

# NORMANTON TOWN COUNCIL



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To all members of the Staffing  
Committee

Our ref: DJ/hs  
Date: 30<sup>th</sup> January 2025  
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Staffing Committee** to be held on **Tuesday 11<sup>th</sup> February 2025** at **1.30pm** at **Normanton Town Hall**, High Street, Normanton, WF6 2DZ.

If you are unable to attend, please submit your apologies, with reasons, to the Town Clerk before the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to read "Donna", with a long horizontal flourish extending to the right.

Mrs Donna Johnston FdA  
Town Clerk & RFO.

## STAFFING COMMITTEE

Tuesday 11<sup>th</sup> February 2025 at 1.30pm at Normanton Town Hall

### AGENDA

Item	Description	Enclosure
040.	To receive apologies for absence.	
041.	To receive declarations of interest.	
042.	To receive and sign the minutes of a meeting of the Staffing Committee. Held on Tuesday 3 <sup>rd</sup> December 2024 (Minute Numbers 020-039; Pages 5-8).	A
043.	To resolve to take items 44-49 in private in accordance with the Public Bodies (Admission to Meetings) Act 1960.	
044.	To receive a report on flexitime and TOIL balances.	
045.	To receive a report on absence.	
046.	To receive a report on annual leave for the 2024/25 year.	
047.	To receive a report on annual leave for the 2025/26 year.	
048.	To receive a report on staff training and development.	
049.	To receive a report on workload.	
050.	To review the staffing budget to the end of Month 9 of the 2024/25 financial year.	H
051.	To review the Maternity Leave & Pay Policy.	I
052.	To review the Equality & Diversity Policy.	J
053.	To review the Employee Expenses Policy.	K
054.	To review the Disciplinary Policy.	L

# NORMANTON TOWN COUNCIL



## MINUTES OF THE STAFFING COMMITTEE

Held on Tuesday 3<sup>rd</sup> December 2024 at 1.00pm at Normanton Town Hall

Present: Councillor E Blezard – Vice Chairman  
Councillor A Bones  
Councillor H Jones  
Councillor B Mayne  
Councillor P Mayne – Chairman  
Donna Johnston – Town Clerk & RFO

Absent: Councillor S Hudson

**020. To receive apologies for absence.**

There were no apologies for absence received.

**021. To receive declarations of interest.**

There were no declarations of interest recorded.

**022. To receive and sign the minutes of a meeting of the Staffing Committee.**

**RESOLVED:** that the minutes of a meeting of the Staffing Committee held on Tuesday 20<sup>th</sup> August 2024 (Minute Numbers 001-019; Pages 1-4) be received as a true record and signed by the Chairman.

**023. To consider if any items should be taken in private in accordance with the Public Bodies (Admission to Meetings) Act 1960.**

**RESOLVED:** that all items relating to individual staffing matters be taken in private due to the confidential nature of the business to be transacted.

**024. To receive a report on flexitime and TOIL balances.**

A report was circulated on flexitime and TOIL which showed that all balances were within policy limits.

**RESOLVED:** that the report be received.

**025. To receive a report on sickness and absences.**

A report was circulated on sickness and absence levels which were minimal and within policy guidelines.

**RESOLVED:** that the report be received.

**026. To receive a report on annual leave for the 2024/25 year.**

A report was circulated on annual leave booked and remaining for the current holiday year.

**RESOLVED:** that the report be received.

**027. To receive a report on staff training and development.**

A report was circulated on staff training and development.

**RESOLVED:** that the report be received.

**028. To receive a report on workload.**

A report was presented on workload which remains high, primarily driven by allotment management, financial work and event planning. Efforts are underway to streamline event invitations and grant applications which were being trialled and proving effective. Challenges persist in building management, volume of emails, and distinguishing responsibilities from Wakefield Council. The limited levels of staffing may necessitate adopting advanced IT solutions to maintain efficiency and support the growing legislative and compliance demands. A number of IT solutions were suggested which would assist in speeding up some elements of the administrative tasks.

**RESOLVED:** that the report be received and that a report be put forward to the Finance Committee for additional IT software solutions.

**029. To receive a report on staff appraisals.**

A report was circulated which set out the appraisals which had been carried out and goals that had been set. Members noted that all staff appraisals had now been completed.

