIES AND PROCEDURES**

**1. PURPOSE**

1.1 To approve the following HR policies and procedures: -

- (a) Grievance Policy & Procedure
- (b) Disciplinary Policy & Procedure
- (c) Equality & Diversity Procedure
- (d) Anti-Harassment & Bullying Policy & Procedure
- (e) Anti-Bribery Policy
- (f) Whistleblowing Policy & Procedure

**2. BACKGROUND**

- 2.1 On 25 March 2019, the Clerk advised members that the Parish Council was lacking several key HR statutory documents. As such the Council agreed that advice be sought from Hampshire Association of Local Councils with regards to developing these documents.
- 2.2 The Parish Clerk has now, with assistance from HALC, produced several key HR policies and procedures.
- 2.3 HR policies provide written guidance for employees and managers on how to handle a range of employment issues. They play an important role in practically managing operational staffing matters. They also provide consistency and transparency for employees and managers, helping to enhance the psychological contract and create a positive organisational culture.
- 2.4 It is recommended that the Council adopts the policies attached not only to provide a secure working environment for its employees but also to potentially help to protect the organisation against legal claims.
- 2.5 Additional, statutory policies are currently being drafted, to include maternity, paternity and shared parental leave policies, which will be presented to the next Full Council for approval.
- 2.6 Once approved, the Clerk through staff meetings, will disseminate the policies to employees.

**3. RECOMMENDATIONS**

- 3.1 That the policies listed in paragraph 1.1 above and attached as Appendix 1 to this report be adopted.

**For further information:**

Melanie Stephens, Parish Clerk  
[clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)

**Background papers:**

None.



## Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

### GRIEVANCE POLICY & PROCEDURE

#### 1. POLICY

- 1.1 It is the Council's policy to encourage employees with grievances relating to their employment to use the procedure below to seek satisfactory solutions. The Council will try to resolve grievances as quickly as possible to the satisfaction of the individual(s) concerned. Where this is not possible, every effort will be made to explain the reasons for the decision.
- 1.2 If employees are not satisfied with the outcome, they have the right to pursue their grievance to the next stage. It is hoped that most grievances will be resolved during the informal discussion. Employees who have raised grievances will be treated fairly at all times before, during and after the grievance hearing(s).

#### 2. PROCEDURE

##### 2.1 Informal stage

- 2.2 If you have a grievance about your employment you should discuss it informally with your immediate manager. In the case that it is the Clerk/Executive Officer that is aggrieved, they should discuss their concern informally with the Chairman/Vice-Chairman of the Council. The manager will give a response within five working days. See below for exceptions to this procedure.

#### 3. Formal stages

##### 3.1 Stage 1

- 3.2 If you feel that the matter has not been resolved satisfactorily through informal discussions you must put your grievance in writing to your immediate manager outlining the nature of your grievance and the outcome you are looking for. In the case that it is the Clerk/Executive Officer that is aggrieved, they should write to the Chairman or Vice-Chairman of the Council.

- 3.3 You will normally receive an acknowledgement within five working days and a meeting will be arranged. Prior to the meeting the Council may carry out such reasonable investigation as necessary so that it can properly deal with your grievance. You, and the manager will attend the meeting, and you will be given the option to call relevant witnesses. You may choose to be accompanied by a colleague, or accredited trade union official. The manager or Chair of Staffing Committee will give a response within five working days of the meeting and will inform the employee of the appeals procedure.

#### 4. Stage 2 – Appeal Stage

- 4.1 If you are not satisfied with the response, you may raise the matter, in writing, with the Clerk. If the Clerk undertook the stage 1 hearing then you should write to the Chairman or Vice-Chairman of the Council. In the case of a grievance from the Clerk then the Clerk should write to the Chairman or Vice-Chairman of the Council. A meeting will be arranged, constituted as in Stage 1, except that the Clerk or Appeal Committee replace the manager. A response will be given within five working days of the meeting. The decision at stage 2 will be final.

## **5. INVESTIGATIONS**

- 5.1 The Council is committed to ensuring that all grievances are investigated fully. This may involve carrying out interviews with the employee concerned and third parties such as witnesses, colleagues and managers, as well as analysing written records and information. The identity of witnesses will be kept confidential where necessary.

### **NOTES**

1. You may raise a complaint directly with a senior manager or the Chairman of the Council if it:
  - a. concerns your immediate manager or
  - b. is of too personal or sensitive a nature to raise with your immediate manager.
2. Complaints concerning discrimination, bullying or harassment by your immediate manager may be raised directly with the Clerk or the Chairman of the Council. This may be done informally or formally.
3. If your complaint concerns an alleged wrongdoing or criminal offence by someone within the Council, you should raise it immediately with the Clerk or the Chairman of the Council. The Public Interest Disclosure Act 1998 (known as the Whistle-blowers' Act) contains details of the additional protection available for protected disclosures.
4. You will be given the opportunity to explain your grievance, how you think it should be resolved, and have the opportunity to respond to all information and evidence produced by the Council.
5. The grievance procedure should not be used for appeals against disciplinary decisions, as that is the purpose of the disciplinary appeals procedure. If, however, you have a complaint against the behaviour of a manager during the course of a disciplinary case, you may raise it as a grievance with a senior manager.
6. Employees are encouraged to raise grievances and will not suffer any detriment from doing so. If your grievance is found to be malicious or to have been made in bad faith, however, you will be subject to the Council's disciplinary procedure.
7. A second management representative from another organisation may be invited to attend formal grievance meetings to act as a witness and note-taker.
8. The timescales listed above will be adhered to wherever possible. Where there are good reasons, e.g. the need for further investigation or the lack of availability of witnesses or companions, timescales may be extended.
9. The Council reserves the right to seek assistance from external facilitators at any stage in the grievance procedure.
10. If you experience difficulty at any stage of the grievance procedure you should discuss the situation with the relevant Manager or Councillor as soon as possible.
11. This procedure is for guidance only and does not form part of employees' contractual rights. The contents may be subject to revision from time to time.

