

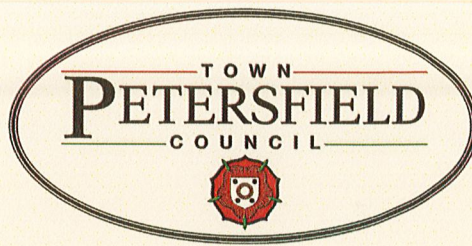
NEIL HITCH
Town Clerk

Tel. (01730) 264182

Fax. (01730) 231164

e-mail admin@petersfield-tc.gov.uk

www.petersfield-tc.gov.uk



The Town Hall
Heath Road
Petersfield
Hampshire
GU31 4EA

15th October 2020

Dear Councillor,

I hereby summon you to attend a meeting of the Petersfield Town Council to be held in the Council Chamber at the Town Hall, Petersfield, on **Thursday 22nd October at 6.30 p.m.** and via Zoom teleconference/video-conference facility as permitted by UK Government legislation during the current Covid-19 pandemic. The log in details to join via Zoom are as follows: <https://zoom.us/> with meeting ID: 816 8005 6410 (members of the public are asked to email committee.admin@petersfield-tc.gov.uk in advance, and by no later than 5pm on the day of the meeting, for the password).

Yours sincerely,

Neil Hitch
Town Clerk

A G E N D A

1. Town Mayor's comments.
2. To receive and record apologies for absence.
3. To consider the granting of a dispensation under Section 33 of the Localism Act (2011) to enable members to participate in, and vote on, an item of business on the agenda where they would otherwise have a Disclosable Pecuniary Interest and to confirm how long this dispensation may have effect.
4. To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, members may not participate in any discussion of, or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must

withdraw from the Chamber when the meeting discusses and votes on the matter.

5. To approve as a correct record and authorise the signing of the minutes of the meeting of the Petersfield Town Council held on 24th September 2020 (*previously distributed*).
6. Public Representation - Councillors to receive representation (including agenda items) from members of the public provided they (public) have given due notice of their intention to the Town Clerk no later than 10.30 a.m on the day of the meeting. The maximum time limit allowed per person is 3 minutes although this may be reduced if a large number of people express their wish to address councillors.
7. To consider the co-option of a new member to the Town Council.
8. To receive County Councillor's Report for October 2020 (*attached*).
9. To receive District Councillor's Report (*to follow*).
10. To receive Town Clerk's report (*attached*).
11. To receive the reports of the meetings of the following committees and approve any recommendations contained therein:

Planning Committee held on 6th October (*previously distributed*)
Town Development Committee held on 2nd October (*previously distributed*)
Public Halls Committee held on 12th October (*previously distributed*)
Grounds Committee held on 15th October (*to follow*)
Finance & General Purposes Committee held 19th October (*to follow*)
12. To consider the appointment of a new member to the Grounds Committee.
13. To consider the appointment of a new member to the Public Halls Committee.
14. To consider the report from the Working Party on the Daniel Day Lewis award (*attached*).
15. To consider the creation of a Covid-19 grants fund for local organisations affected by the pandemic (*verbal*).
16. To receive an update on the plans for Remembrance Sunday (*verbal*).
17. To receive an update on progress from morphing the Petersfield Coronavirus Help Network back into the Agencies Working Together Network/Lessons Learnt and Standby Planning for further activity should it be needed (*to follow*).
18. To review the Grievance and Disciplinary Policies (*attached*).
19. To review the Child Protection and Safeguarding Policy (*attached*).

20. To receive and approve the Schedule of Payments for August and September 2020 (*to follow*).

CONFIDENTIAL

21. To consider any staff or other confidential matters

~ End ~

**COUNTY COUNCILLOR REPORT
TO
ALL PARISH COUNCILS
IN PETERSFIELD HANGERS
1 OCTOBER 2020**

1. New Covid app

The County Council is urging Hampshire residents to download and use the new NHS Covid-19 app. The official contact tracing app for England and Wales went live on 24 September and is available to download for free on both Apple and Android phones for anyone aged 16 or over.

The app has features that include contact tracing, risk alerts based on postcode district, QR check-in at venues, symptom checker and Covid-19 test booking. The County Council would also like to inform residents that if they visit one of our venues, they will see the QR posters on display to enable them to easily 'check-in'.

2. Hampshire sets out targeted actions to reduce carbon emissions

On 29 September 2020 the County Council's Cabinet approved a Climate Change Action Plan and Framework 2020-2025. The plan is based on a carbon baseline produced by the Carbon Trust which established the greatest sources of emissions in Hampshire, and therefore where efforts must be focussed to reduce them.

These are from industry and commercial operations (38.89%), transport (36.98%) and housing, such as energy use and heating (23.66%). Cabinet also approved new decision-making tools, created by the Carbon Trust, designed to assess the carbon emissions and resilience impact of all significant decisions made by the County Council at the start of all projects. These tools provide a clear, robust, and transparent way of assessing how projects, policies and initiatives contribute towards the County Council's climate change targets; and will ensure climate change considerations are built into everything the Authority does.