**RESOLVED:** that the report be received.

- 030. To review the Staffing Committee Budget to the end of Month 7 of the 2024/25 financial year.**  
**RESOLVED:** that the Staffing Committee Budget showing expenditure of £99,218.22 be received.
- 031. To note the National Joint Council pay award for 2024.**  
**RESOLVED:** that the NJC Pay Award for 2024 be noted.
- 032. To note the increase in Employers National Insurance contributions effective from April 2025.**  
**RESOLVED:** that the increase in Employers National Insurance from 1<sup>st</sup> April 2025 be noted.
- 033. To consider the implementation date of the proposed pay scale increase for the administrative staff.**  
Members considered the financial implications of the previously agreed pay review for the Administrative staff.
- Members considered the costs of implementing the revised pay scales from 1<sup>st</sup> April 2024 and 1<sup>st</sup> December 2024. Members noted that the increased costs were affordable from the existing budget.
- RESOLVED:** that the new pay scales be effective from 1<sup>st</sup> April 2024 and that backpay be processed in the December payroll run.
- 034. To review the pay point for the cleaning staff.**  
Members reviewed the pay point for the cleaning staff and referenced the minimum wage and Living Wage.
- RESOLVED:** that the new pay point for the Cleaning Staff will be SCP4 with effect from 1<sup>st</sup> April 2025.
- 035. To consider the appointment and pay point/scale for the Property Officer.**  
Members reviewed the temporary appointment of the Property Officer and concluded that it had been a success. After discussing the pay scale and contracted hours, members considered making the role permanent.
- RESOLVED:** that the Property Officer will be appointed on a permanent contract for 8 hours per week at SCP17, with the flexibility to work up to 2 additional hours of overtime per week if required.

**036. To review the draft budget for the 2025/26 financial year.**

Members reviewed the proposed budget for the new financial year, which accounted for pay scale increases for Administrative and Cleaning staff, as well as the permanent appointment of the Property Officer. The budget also included provisions for casual staff hours at events, additional hours for allotment and property work, and the anticipated rise in employer National Insurance contributions.

**RESOLVED:** that the proposed Staffing Committee Budget for 2025/26 is set at £190,116.00.

**037. To review the Menopause Policy.**

**RESOLVED:** that the Menopause Policy be reviewed and adopted without modification.

**038. To review the Appraisal and Supervision Policy.**

**RESOLVED:** that the Appraisal and Supervision Policy be reviewed and adopted without modification.

**039. To review the Anti Bullying and Harassment Policy.**

**RESOLVED:** that the Anti Bullying and Harassment Policy be reviewed and adopted without modification.

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.

**NORMANTON TOWN COUNCIL  
STAFFING COMMITTEE**

Tuesday 11<sup>th</sup> February 2025

**STAFFING COMMITTEE BUDGET**

Enclosed for your reference are the following budget documents:

- Committed Spend Report
- Forecast Report.

In the table below, I have provided you with a summary of both of these documents, to assist with understanding the overall picture.

<b>TITLE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>COMMITTED</b>	<b>FORECAST</b>	<b>TOTAL</b>
Salaries & Wages	£139,953	£107,797.67	£33,450.00	£0.00	£141,247.67
Employers NI	£13,500.09	£8,613.92	£2,520.00	£0.00	£11,133.92
Employers Pension	£20,292.00	£15,141.52	£5,505.00	£0.00	£20,646.52
Training	£1,000.00	£0.00	£0.00	£0.00	£0.00
Expenses	£500.00	£69.28	£0.00	£200.00	£269.28
	<b>£175,245.09</b>	<b>£131,622.39</b>	<b>£41,475.00</b>	<b>£200.00</b>	<b>£173,297.39</b>

Forecasted Budget Saving £1,947.70

Committed Spend

Cost Centre 3 (Between 01/04/2024 and 31/03/2025)

STAFFING CTTEE

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
18	Salaries & Wages				139,953.00	107,797.67	33,450.00	141,247.67	-1,294.67	32,155.33 (22%)
24	Employers National Insu				13,500.09	8,613.92	2,520.00	11,133.92	2,366.17	4,886.17 (36%)
25	Employers Pension				20,292.00	15,141.52	5,505.00	20,646.52	-354.52	5,150.48 (25%)
43	Staff Training				1,000.00				1,000.00	1,000.00 (100%)
49	Staff Travel Expenses				500.00	69.28		69.28	430.72	430.72 (86%)
<b>SUB TOTAL</b>					<b>175,245.09</b>	<b>131,622.39</b>	<b>41,475.00</b>	<b>173,097.39</b>	<b>2,147.70</b>	<b>43,622.70 (24%)</b>

Summary

<b>NET TOTAL</b>				<b>175,245.09</b>	<b>131,622.39</b>	<b>41,475.00</b>	<b>173,097.39</b>	<b>2,147.70</b>	<b>43,622.70 (24%)</b>
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## NORMANTON TOWN COUNCIL

## Receipts and Payments Forecast

Cost Centre 3 (Between 01/01/2025 and 31/03/2025)