### **Amendment Record:**

Version 1: July 2019



# Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

## DISCIPLINARY POLICY AND PROCEDURE

### 1. POLICY

1.1 The Council aims to ensure that there will be a fair and consistent approach to the enforcement of standards of conduct and performance in the Council. This policy and procedure is designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance. This procedure sets out the action that will be taken when disciplinary rules are breached.

1.2 Matters which may be dealt with under this policy include discipline and dismissal for the following reasons (please note that this list is not exhaustive):

- Misconduct
- Sub-standard performance
- Harassment or victimisation
- Misuse of council facilities, including computer facilities (e.g. email and internet)
- Poor timekeeping
- Unauthorised absence

### 2. PRINCIPLES

2.1 In enacting this policy, the Council will aim to ensure that:

- Informal action will be offered, where appropriate, to resolve problems.
- No disciplinary action will be taken against an employee until the case has been fully investigated and a disciplinary hearing has taken place.
- For formal action the employee will be advised in writing of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.
- Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of meetings.
- At all stages of the procedure the employee will have the right to be accompanied by a trade union representative, or work colleague.
- Any mitigating circumstances will be taken into account when reaching decisions on appropriate disciplinary penalties.
- No employee will be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice or payment in lieu of notice.
- An employee will have the right to appeal against any discipline imposed.
- The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

### **3. PROCEDURE**

#### **3.1 Informal stage**

3.2 Minor faults will be dealt with informally. Where the matter is more serious the following procedure will be used.

#### **3.3 Stage 1**

This will normally be either:

**(a) an improvement note/email for unsatisfactory performance if performance does not meet acceptable standards.**

This will set out the performance problem, the improvement that is required, the timescale, any help that may be given and the right of appeal. The employee will be advised that it constitutes the first stage of the formal procedure. A record of the improvement note/email will be kept for six months, but will then be considered spent – subject to achieving and sustaining satisfactory performance

**(b) a first warning for misconduct if conduct does not meet acceptable standards.**

This will be in writing (formal letter) and set out the nature of the misconduct and the change in behaviour required and the right of appeal. The warning will also inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement or change. A record of the warning will be kept, but it will be disregarded for disciplinary purposes after six months.

#### **3.4 Stage 2 - Final written warning**

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve performance to the prescribed standard during the currency of a prior warning, a final written warning may be given to the employee. This will give details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to dismissal (or some other action short of dismissal) and will advise of the right of appeal. A copy of this written warning will be kept but will be disregarded for disciplinary purposes after 12 months subject to achieving and sustaining satisfactory conduct or performance. In exceptional cases the period may be longer.

#### **3.5 Stage 3 - Dismissal or other sanction**

If there is still further misconduct or failure to improve performance to the prescribed standards the final step in the procedure may be dismissal or some other action short of dismissal such as demotion or disciplinary suspension or transfer (as allowed in the contract of employment). The employee will be provided, as soon as reasonably practicable, with written reasons for dismissal, the date on which his or her employment will terminate (in accordance with the employee's notice entitlement) and will be notified of his or her right of appeal.

If some sanction short of dismissal is imposed, the employee will receive details of the complaint, will be warned that dismissal could result if there is no satisfactory improvement, and will be advised of the right of appeal. A copy of the written warning will be kept but will be disregarded for disciplinary purposes after twelve months subject to achievement and sustainment of satisfactory conduct or performance.

#### **4. GROSS MISCONDUCT**

4.1 The following list provides some examples of offences which are normally regarded as gross misconduct:

- theft or fraud
- physical violence or bullying
- deliberate and serious damage to property
- serious misuse of an organisation's property or name
- deliberately accessing internet sites containing pornographic, offensive or obscene material
- serious insubordination
- unlawful discrimination or harassment
- bringing the organisation into serious disrepute
- serious incapability at work brought on by alcohol or illegal drugs
- causing loss, damage or injury through serious negligence
- a serious breach of health and safety rules
- a serious breach of confidence

This list is not intended to be an exhaustive one and only gives an indication of the types of offence that may be considered gross misconduct.

4.2 If the employee is accused of gross misconduct, the Council may suspend him or her from work with pay while it investigates the alleged offence. This will be as brief as possible, normally for no more than five working days, and the Council will explain its reasons in writing. The employee shall not attend his or her place of work during suspension, other than for the purpose of attending disciplinary proceedings, including investigatory interviews. The employee shall not contact any other employees or contacts of the Council, except the employee's companion, without the Council's consent.

4.3 If, on completion of the investigation and the full disciplinary procedure, the Council is satisfied that gross misconduct has occurred, the result will normally be summary dismissal, i.e. dismissal without notice or pay in lieu of notice.

#### **5. DISCIPLINARY INVESTIGATIONS**

5.1 The Council is committed to ensuring that all potential infringements of disciplinary rules are fully investigated. This may entail carrying out interviews with the employee concerned and third parties such as witnesses, colleagues and managers, as well as analysing written records and information. It may also involve a search of the employee's person and/or property. The investigation report will be made available to all the parties concerned. The identity of witnesses will be kept confidential where necessary.

Where an employee is called to attend an investigatory interview, it will be made clear that this is not a disciplinary hearing.

## **6. DISCIPLINARY HEARING**

- 6.1 An employee will be invited, in writing, to a disciplinary hearing once the investigations are complete. Prior to the meeting the employee will be informed of the nature of the allegations that are to be addressed. The disciplinary hearing will be conducted by three members of the Council forming a Disciplinary Panel.

## **7. APPEALS**

- 7.1 An employee who wishes to appeal against a disciplinary decision must do so within five working days. Three members of the Council will be appointed to form an Appeals Panel (there will be different members to the Disciplinary Panel). The Panel will hear all appeals and their decision is final. At the appeal any disciplinary penalty imposed will be reviewed.
- 7.2 If the employee wishes to appeal against a disciplinary decision, he or she must do so through the Appeals Panel within five working days of the receipt of the disciplinary letter. The appeal should be made in writing, stating the ground(s) on which the disciplinary penalty should be reviewed.
- 7.3 Members of the Appeals Panel will hear the appeal. In the rare circumstances where this is not possible, alternative arrangements will be agreed with the employee and his or her companion.
- 7.4 The appeals hearing will be normally held within 10 working days of receipt of the letter. The decision of the Appeals Panel shall be final.

## **8. APPEALS HEARING**

- 8.1 At the appeals hearing, the employee will be given opportunity to state the ground(s) on which the appeal is made. The Disciplinary Panel who took the original decision will then have the opportunity to explain their decision to impose the given penalty. The members of the Appeals Panel conducting the appeal may exercise discretion as to whether or not the two parties will be present together during the proceedings. The hearing will be adjourned when all the evidence has been heard. The members of the Appeals Panel conducting the appeal will consider the merits of the appeal, in private, before reaching a decision.
- 8.2 The members of the Appeals Panel will, whenever possible, verbally inform the employee of the decision reached and confirm this in writing no later than five working days after the hearing.
- 8.3 The members of the Appeals Panel has the authority to quash or reduce a disciplinary penalty or, in exceptional and appropriate circumstances, to increase it, in accordance with the penalties specified in the Council's disciplinary procedure.
- 8.4 An appeal hearing is intended to focus on specific factors that the employee feels have received insufficient consideration, such as:

- an inconsistent/inappropriate harsh penalty
- extenuating circumstances
- bias of the disciplining manager
- unfairness of the hearing
- new evidence subsequently coming to light.

8.5 Where an appeal against dismissal fails, the effective date of termination shall be the date on which the employee was originally dismissed.

8.6 During the course of the disciplinary appeals process the following actions will be taken: -

- Employees will receive a written invitation to all disciplinary meetings
- Outcomes of formal meetings will be confirmed to the employee in writing.
- The timescales listed above will be adhered to wherever possible. Each party can request an extension of the permitted timescale, however, where there are good reasons.
- The Council reserves the right to seek assistance from external facilitators at any stage in the disciplinary procedure, in the interests of seeking a satisfactory outcome for all those concerned.
- For employees during their first year of employment, the Council reserves the right to speed up the decision-making process and may choose to follow a shortened version of the above procedure.
- The grievance procedure should not be used for appeals against disciplinary decisions. That is the purpose of the disciplinary appeals procedure. If, however, the employee has a complaint against the behaviour of a manager during the course of a disciplinary case, they may raise it as a grievance with a senior manager. If necessary, the disciplinary procedure may be suspended for a short period until the grievance can be considered. Another manager may be brought in to deal with the disciplinary case.

## **9. ABUSE OF THIS POLICY**

9.1 Any abuse in the application of this policy will be dealt with in accordance with The Council's Disciplinary Policy and Procedure and may possibly result in disciplinary action being taken, up to and including dismissal.

## **10. ALTERATIONS AND AMENDMENTS TO THIS POLICY**

10.1 This policy does not form part of an employee's contract of employment. The Council reserves the right to amend or withdraw this Policy at its absolute discretion, in accordance with the needs of the council.

## **11. ADDITIONAL INFORMATION**

11.1 For further information, please contact the Clerk of the Parish Council on [clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)



## **Fair Oak & Horton Heath Parish Council**

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

### **EQUALITY AND DIVERSITY POLICY**

Fair Oak & Horton Heath Parish Council is committed to meeting the varied needs and circumstances of its residents and employees and to ensuring that services are equally appropriate to all without discrimination. The Council's goal is to support the development of strong, secure, self-reliant and self-confident inclusive communities, free from unlawful discrimination.

#### **EMPLOYMENT:**

No Council employee or job applicant will receive less favourable treatment on the grounds of race, colour, nationality, ethnic origin, sex, marital status, sexual orientation, pregnancy/maternity, trade union activity, age, religious or political beliefs or disability, nor will they be disadvantaged by conditions or requirements which cannot be justified.

Every workforce member will be required to adhere to this policy and assist the Council in meeting its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Acts of discrimination, harassment, bullying or victimisation against members of the workforce or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct.

#### **SERVICE DELIVERY:**

The Council will ensure that its services, including the ones carried out in partnership with any other agency are available equally to all, regardless of race, colour, nationality, ethnic origins, sex, marital status, sexual orientation, disability, age, religious or political beliefs, making sure that no one is disadvantaged by conditions which cannot be justified.

#### **LEGISLATION:**

In developing this Policy, Fair Oak & Horton Heath Parish Council has considered all current appropriate legislation; the Equal Opportunities Commission (EOC) guidelines, the Commission for Racial Equality (CRE) Code of Practice & the Disability Rights Commission (DRC) guidelines.

#### **DISCRIMINATION AND HARASSMENT:**

The Parish Council will act to ensure that all forms of discrimination are eradicated from its policies and practices.

Discrimination occurs when someone is treated less favourably because of their colour, disability, gender, race, nationality, religion or beliefs, sexual orientation and age.

Legally, it is not necessary to prove that someone intended to discriminate; it is enough only to show that the outcome of an action was less favourable treatment. Less favourable treatment can take many forms – words, actions or failure to provide opportunities or services and can be perpetuated by individuals, groups or institutions.

The Parish Council recognises that harassment and discrimination of employees and service users is unacceptable and is working towards building an organisation culture that reinforces this belief. The Council is committed to addressing harassment of employees and service users, since it is a barrier to achieving its equality objectives.