## STAFFING CTTEE

Code	Title	Receipts					Payments					Net Position
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
18	Salaries & Wages						139,953.00	107,797.67		107,797.67	32,155.33	32,155.33
24	Employers National Ins						13,500.09	8,613.92		8,613.92	4,886.17	4,886.17
25	Employers Pension						20,292.00	15,141.52		15,141.52	5,150.48	5,150.48
43	Staff Training						1,000.00				1,000.00	1,000.00
49	Staff Travel Expenses						500.00	69.28	200.00	269.28	230.72	230.72
<b>SUB TOTAL</b>							<b>175,245.09</b>	<b>131,622.39</b>	<b>200.00</b>	<b>131,822.39</b>	<b>43,422.70</b>	<b>43,422.70</b>

## Summary

<b>NET TOTAL</b>	<b>175,245.09</b>	<b>131,622.39</b>	<b>200.00</b>	<b>131,822.39</b>	<b>43,422.70</b>	<b>43,422.70</b>
<b>V.A.T.</b>						
<b>GROSS TOTAL</b>				<b>131,822.39</b>		

# NORMANTON TOWN COUNCIL

## MATERNITY LEAVE AND PAY POLICY

### **Purpose and scope**

This policy and procedure apply to all current employees, whether full or part-time, temporary or fixed-term.

The purpose of this policy and procedure is to provide clear information about our maternity provisions. This document sets out our policy on maternity leave, pay, and arrangements surrounding returning to work after maternity leave. It also sets out the procedures which we need to follow at various stages, before, during and after maternity leave.

This document provides basic guidance on the health and safety aspects of working whilst pregnant.

### **Procedure**

#### Telling your manager that you are pregnant

As soon as you know that you are pregnant, you are encouraged to let us know. This is in your own interests and ensures that we can take any necessary steps to look after your health and safety and that of your baby.

As soon as you tell us that you are pregnant, we will conduct an assessment of any health and safety risks to you or your baby. Early notice also allows us to let you know what your rights will be to maternity leave and pay. However, you do have the right to wait until the 15th week before you expect the baby before telling us that you are pregnant. Either way, you are required to confirm in writing the fact that you are pregnant, attaching a copy of your MAT B1 and indicating when you expect to start your maternity leave. You should note that you have the right to change the start date of your maternity leave provided that you give at least 28 days written notice of the change.

#### Note on the MAT B1 certificate

The MAT B1 is a form signed by a doctor/midwife confirming your expected week of childbirth (EWC). Hospitals and GP surgeries have different policies regarding when the MAT B1 should be signed and by whom. The MAT B1 is not always issued automatically and you may have to ask your doctor/midwife for a copy.

### **Entitlements**

#### Ante-natal care

During your pregnancy, your doctor/midwife will make regular appointments with you for ante-natal checks, scans, tests etc. You are entitled to take reasonable time off work to attend these appointments, regardless of your length of service or the hours that you work. This time off will be paid, and you will not be expected to make up the time. You should however give

us as much notice as possible of your appointments and, after the first one, should present the appointment card from the hospital or clinic.

### Maternity leave

You are entitled to take up to 52 weeks' maternity leave. This is made up of 26 weeks of ordinary maternity leave (OML) plus 26 weeks' additional maternity leave (AML). You also have the right to return to work after the end of your OML or AML. This right applies to all female employees regardless of length of service or the number of hours worked per week.

You can choose when to start your maternity leave. This can be any date from the beginning of the 11th week before the week the baby is due. The law requires that an employee take a minimum of two weeks maternity leave immediately following the birth.

### Sick leave during your pregnancy or maternity leave

If you are off sick due to a pregnancy-related illness any time after the beginning of the fourth week before the start of the expected week of childbirth (EWC), then your maternity leave period will begin straight away.

If you are off sick due to a non-pregnancy-related illness any time after the beginning of the fourth week before the start of the expected week of childbirth (EWC), it will be treated as sick leave in the usual way.

Any pregnancy related sick leave taken before the start of the fourth week will be treated as sick leave in the usual way.

### Early births

If the birth of your baby occurs before the 11th week before the EWC or your planned date of leaving, your maternity leave will commence the day after your baby is born.

## **Maternity pay**

You are eligible to receive 39 weeks maternity pay if:

- You have at least 26 weeks' continuous service with the council by the end of the 15th week before the expected week of childbirth (EWC) ("the qualifying week"),

Normanton Town Council will pay maternity pay for 39 weeks.

The rate of maternity pay will be 100% of your average weekly wage and is subject to tax and National Insurance deductions.