## EQUALITY IN EMPLOYMENT:

Fair Oak & Horton Heath Parish Council recognises the value of a workforce in which people of differing backgrounds are encouraged to introduce fresh ideas and perceptions, enabling it to deliver high quality services to all members of the community.

To underpin its commitment to equality in employment, the Parish Council will: -

- Will ensure that all recruitment, selection and training procedures operate in a fair and non-discriminatory ways, so that the best person to do the job is appointed;
- Will consult regularly with the Hampshire Association of Local Councils and other agencies to identify gaps in its employment policies and take action to remedy them; and
- Will consider sympathetically any request for flexible working, job-share, travel arrangements, child and dependent care leave and will guarantee interviews for disabled people who meet the essential criteria for a job.

## EQUALITY IN SERVICE DELIVERY:

Fair Oak & Horton Heath Parish Council will ensure that all services are accessible to all people without discrimination.

The Council aims to ensure that all employees, councillors, contractors and partners have the information they need to provide equality of opportunity and that this is reflected in their conduct. The Council will require, where legal possible, partners and contractors to have equal opportunities policies, and will seek sufficient information and evidence that compliance with equalities legislation is genuine.

## RESPONSIBILITIES:

The accountabilities and responsibilities in relation to this policy can be summarised as follows: -

**Parish Councillors** will take the lead in promoting equality, ensuring equalities issues are given due consideration within their area of responsibility, in decision-making and in monitoring services.

**Parish Clerk** will actively support and assist the equalities work by: -

- Monitoring the performance of the Parish Council's services, agreeing the necessary action and maintaining a commitment to the Council's equalities work
- Being pro-active in developing a service led approach to equalities development
- Working within national equalities and inclusion standards

All employees have responsibility for implementing/abiding by this policy as an integral and core element of the work of the Parish Council. Employees also support the Parish Council in meeting the requirements of this policy; seek training opportunities and personal development as appropriate.

The Parish Council has approved a complaints procedure, details of which can be found on the Parish Council's website, [www.fairoak-pc.gov.uk](http://www.fairoak-pc.gov.uk) or obtained from the Parish Council Offices at 2 Knowle Park Lane, Fair Oak, Hampshire, SO50 7GL or Tel: 023 8069 2403: Email: [enquiries@fairoak-pc.gov.uk](mailto:enquiries@fairoak-pc.gov.uk)



# Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

## ANTI-HARASSMENT AND BULLYING POLICY

### 1. SCOPE

- 1.1 This policy and procedure applies to all employees of Fair Oak & Horton Heath Parish Council.

### 2. POLICY

- 2.1 Our aim is to provide a working environment that respects the rights of each employee and where colleagues treat each other with respect. Any behaviour that undermines this aim is unacceptable.
- 2.2 Fair Oak & Horton Heath Parish Council ("The Council") does not tolerate any form of harassment or bullying under any circumstances. While implementing and upholding the policy is the duty of all our councillors, managers and supervisors; all employees have a responsibility to ensure that harassment does not occur in The Council.

### 3. RELATED POLICIES AND PROCEDURES

- 3.1 This policy is to be read in conjunction with The Council's Equality & Diversity policy.
- 3.2 The following procedure has been designed to inform councillors and employees about the type of behaviour that is unacceptable and provides employees who are the victims of harassment and bullying with a means of redress. The Council will not tolerate harassment or bullying of:
- job applicants
  - employees
  - contractors
  - agency workers
  - the self-employed
  - ex-employees
- 3.3 This policy also applies to work related functions which are held outside of normal working hours, either on or off The Council's premises, such as Christmas parties, leaving celebrations, working lunches, etc.

### 4. HARASSMENT

- 4.1 Harassment is defined as unwanted conduct related to a relevant protected characteristic (an area covered by discrimination legislation) which has the purpose or effect of violating an individual's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive working environment for them.

Harassment will also occur where a colleague is treated less favourably because he or she has rejected or refused to submit to sex-based harassment, sexual harassment or gender reassignment harassment.

- 4.2 Where it cannot be established that there was an intention to offend, conduct will only be regarded as violating a person's dignity or creating an intimidating, hostile,

degrading, humiliating or offensive environment if, taking all the circumstances into account it would be reasonable to come to that conclusion.

4.3 People can be subjected to harassment on a wide variety of grounds. Some examples are:

- Sex-based (purely because of gender) or sexual (sexual in nature)
- Sexual orientation
- Trans-sexualism (gender reassignment)
- Being married or a civil partner
- Race, nationality, ethnic origin, national origin or skin colour
- Disability itself or a reason relating to it
- Age
- Employment status, e.g. part-time, fixed term
- Membership or non-membership of a trade union
- Carrying out health and safety duties
- Religion or religious beliefs or lack of either
- Deeply held personal beliefs or lack of them
- Political beliefs
- Criminal record
- Health, e.g. AIDS/HIV sufferers
- Physical characteristics
- Social class
- Willingness to challenge harassment – being ridiculed or victimised for raising a complaint

4.4 Harassment is normally characterised by more than one incident of unacceptable behaviour, particularly if it reoccurs, once it has been made clear by the victim that they consider it offensive. One incident may constitute harassment, however, if it is sufficiently serious. Harassment on any grounds, including the above, will not be tolerated.

4.5 Harassment at work is unlawful under the Equality Act 2010. The Council together with any councillors, managers or supervisors who fail to take steps to prevent harassment or investigate complaints may be held liable for their unlawful actions and be required to pay damages to the victim, as will the employee who has committed the act of harassment. There is no limit to the compensation that can be awarded in employment tribunals for acts of harassment.

4.6 The Council will also be liable for harassment that comes from a third party if that harassment occurs on at least two occasions, the organisation is aware that it has happened and does nothing to stop it happening.

4.7 Harassment on any grounds is also a criminal offence, primarily under the Protection from Harassment Act 1997. This means that colleagues who suffer harassment may contact the police, in the case of harassment from fellow employees or harassment by third parties. Those found guilty face fines or periods of imprisonment of up to two years.

4.8 Additionally, an employee harassed by a colleague may sue that colleague personally for the damage and distress caused. The Council may be held vicariously liable under the Protection from Harassment Act for any harassment perpetrated by an employee whenever the behaviour in question is closely connected to the employment relationship.

## 5. EXAMPLES OF HARASSMENT

5.1 Employees must recognise that what is acceptable to one employee may not be acceptable to another. Examples of harassment include:

- Verbal – crude language, open hostility, offensive jokes, suggestive remarks, innuendoes, rude or vulgar comments, malicious gossip and offensive songs.
- Non-verbal – wolf-whistles, obscene gestures, sexually suggestive posters/calendars, pornographic material (both paper-based and generated on a computer, including offensive screen-savers), graffiti, offensive letters, offensive e-mails, text messages on mobile phones and offensive objects.
- Physical – unnecessary touching, patting, pinching or brushing against another employee's body, intimidating behaviour, assault and physical coercion.
- Coercion – pressure for sexual favours (eg to get a job or be promoted) and pressure to participate in political, religious or trade union groups, etc.
- Isolation or non-cooperation and exclusion from social activities.
- Intrusion – following, pestering, spying, etc.

## 6. BULLYING

6.1 Bullying is defined as a gradual wearing down process comprising a sustained form of psychological abuse that makes victims feel demeaned and inadequate. Bullying is defined as offensive, intimidating, malicious or insulting behaviour, or an abuse or misuse of power, which has the purpose, or effect of intimidating, belittling and humiliating the recipient, leading to loss of self-esteem for the victim and ultimately self-questioning his or her worth in the workplace and society as a whole.

6.2 Examples of workplace bullying range from extreme forms such as violence and intimidation to less obvious actions, like deliberately ignoring someone at work. These can be split into two categories:

The obvious:

- Shouting or swearing at people in public and private.
- Persistent criticism.
- Ignoring or deliberately excluding people.
- Persecution through threats and instilling fear.
- Spreading malicious rumours.
- Constantly undervaluing effort.
- Dispensing disciplinary action that is totally unjustified.
- Spontaneous rages, often over trivial matters.

The less obvious:

- Withholding information or supplying incorrect information.
- Deliberately sabotaging or impeding work performance.
- Constantly changing targets.
- Setting individuals up to fail by imposing impossible deadlines.
- Levelling unfair criticism about performance the night before an employee goes on holiday.
- Removing areas of responsibility and imposing menial tasks.
- Blocking applications for holiday, promotion or training.

6.3 The actions listed must be viewed in terms of the distress they cause the individual. It is the perceptions of the recipient that determine whether any action or statement can be viewed as bullying.

- 6.4 The impact of harassment and bullying can lead to illness, absenteeism, an apparent lack of commitment, poor performance and resignation. The damage, tension and conflict that harassment and bullying create should not be underestimated. The result is not just poor morale, but higher labour turnover, reduced productivity, divided teams, poor service and poor product quality.
- 6.5 Public image can be badly damaged when incidents of harassment and bullying occur, particularly when they attract media attention.

## **7. ENFORCEMENT**

- 7.1 Any harassment or bullying will be classed as gross misconduct, for which employees may be summarily dismissed.
- 7.2 All councillors and employees will be informed of The Council's policy towards harassment and bullying at induction and through communication and awareness programmes. It will be stressed that all complaints of harassment will be treated seriously.
- 7.3 The Council expects all councillors, managers and supervisors to ensure that this policy and procedure is adhered to at all times and expects all councillors and employees to respect the dignity of their colleagues. The policy will be regularly monitored by the Parish Clerk to ensure that it is achieving its aims and that councillors, managers and employees are confident about its application.

## **8. TRAINING, COMMUNICATION AND AWARENESS**

- 8.1 The Council recognises that a written policy is not sufficient to eliminate harassment and bullying. Prominent and regular communication, training and awareness sessions are important to ensure that all employees:

- Understand our commitment to prevent harassment and bullying.
- Understand their responsibilities and role in the process.
- Know how to seek advice and guidance.
- Know how to make complaints and are confident they will be handled effectively.

- 8.2 The Council is committed to communicating the policy effectively through:

- Training and awareness programmes for all staff
- Briefings for employees
- Notices on staff notice boards
- Inclusion in briefing meetings
- Induction

## **9. PROCEDURES**

- 9.1 **Advice:** The Council recognises the sensitive nature of harassment and bullying. Employees who believe they are being harassed or bullied may wish to discuss their situation before deciding what action to take. The Council operates an open-door policy to discuss workplace problems and employees can discuss the matter with their manager or supervisor on an informal basis.
- 9.2 The Council recognises that this may not always be appropriate in the circumstances, however. If this is the case, employees can discuss the situation with a member of the Council to act as an advisor.

They will:

- ensure the conversation remains confidential as far as possible;
- listen sympathetically;
- help individuals consider objectively what has happened;
- discuss what outcome the individual would wish to see;
- draw attention to available procedures and options;
- inform the individual of the legal liabilities involved;
- help weigh up the alternatives, but without pressure to adopt any particular course;
- assist the individual in dealing with the situation, if they ask for help.

9.3 Confidentiality will be maintained as far as possible. If an employee decides not to take any action to deal with the problem and the circumstances described are very serious, however, The Council reserves the right to investigate the situation. It has an overall duty of care to ensure the safety of all employees who may be adversely affected by the alleged harasser's/ bully's behaviour.

## **10. SOLUTIONS**

10.1 It is for the individual to decide which route to take in solving any problem that has occurred. There are two types of solution available – informal and formal.