Your average weekly earnings are calculated over the 8 weeks prior to the end of your qualifying week (15th week before the EWC)

If you do not qualify for maternity pay you may be eligible to receive Maternity Allowance. If you are not entitled to maternity pay, we will issue you an SMP1 form to allow you to claim the Maternity Allowance.

## **Shared Parental Leave (SPL)**

You are entitled to curtail your maternity leave and pay and instead take SPL and pay with your partner/the father of the child, subject to meeting the eligibility criteria. SPL enables parents to choose how to share the care of their child during the first year of birth. Its purpose is to give parents more flexibility in considering how to best care for, and bond with, their child. See the Shared Parental Leave Policy.

## **The effect of maternity leave on contractual benefits**

During your maternity leave you will be entitled to receive the contractual benefits that you would normally receive if you were at work with the exception of cash benefits (e.g. remuneration and allowances).

On return to work following OML and AML you are entitled to benefit from any general improvements to the rate of pay (or other terms and conditions) that you would have received had you been at work. This may also lead to a re-calculation of your SMP Entitlements.

### Annual leave

Your contractual annual leave entitlement continues to accrue during your maternity leave. You can choose to take any leave accrued, as a block, either before you commence maternity leave, immediately upon your return to work or a combination of the two. You should be aware that if you take the annual leave before starting maternity leave and then leave employment mid-way through the maternity leave, the usual deductions will apply from your final salary or we may ask for an appropriate refund.

### Pension scheme

Occupational pension contributions continue during OML and during any period of paid maternity absence.

### [Protection from Redundancy during Maternity Leave](#)

[Pregnant employees and those on maternity leave will be given priority for alternative roles in redundancy situations.](#)

## **Maintaining contact during maternity leave**

Some people choose to have little if any contact with work during their maternity leave while others want to maintain a high level of contact. Before you start your maternity leave, we will meet with you to discuss reasonable contact arrangements during your maternity leave. Below is a list of the sorts of information you may want to be kept informed about:

- Notes of important meetings or announcements affecting staff
- Details of internal vacancies which arise
- Details of significant developments to working practices
- Details of any training courses which are offered to the team

There may be occasions when we need to contact you even if you have indicated that you do not wish to be contacted. In these circumstances contact will only be made when there is

significant information which might affect you. For example, where there are changes proposed to the job you are expected to return to.

### **Keep in Touch (KIT) Days**

You may work for up to 10 days during your maternity leave. KIT days can only be worked by mutual agreement; that is to say both you and the council must agree to the work / training taking place. When agreeing KIT days, we will agree the type of work to be carried out and the duration in advance. Particular care should be taken when agreeing a rate of pay because payment for KIT days is off set against Maternity Pay and not in addition to it.

### **Returning to work**

We will assume that you will take your full maternity leave entitlement and intend to return to work doing the same job (see paragraph below regarding entitlement to return to the same job after maternity leave), with the same hours, unless you notify us, in writing, or request otherwise. In other words, you do not have to notify us if you intend to return to work at the end of your AML.

If you want to return to work before the end of your maternity leave, you will need to notify us in writing giving at least eight weeks' notice of your intended return date. If you do not give at least eight weeks' notice, we may delay your return to work by up to a further eight weeks where there is good reason.

You have the right to resume working in the same job if returning to work from OML. If you return to work after a period of AML, you are entitled to return either to the same job or, if this is not reasonably practicable, to another suitable job that is on terms and conditions not less favourable.

If you decide not to return to work after your maternity leave, you will need to resign giving the appropriate notice as specified in your contract of employment.

### **Requesting a change to your pattern of work**

You have the right to request that we consider changing your pattern of work (subject to eligibility criteria). See the Flexible Working Policy.

### **Your health and safety**

#### Risk assessment

Whilst most women are able to work normally during pregnancy there are some duties which are best avoided or minimised. We may be able to reorganise your work to avoid/minimise such duties or may arrange different work for you for health and safety reasons. Only in exceptional cases would other action be required e.g. suspension on medical grounds or other appropriate action.

Once you tell us of your pregnancy, we will hold a meeting with you to discuss health and safety issues. In consultation with you, we will complete a risk assessment, agreeing with you any measures to be taken. We will hold regular meetings with you throughout your pregnancy in order to review the initial assessment. If you have any concerns, please raise these directly with the council.

**Data protection**

When managing your maternity leave and pay, we will process personal data collected in accordance with the data protection policy. Personal and or sensitive information is held securely and accessed by, and disclosed to, those who need to manage maternity leave and pay. Inappropriate access or disclosure of personal data would breach our data protection policy and should be reported immediately. A data breach may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

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

# NORMANTON TOWN COUNCIL

## EQUALITY AND DIVERSITY POLICY

### Our commitment

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

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

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

### Public Sector Equality Duty (PSED)

Under the **Equality Act 2010**, Normanton Town Council (as a public authority) is required to comply with the **Public Sector Equality Duty (PSED)**. This duty requires the Council, in exercising its functions, to have due regard to the need to:

1. **Eliminate** discrimination, harassment, victimisation, and any other conduct prohibited under the Equality Act 2010.
2. **Advance** equality of opportunity between people who share a protected characteristic and those who do not.
3. **Foster** good relations between people who share a protected characteristic and those who do not.

To meet this duty, the Council will:

- Consider equality in decision-making, policies, and service delivery.
- Take steps to address **disadvantages faced by underrepresented or disadvantaged groups**.
- Encourage **participation from diverse communities** in our public functions.
- Regularly review and publish equality-related data and policies in line with legal requirements.

This duty applies to **employment practices, service delivery, and decision-making processes** across all Council functions.

### The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or

because someone is married or in a civil partnership. These are known as "protected characteristics".

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

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

## **Types of unlawful discrimination**

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

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

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

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

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

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties. [Employers must take reasonable steps if an employee is being harassed by a third party \(e.g. suppliers, customers\).](#)



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

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

## Positive Action

Normanton Town Council recognises that, in some circumstances, certain groups may experience **barriers to employment or progression**. Under the **Equality Act 2010**, the Council may take **positive action** to address disadvantage, underrepresentation, or specific needs arising from a **protected characteristic**.

Positive action **is not the same as positive discrimination**, which remains unlawful in the UK. The Council may lawfully take **proportionate** steps to:

1. **Encourage applications** from underrepresented groups in recruitment.
2. **Support training and development initiatives** targeted at disadvantaged groups.
3. **Remove or reduce barriers** that prevent full participation in employment or services.

However, all recruitment, promotion, and employment decisions will continue to be based strictly on **merit and the ability to perform the role**.

The Council will review its workforce data periodically to assess whether **positive action measures** are appropriate and necessary.

## Equal opportunities in employment

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

### Equal Pay

Normanton Town Council is committed to ensuring equal pay for work of equal value in accordance with the Equality Act 2010. This means that:

- Employees will receive equal pay for the same or equivalent work, regardless of gender, race, disability, or any other protected characteristic.
- The Council will regularly review pay structures to identify and eliminate any unjustified differences.
- Any differences in pay must be based on clear, fair, and objective criteria, such as experience, qualifications, and responsibilities.
- Employees who believe they are not receiving equal pay for equal work have the right to raise concerns through the grievance procedure.

The Council will take reasonable steps to ensure transparency in pay decisions, ensuring compliance with UK employment law and best practice.

### Recruitment

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

### Working practices

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

### ~~Equal opportunities monitoring~~

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

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

### GDPR Compliance and Equal Opportunities Monitoring

Normanton Town Council is committed to handling all personal data in compliance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

#### **Equal Opportunities Monitoring.**

To ensure fairness in recruitment and employment practices, the Council may collect and monitor **anonymised diversity data**, including information on:

- **Ethnicity, gender, age, and disability status** of employees and job applicants.
- Representation of **protected characteristics** in recruitment and promotion processes.

This data is used to **identify and address potential barriers** and to support compliance with **equal opportunity obligations**.

#### **How We Process Data**

- **All diversity data is anonymised** and used for statistical purposes only.
- The Council ensures that any data collected is **voluntary, confidential, and stored securely**.
- Personal data will **never** be used to make individual employment decisions.

## Confidentiality and Employee Rights

Employees have the right to:

- Know how their data is being processed.
- Request corrections or removal of their data, where applicable.
- Object to their data being used in monitoring (if not legally required).
- 

For further details, employees should refer to the [Council's Privacy Notice and Data Protection Policy](#).

## Dignity at work

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

## ~~People not employed by the council~~

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

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

## Protection for Volunteers, Contractors, Agency Workers, and Service Users

Normanton Town Council is committed to ensuring that equality and non-discrimination principles extend beyond its employees to cover:

- Volunteers
- Contractors and consultants
- Agency workers
- Suppliers and partners
- Members of the public accessing Council services

The Council will:

- Ensure that all individuals working on behalf of the Council are treated fairly and with respect, regardless of their employment status.
- Take reasonable steps to prevent discrimination and harassment against non-employees.
- Investigate and address complaints of unlawful discrimination, harassment, or victimisation in relation to third parties.
- Expect contractors, suppliers, and partner organisations to adhere to equality standards in their work with the Council.