### **10.2 Informal**

Employees can choose to solve the matter themselves by approaching the harasser or bully, telling him or her that their behaviour is unwelcome and that it must stop. Otherwise a formal complaint will be made using the procedure outlined below.

If victims would find it difficult or embarrassing to raise the issue directly with the person creating the problem, support can be sought from a work colleague [option where union is recognised – or a union representative] who can accompany the victim when speaking to the harasser or bully.

A third option, is that the victim can put his or her views in writing to the harasser or bully, telling him or her that their behaviour is unacceptable and that it must stop.

### **10.3 Formal**

Where informal solutions fail, or serious harassment or bullying occurs, employees can bring a formal complaint in the form of a grievance, with the procedure adapted to take account of the sensitivities of such situations. Each step and action under the formal complaints procedure will be taken without unreasonable delay.

Complaints will be investigated swiftly and confidentially while ensuring that the rights of both the alleged victim and the alleged harasser or bully are protected. Employees and witnesses can be assured that they will not be ridiculed or victimised for making, or assisting a colleague in making, a complaint, even if it is not upheld, as long as it is made in good faith. Everyone involved in the investigation, including witnesses, will be required to maintain confidentiality – a failure to do so will be a disciplinary matter. The procedure is as follows:

#### **10.4 Step 1: Lodging a statement of grievance and conducting an investigation:**

- The complaint should be put in writing, outlining the alleged incidents, when they occurred, the harm caused, the names of any witnesses and the name of the alleged harasser or bully.

- If the victim would find it distressing to set out their complaint in writing then he or she should contact the Clerk who will provide assistance.
- The written complaint should initially be lodged with the Parish Clerk. If this would not be appropriate in the circumstances, it should be lodged the Chairman of the Council.
- An independent Councillor (the Investigator) will be appointed who has had no previous involvement with the situation and who will conduct investigatory interviews with the complainant, the individual against whom the complaint has been lodged and any relevant witnesses. The right to accompaniment will be provided to all those interviewed.
- The investigator will submit a full report to the Finance Committee Chairman who will request that a Sub-Committee be established to hear the grievance.

#### 10.5 **Step 2: Grievance meeting:**

- The employee will be invited to a meeting with the Sub-Committee to discuss the grievance and the result of the independent investigator's report.
- The employee will be provided with the right to accompaniment.
- The timing and location of the meeting must be reasonable.
- The meeting will not take place until the Sub-Committee has had a reasonable opportunity to consider the information contained in the employee's grievance letter and the independent investigator's report.
- The employee must take all reasonable steps to attend the meeting.
- The meeting must be conducted in a manner that enables the employee to explain his or her case and the Sub-Committee to set out the results of the investigation.
- After the meeting the Sub-Committee will inform the employee of their decision as to the grievance and notify the employee of the right to appeal against that decision if the employee is not satisfied with it.

#### 10.6 **Step 3: Hearing the appeal:**

- If the employee wishes to appeal, he or she must inform the Chairman of the Sub-Committee.
- The employee will be invited to attend a further meeting.
- The employee will be provided with the right to accompaniment.
- The timing and location of the meeting will be reasonable.
- The employee must take all reasonable steps to attend the meeting.
- The meeting will be conducted in a manner that enables both sides to explain their cases.
- After the appeal meeting the Chairman of the Sub-Committee will inform the employee of the final decision, within 5 working days.

Full records will be kept of the grievance proceedings and copies of meeting records given to the complainant.

If, at the end of Step 1, the complaint is upheld the matter will be passed to the appropriate Sub-Committee to conduct a disciplinary hearing with the person who perpetrated the harassment or bullying.

## 11. **MONITORING**

- 11.1 Where harassment or bullying has been found to have occurred and the perpetrator remains in employment, regular checks will be made to ensure that harassment has stopped and that there has been no victimisation or retaliation against the victim. The Council will also ensure that the employee who committed the act of harassment or bullying is not victimised in any way.

## **12. MALICIOUS COMPLAINTS**

- 12.1 Where a complaint is blatantly untrue and has been brought out of spite, or for some other unacceptable motive, the complainant will be subject to The Council's disciplinary procedure, as will any witnesses who have deliberately misled The Council during its investigations.

## **13. COMPLAINTS TO AN EMPLOYMENT TRIBUNAL**

- 13.1 While the Council trusts that employees will use the internal procedure to resolve any concerns they have about harassment, claims can be lodged with an employment tribunal where harassment is on the grounds of:

- sex
- gender reassignment
- race
- disability
- sexual orientation
- religion
- belief
- age

## **14. ABUSE OF THIS POLICY**

- 14.1 Any abuse in the application of this policy will be dealt with in accordance with The Council's Disciplinary Policy and Procedure and may possibly result in disciplinary action being taken, up to and including dismissal.

## **15. ALTERATIONS AND AMENDMENTS TO THIS POLICY**

- 15.1 This policy does not form part of an employee's contract of employment. The Council reserves the right to amend or withdraw this Policy at its absolute discretion, in accordance with the needs of the council.

### **Additional information**

For further information, please contact Melanie Stephens, Parish Clerk by emailing [clerk@fair oak-pc.gov.uk](mailto:clerk@fair oak-pc.gov.uk)

### **Amendment Record**

Version 1: July 2019



# Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: [enquiries@fairoak-pc.gov.uk](mailto:enquiries@fairoak-pc.gov.uk)

## ANTI-BRIBERY POLICY

### 1. CONTEXT

1.1 The Council values its reputation for ethical behaviour and for financial probity and reliability. It recognises that over and above the commission of any crime, any involvement in bribery will also reflect adversely on its image and reputation. Its aim therefore is to limit its exposure to bribery by:

- setting out a clear anti-bribery policy,
- establishing and implementing anti-bribery procedures as appropriate,
- communicating this policy and any relevant procedures to employees and to others who will perform services for the Council,
- undertaking appropriate due diligence measures before engaging others to represent the Council in its business dealings,
- monitoring and reviewing the risks and the effectiveness of any anti-bribery procedures that are in place.