Anyone who experiences or witnesses unlawful discrimination, harassment, or victimisation while interacting with the Council is encouraged to report it so that appropriate action can be taken.

The Council follows ACAS guidance on preventing and addressing bullying, harassment, and discrimination in the workplace. Employees, volunteers, and third parties can refer to the ACAS Code of Practice on Disciplinary and Grievance Procedures for further information on their rights and the correct procedures for handling complaints.

## **Training**

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

The council will raise awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

## **Your responsibilities**

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

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

## **Grievances**

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

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

[All grievance procedures will be handled in line with the ACAS Code of Practice to ensure fairness, transparency, and compliance with employment law.](#)

## **Monitoring and review**

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law. [In particular, the council will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the council will implement them.

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

## NORMANTON TOWN COUNCIL

### EMPLOYEE EXPENSES POLICY

#### Purpose

This policy sets out the Council's rules on how employees can claim for expenses incurred in the performance of their duties for the Council. The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses and to ensure that these expenses are treated appropriately for tax purposes. It does not apply to councillors.

#### General procedure

The Council will reimburse you for actual expenditure that is incurred wholly, necessarily, and exclusively in connection with authorised duties that you undertake in the course of your employment. [All expenses must be incurred in compliance with HMRC guidelines to be reimbursed tax-free. If an expense does not meet these criteria, it may be considered a taxable benefit. Employees should review HMRC guidance on taxable expenses: \[www.gov.uk/expenses-and-benefits-a-to-z\]\(http://www.gov.uk/expenses-and-benefits-a-to-z\).](#)

To claim for expenses, you must use the Council's expenses claim forms and set out the reasons why the expense was incurred on the claim form. If you are unsure whether an expense can be claimed, you must seek prior written authorisation from The Town Clerk.

Expenses will not be paid unless supporting evidence is provided, together with a completed expense claim form. This should include original receipts or invoices with the date and time of the transaction (unless you are claiming for mileage).

When claiming for travel expenses on public transport, you should enclose the tickets showing the departure point and destination of your journey, where possible.

Credit and debit card statements will not be accepted.

Once completed and signed, you should submit your expense claim form Town Clerk for approval.

Expenses claims must be submitted within 30 days of the expense being incurred. If this is not practical, written approval for any extension will be required from the Town Clerk. The Council reserves the right to withhold any payment where prior written approval has not been given. The Council may return an expense claim form to you without payment if it is completed incorrectly or lacks supporting evidence.

The Council will pay claims for authorised expenses by petty cash or bank transfer into the same bank account into which your salary is paid.

In general, you should not incur expenses other than in the categories listed below. However, if you have claims for expenditure other than for those categories listed below, you should seek written approval from the Town Clerk before incurring the expense. The Council will accept email as written approval where it is required in this policy.

Any queries in relation to this policy should be directed to the Town Clerk.

## Homeworkers

If you are a Homeworker, your normal place of work as stated in your contract will be your home. The council will reimburse all reasonable expenses incurred by homeworkers in the course of their duties upon receipt of satisfactory claims.

The council will provide the following equipment necessary to enable homeworking employees to do their job:

- Desk with lockable drawer (or separate secure document store);
- Laptop or personal computer;
- Printer.

~~The council should also pay the employee for the costs associated with heating, lighting, etc. HMRC rules allow for some of these expenses to be paid tax-free (see HMRC guidance: [www.gov.uk/expenses-and-benefits-homeworking/whats-exempt](http://www.gov.uk/expenses-and-benefits-homeworking/whats-exempt)).~~

Employees may claim reasonable costs for heating, lighting, and broadband use in line with HMRC's homeworking allowance. Reimbursements up to £6 per week (£26 per month) are tax-free. Any claims exceeding this must be supported with receipts and may be subject to tax unless explicitly exempt under HMRC rules.

Alternatively, the council may consider paying a suitable sum to cover use of employees own equipment.

## Training

When attending training courses all employees and be able to claim travel expenses for the difference in the usual home to work costs. Where the training takes place outside contracted daily hours, part-time employees should be paid on the basis as time spent on training is working time.

## Travel

Employees and managers should consider whether or not travel is necessary or if there are more appropriate means (for example tele-conferencing or video-conferencing).

### Rail

You may claim for standard class rail fares only. Where possible, rail journeys should be booked well in advance to benefit from any discounts for early booking.

### Use of your own car

It may be appropriate and cost-effective to use your own car when travelling on business, for example if you are travelling with other staff or councillors or, where there is limited public transport to your destination, or the journey time is significantly shorter than using public transport.

Any use of your own car on business is subject to you:

- holding a full UK driving licence;
- ensuring that your car is roadworthy and fully registered; and
- holding comprehensive motor insurance that provides for business use.