### 2. POLICY

2.1 The Council prohibits the offering, giving, solicitation or acceptance of any bribe (whether cash or other inducement): -

- to or from any person or Council (wherever they are situated and whether they are a public official or body or private person or Council),
- by any individual employee, agent or other person or body acting on behalf of the Council,
- in order to gain any commercial, contractual or regulatory advantage for the Council in a way that is unethical,
- or in order to gain any personal advantage (pecuniary or otherwise) for the individual or anyone connected with the individual.

2.2 This policy prohibits any inducement that results in a personal gain or advantage to the recipient or any person or body associated with them, and which is intended to influence them to take action that may not be solely in the interests of the Council or of the person or body employing them or whom they represent.

2.3 This policy is not meant to prohibit normal and appropriate gifts of hospitality, providing they are proportionate and are properly recorded.

2.4 Inevitably, decisions as to what is acceptable may not always be easy. If you are in any doubt as to whether a potential act constitutes bribery, the matter should be referred to the Parish Clerk before proceeding.

### 3. EMPLOYEES' RESPONSIBILITY

3.1 The prevention, detection and reporting of bribery is the responsibility of all employees and the Council is committed to:

- encouraging employees to be vigilant and to report any suspicion of bribery,
  - providing employees with suitable channels of communication and ensuring that sensitive information is treated appropriately,
  - investigating instances of alleged bribery and assisting the police and other appropriate authorities in any resultant prosecution,
  - taking disciplinary action against any individual(s) involved in bribery.
- Any suspicion of bribery should be reported in confidence to the Managing Director who
- has overall responsibility for bribery prevention.

### **Additional information**

For further information, please contact Melanie Stephens, Parish Clerk by emailing [clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)

### **Amendment Record**

Version 1: July 2019



## Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

### PUBLIC INTEREST DISCLOSURE ('WHISTLEBLOWING') POLICY

#### 1. SCOPE

- 1.1 The Council constantly strives to safeguard and act in the interest of the public and its employees. It is important to the Council that any fraud, misconduct or wrongdoing, by employees or other agents, is reported and properly addressed.
- 1.2 This policy applies to all employees and all other agents of the Council, who are encouraged to raise concerns in a responsible manner. The Council prefers that a concern is raised and dealt with properly, rather than kept quiet.

#### 2. YOUR RESPONSIBILITIES

- 2.1 You are encouraged to bring to the attention of the Council any practice or action of the Council, its employees or other agents that you reasonably believe is against the public interest, in that the practice or action is:
  - a criminal offence
  - a failure to comply with any legal obligation
  - a miscarriage of justice
  - a danger to the health and safety of any individual
  - an attempt to conceal information on any of the above
- 2.2 Any individual raising legitimate concerns will not be subject to any detriment, either during or after employment. The Council will also endeavour to ensure that the individual is protected from any intimidation or harassment by any other parties.
- 2.3 This policy should not be used for complaints relating to your own personal circumstances, such as the way you have been treated at work, which should be raised under the Council's Grievance Procedure.

#### 3. PROCEDURE

- 3.1 In the first instance, you should raise any concerns you have with your manager. If you believe your manager to be involved, or if, for any reason, you do not wish to approach your manager, then you should raise it with the Council Chairman.
- 3.2 Any matter raised under this policy will be investigated promptly and confidentially. The outcome of the investigation, as well as any necessary remedial action to be taken, will be confirmed to you. If no action is to be taken, the reason for this will be explained to you.
- 3.3 Allegations regarding potential breaches of this policy will be treated in confidence and investigated thoroughly. If you raise any concerns under this policy, the Council is committed to ensuring that you are protected from victimisation, harassment or less favourable treatment. Any such incidents will be dealt with under the Council's Disciplinary Procedures.
- 3.4 Escalating your concern

If you are dissatisfied with this response, you should raise your concerns in writing directly with the Council Chairman.

- 3.5 If, after escalating your concerns, you believe that the appropriate remedial action has not been taken, you should then report the matter to the proper authority. These authorities include:
- HM Revenue & Customs
  - the Financial Conduct Authority
  - the Health and Safety Executive
  - the Environment Agency or Scottish Environmental Protection Agency
  - the Information Commissioner
- 3.6 This list is not intended to be exhaustive, and you must take care to ensure you contact the proper authority in relation to the particular concerns you have.
- 3.7 If you are unsure as to the appropriate authority, advice can be sought from Public Concern at Work which is an independent Whistleblowing Charity. Their contact details are at the end of this policy.
- 3.8 If you raise a false allegation and you are found to be culpable, or in any way involved in the wrongdoing, or if you raise a concern maliciously or in a manner not prescribed in this policy, then you may be subject to disciplinary action up to and including dismissal without notice for gross misconduct.
- 3.9 You should not disclose to a non-relevant third party any details of any concern raised in accordance with this policy, and you must not, in any circumstances, publicise your concerns in any way.

#### **4. INDEPENDENT ADVICE**

- 4.1 Independent advice and support can be obtained from Public Concern at Work (Independent Whistleblowing Charity): <https://protect-advice.org.uk/>

#### **Additional information**

For further information, please contact Melanie Stephens, Parish Clerk by emailing [clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)

#### **Amendment Record**

Version 1: July 2019

**From:** [Jacqui & Lynn](#)  
**To:** [Clerk](#)  
**Subject:** Changes  
**Date:** 07 July 2019 13:57:58

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Hi Mel

Further to our recent conversation re changes to our porch area, we have now received the two quotes necessary to make the changes.