Prior authorisation should be sought from the Town Clerk (or the Chair of the Staffing Committee in the case of the Clerk), before using your own car on business. The Council accepts no liability for any accident, loss, damage or claim arising out of any journey that you make on business. The Council will not pay for the cost of any insurance policy on your own car.

To claim for petrol expenditure, you should set out the distance of the journey undertaken on your expenses claim form. The Council will pay you a mileage allowance of 45p per mile for mileage under 10,000 miles and 25p per mile for mileage over 10,000 miles, or such other rate as set out from time to time by HMRC.

The Council will pay for tolls, congestion charges and parking costs incurred, where applicable.

#### Use of bicycle or Motorcycle

If use of your bicycle or motorcycle is approved, you can claim a mileage allowance of 20p or 24p per mile respectively. Any use of your own motorcycle on business is subject the same requirements as a car (see above).

#### Taxis

Any use of taxis will require prior approval and only in limited circumstances. These are:

- where taking a taxi would result in a significantly shorter travel time than using public transport;
- where there are several employees travelling together; or
- where personal security and safety of employees is an issue, for example taxis may be permitted after 9.30pm.

You must obtain a receipt with details of the date, place of departure and destination of the journey.

### **Overnight accommodation**

As a guideline for travel on council business you should book accommodation equivalent to three-star standard or less. You may book hotel accommodation of up to £120 maximum in a major city and £100 elsewhere. It is your responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.

### **Meals**

If you are required to be away from home on council business, you may claim up to:

- £10 for breakfast (if this is not included in the hotel room rate);
- £15 for lunch;
- £20 for dinner.

The maximum amounts above are inclusive of drinks. Alcohol cannot be reclaimed under any circumstances.

You should supply receipts and invoices for all hotel and meal expenses other than for the daily allowance, where no receipt is required.

### **Entertainment/gifts**

The Council has strict rules about offering or receiving both entertainment and gifts. Any gifts, rewards or entertainment offered to you **valued above £25.00** should be reported immediately to the Clerk (or the Chair of the Staffing Committee in the case of the Clerk). As a general rule, small tokens of appreciation, for example flowers or a bottle of wine, may be retained by employees.

[Employees must refuse any gifts that could create a conflict of interest.](#)

### **Annual events**

The Council may decide to hold a staff event, such as a Christmas meal or other celebration. Except where agreed to the contrary, attendance is not compulsory, and you will remain responsible for any expenses you incur.

### **Expenses that will not be reimbursed**

The Council will not reimburse you for:

- the cost of any travel between your home and usual place of work (except in exceptional circumstances for early morning/late night transport as set out above);
- the cost of any travel undertaken for personal reasons;
- the cost of any travel for your partner or spouse;
- any fines or penalties incurred while on council business for whatever reason, including penalties for not paying for a rail ticket in advance of boarding the train and penalties or fines associated with motoring offences, including speeding or parking fines, clamping or vehicle recovery charges;
- alcohol; and
- cash advances or withdrawals from an ATM machine.

You are required to pay for any travel costs incurred by your partner or spouse in the event that he or she accompanies you on business. Your spouse or partner must have adequate travel insurance for that journey.

### **False claims**

If the Council considers that any expenditure claimed was not legitimately incurred on behalf of the Council, it may request further details from you. The Council will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to you prior to the discovery that the claim was not legitimate or correct, it may deduct the value of that claim from your salary.

Any abuse of the Council's expenses policy will not be tolerated. This includes, but is not limited to:



- false expenses claims;
- claims for expenses that were not legitimately incurred;
- claims for personal gain;
- claims for hospitality and/or gifts without them having been declared; and
- receipt by you of hospitality and/or gifts from contacts that may be perceived to influence your judgment.

The Council will take disciplinary action where appropriate and, in certain circumstances, may treat a breach of this policy as gross misconduct, which may result in your summary dismissal. In addition, the Council may report the matter to the police for investigation and criminal prosecution.

# NORMANTON TOWN COUNCIL

## DISCIPLINARY POLICY

### Introduction

This policy is based on and complies with the latest ACAS Code of Practice on Disciplinary and Grievance Procedures (March 2024), which can be accessed here:

<https://www.acas.org.uk/acas-code-of-practice-on-disciplinary-and-grievance-procedures>

It also takes account of the ACAS guide on discipline and grievances at work.

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

The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

This policy confirms:

- Informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance.
- The Council will fully investigate the facts of each case.
- Misconduct and unsatisfactory work performance will be treated separately. Performance management will be used first before disciplinary action for performance issues.
- Employees will be informed in writing about the nature of the complaint and given the opportunity to state their case.
- Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing.
- Employees have the right to be accompanied at any investigatory, disciplinary, or appeal meeting by:
  - A workplace colleague
  - A trade union representative
  - An official employed by a trade union.
- The companion may address the meeting, put forward the employee's case, and confer privately with the employee but may not answer questions on their behalf.
- The Council will give employees reasonable notice of any meetings in this procedure, and employees must make all reasonable efforts to attend. If an employee cannot attend, they may request a postponement, proposing an alternative date within five working days unless unreasonable.
- Information about an employee's disciplinary matter will be restricted to those involved in the process and stored in accordance with GDPR.

- Audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment for an employee's medical condition.
- Employees have the right to appeal against any disciplinary decision. The appeal decision is final.

### **Informal Resolution**

Wherever possible, the Council aims to resolve issues informally through discussions, additional training, or mediation before considering formal disciplinary action. Informal discussions are not part of the formal disciplinary process, but a record may be kept of any agreed improvements.

### **Suspension**

If allegations of gross misconduct or serious misconduct are made, the Council may suspend the employee while further investigations are carried out. Suspension will be on full pay. The Council will review the suspension at least every two weeks to ensure it remains necessary and will consider alternatives to suspension where possible.

While on suspension, the employee is required to be available during normal working hours in case the Council needs to make contact. The employee must not contact or attempt to influence anyone connected with the investigation or discuss the matter with any other employee or councillor.

### **Disciplinary Investigation**

A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a case to answer.

If a formal investigation is required, the Council's staffing committee will appoint an Investigator, who will be independent. If no independent councillor is available, an external investigator will be appointed. The Investigator must submit findings within 20 working days where possible.

Employees will be informed in writing of the allegations and who is conducting the investigation. Employees will be given sufficient notice of investigatory meetings and the opportunity to comment on the allegations.

The Investigator's report will recommend:

- No case to answer and no further action.
- Informal resolution.
- Proceeding to a formal disciplinary hearing.

### **Disciplinary Meeting**

If a disciplinary hearing is required, a staffing sub-committee of three independent councillors will be appointed. No councillor with direct involvement in the matter will be appointed. The Investigator shall not sit on the sub-committee.

The employee will be informed in writing of:

- The names of the sub-committee members.
- Details of the alleged misconduct and potential consequences.
- Their right to be accompanied.
- Copies of relevant evidence and the Council's disciplinary procedure.

- The hearing date, with reasonable notice for preparation.

The burden of proof lies with the Council. The disciplinary sub-committee must be satisfied that there is a reasonable belief, based on the available evidence, that the alleged misconduct has occurred before taking disciplinary action.

The disciplinary meeting will follow this structure:

- The Chair introduces the panel and explains the process.
- The Investigator presents the findings.
- The employee (or their companion) presents their case.
- Both parties may question witnesses.
- The employee (or their companion) may summarise their case.

The decision will be communicated in writing within five working days, with the right of appeal.

### **Disciplinary Action**

The following actions may be taken:

- **First Written Warning:** If conduct falls below acceptable standards, the warning will outline the issue, the required improvement, the timeframe for improvement, and the right to appeal. The warning remains in force for 12 months unless otherwise specified.
- **Final Written Warning:** If the offence is serious or there is further misconduct, a final warning will be issued. It remains in force for 12 months unless an extension is justified.
- **Dismissal:** The Council may dismiss:
  - For gross misconduct.
  - If there is no improvement within the specified timeframe of a final written warning.
  - If another instance of misconduct occurs when a final written warning is already in force.

### **Grievances Raised During Disciplinary Procedures**

If an employee raises a grievance during the disciplinary process, the disciplinary procedure may be paused while the grievance is investigated if it is directly related to the disciplinary matter. If the grievance is unrelated, both procedures may continue separately.

### **Right of Appeal**

An employee has the right to appeal against any disciplinary action. The appeal must be submitted in writing within five working days, specifying the grounds of appeal:

- Failure to follow the disciplinary procedure.
- The decision was not supported by the evidence.
- The disciplinary action was too severe.
- New evidence has come to light.

Where possible, the appeal will be heard by a panel of three independent councillors. If this is not feasible, an external independent panel will be appointed. The appeal decision will be communicated in writing within five working days and is final.

If an appeal against dismissal is upheld, the employee will be reinstated with full pay and continuity of service preserved.

**Gross Misconduct**

An allegation of gross misconduct will always be fully investigated. If gross misconduct is found, the Council may dismiss the employee without notice. However, the employee will still have the right to a fair hearing and appeal.

This policy will be reviewed periodically to ensure compliance with UK employment law and ACAS guidance.