We have asked Executive Exteriors, a local window company, to quote for the glass panels each side of the porch. The price for each panel is £795 plus vat. They have assured us it will look part of the porch and not an add on. The frames and glass will match the doors already there.

The builder has quoted £1136 to build a low wall in line with the pillars already there. This wall can then take the weight of the window frame. The bricks will be matched as best as we can.

The work can be carried out as soon as you can give the go ahead, although we are still waiting confirmation from Tracey.

All our requests to date have been granted, we are so happy you put her in touch. Our outside area is having a major make-over and will look fantastic, the porch area will certainly enhance this and give us an additional dry space outside for coats and wellies etc.

Look forward to hearing from you.

Kind regards

Lynn and Jacqui

Sent from [Mail](#) for Windows 10



# FAIR OAK & HORTON HEATH COUNCIL

## FORWARD PLAN: to May 2020

**E**

This Forward Plan sets out matters which may be considered by Council in the yearly committee cycle. It includes items on which a “key decision” is likely to be taken.

**A KEY DECISION IS** - A decision which is likely to:

- Result in the Council incurring expenditure or making savings which amount to either £50,000 or 20% (whichever is the larger) of the gross expenditure budget to which the decision relates; or
- Be significant in terms of its effect on communities living or working in the Parish Council area.

KEY	ITEM	TO BE TAKEN BY	DATE DECISION TO BE TAKEN	PRE-DECISION SCRUTINY	DESCRIPTION	LEAD OFFICER / MEMBER
<b>16 SEPTEMBER 2019</b>						
No	Pembers Hill Open Space	Full Council	16 September 2019	Asset Committee/member site visit	To determine whether the PC should take on the open space	Clerk/Operations Manager
Yes	Financial Risk Assessment	Full Council	16 September 2019	Finance Committee	To approve the assessment	Clerk/RFO
No	Mobile Phone Usage Policy	Full Council	16 September 2019		To adopt a mobile phone usage policy	Clerk
No	Investment Strategy	Full Council	16 September 2019	Finance Committee	To adopt an Investment Strategy	Clerk/RFO
Yes	Annual Play Inspection Report	Full Council	16 September 2019	Asset Committee	To consider recommendations	Clerk/Operations Manager
No	Corporate Plan/Community Engagement	Full Council	16 September 2019	Task & Finish Group?	To consider first stages of Corporate Plan development process – including possible appointment of a T&F Group	Clerk

KEY	ITEM	TO BE TAKEN BY	DATE DECISION TO BE TAKEN	PRE-DECISION SCRUTINY	DESCRIPTION	LEAD OFFICER / MEMBER
<b>21 OCTOBER 2019</b>						
No	Grants	Full Council	21 October 2019	Finance Committee	To consider recommendations of Finance Committee re allocation of grants	Clerk/RFO
Yes	Community Investment Programme	Full Council	21 October 2019	Asset Committee	To consider items for inclusion on the CIP list	Clerk/Chairman of the Council
No	Internal Auditor Report	Full Council	21 October 2019	Finance Committee	To receive recommendations from the Internal Auditor	Clerk/RFO
Yes	Annual Return	Full Council 16	21 October 2019	Finance Committee	To receive the annual return	Clerk/RFO
<b>18 NOVEMBER 2019</b>						
No	Christmas Opening Hours	Full Council	18 November 2019		To agree Christmas opening hours.	Clerk
No	Review of Bookings Policy	Full Council	18 November 2019	Asset Committee	To review current Policy	Clerk/Bookings Officer
No	Marketing & Communications Strategy	Full Council	18 November 2019		To develop a Strategy	Clerk/Bookings Officer
No	Review of ICT Provision including website	Full Council	18 November 2019		Review of systems following implementation of Office 365 and new website	Clerk/Bookings Officer

KEY	ITEM	TO BE TAKEN BY	DATE DECISION TO BE TAKEN	PRE-DECISION SCRUTINY	DESCRIPTION	LEAD OFFICER / MEMBER
<b>18 NOVEMBER 2019</b>						
No	Christmas Opening Hours	Full Council	18 November 2019		To agree Christmas opening hours.	Clerk
No	Review of Bookings Policy	Full Council	18 November 2019	Asset Committee	To review current Policy	Clerk/Bookings Officer
No	Marketing & Communications Strategy	Full Council	18 November 2019		To develop a Strategy	Clerk/Bookings Officer
No	Review of ICT Provision including website	Full Council	18 November 2019		Review of systems following implementation of Office 365 and new website	Clerk/Bookings Officer
<b>16 DECEMBER 2019</b>						
Yes	Parish Precept/Budget 2020/21	Full Council	16 December 2019	Finance Committee	To set the precept and annual budget	Clerk/RFO
No	Events Planning	Full Council	16 December 2019	Asset Committee	To consider developing a programme of community events	Clerk/Deputy Clerk
<b>20 JANUARY 2020</b>						
No	Cricket Club SLA	Full Council	20 January 2020	Asset Committee	To agree SLA	Clerk
No	Corporate Plan/Community Engagement Action Plan	Full Council	20 January 2020		To review progress	Clerk
<b>17 FEBRUARY 2020</b>						
No	Internal Auditor's Report	Full Council	17 February 2020		To consider recommendations	Clerk/RFO

KEY	ITEM	TO BE TAKEN BY	DATE DECISION TO BE TAKEN	PRE-DECISION SCRUTINY	DESCRIPTION	LEAD OFFICER / MEMBER
<b>16 MARCH 2020</b>						
No	Review of Standing Orders	Full Council	16 March 2020		To review Standing Orders	Clerk
<b>20 APRIL 2020</b>						
Yes	Draft Accounts	Full Council	20 April 2020	Finance Committee	To approve accounts for forthcoming year	Clerk/RFO

This forward plan does not include standard items.

Contact Officer:       Melanie Stephens, Clerk