The Strategy, Action Plan and Framework provides clarity for residents, communities, and partners on how the County Council will work to both make Hampshire more resilient to the impact of climate change and to meet carbon

reduction targets. It highlights our commitment to working with partners and other organisations, and the opportunities there are for others to get involved in helping us to deliver real change in Hampshire. More information is available at: <https://www.hants.gov.uk/climatechange>

3. The financial picture at HCC

Latest predictions put extra costs and losses at around £160 million this financial year – with around £83 million of that unfunded. This results from significant unplanned additional costs during the outbreak, as well as lost income from areas such as school meals, country parks and registration services (births, deaths and marriages).

The job of forecasting the financial impact of coronavirus is an immensely difficult task because of the uncertainty caused from such a fast-moving, evolving pandemic.

HCC has had some additional, welcome funding from Government in the form of grant and reimbursement of lost income. Together with some additional savings secured across our departments, the financial liability of coronavirus for this year is slightly less than we predicted earlier this summer.

However, moving into the medium term, the situation worsens as we also take stock of growing demand in adult social care which we expect to increase further as a result of the pandemic, further lost income and council tax revenue, and the costs of responding to any subsequent coronavirus outbreaks. It means that our total unfunded costs and losses rise to around £210 million over the next three years – with the need for at least £52 million from Government in order to remain financially viable in the future.

4. Successful start to school term

Attendance at Hampshire schools is exceptionally good and above the national average, despite the fears relating to COVID-19. The week ending 18 September 2020 saw: 91% of primary aged children attending Hampshire schools compared to 86% nationally; and 92% of secondary aged pupils compared to 88% nationally. Many absences are explained by the need to continue shielding because a pupil has a serious medical condition or a pupil has one of the more usual childhood illnesses.

In preparation for the new term, all schools carried out detailed risk assessments to put in place whatever they needed to, with support from HCC Children's Services. Those arrangements vary from school to school, depending on the size and layout of their sites, as well as the ages and number of children attending, but include:

- Placing children in distinct 'bubbles' to be maintained throughout the day
- Operating a one-way system around the school site
- Staggering the start and end of the school day
- Staggering break times
- Building time for frequent handwashing in the daily timetable
- Additionally, providing hand sanitiser in strategic areas of the building
- Frequent reminders to Catch It, Bin It, Kill It
- Additional cleaning of school buildings.

The successful return to school is a great success for Hampshire and we can all be proud of our schools.

5. Employment and training support post-Covid

Hampshire County Council is putting in place a raft of support to help residents get into work if they have become unemployed or had difficulty finding work after leaving education or training, due to COVID-19.

Our ambition is to minimise the negative impact of COVID-19 on our local economy, increase economic prosperity and continue to develop a skilled workforce for Hampshire to 2030 and beyond. The strategy sets out the actions that the County Council will be taking, including:

- Doubling the available Apprenticeship Levy funding to a total of £2 million. Further, the levy funding criteria will be extended to allow businesses to support higher and degree level apprenticeships.
- £1.3 million is being invested in Adult and Community learning and, in partnership with training providers, new, county-wide programmes will be created for adult basic skills.
- Employability Hubs are being established across the county, specialising in training and support for young people with special educational needs and/or disabilities.

- In support of those nearing school and college leaving age, the County Council's comprehensive Careers Information and Guidance Service will be expanded to be able to offer schools and colleges expert advice to enable them to develop their careers programmes, as well as to achieve the Quality in Careers kitemark.

Anyone wanting to find out more can visit:

<https://www.hampshirefutures.co.uk/course/view.php?id=548>

6. SDNPA launches New "People and Nature Network"

The South Downs has launched a document officially called the "People and Nature Network – Green Infrastructure in the South Downs National Park and wider South East". The document sets out how a wide range of partners can work together to plan positively for nature and natural services within and surrounding the protected landscapes of the South East. This is in recognition that nature, and the provision of natural ecosystem services do not follow administrative boundaries.

The authors of the plan (including academics, SDNPA Officers and the Sussex Biodiversity Centre) have analysed a wide range of evidence to develop a series of key priorities and principles for the 1st phase of the PANN area. From these high-level principles more detailed and localized strategies, plans, projects, and their delivery will be developed.

The research has found that there are hotspots in the study area where a number of issues coalesce to inhibit nature and natural processes. These areas are called 'Natural Capital Investment Areas' (NCIAs) and will be targeted for early action. I am pleased to report that "East Hants and Heathlands" is one of the 12 NCIA's.

I provide below a link to the Executive Summary for Councillors who wish to learn more about this exciting initiative:

<https://www.southdowns.gov.uk/wp-content/uploads/2020/07/PANN-GI-in-the-SDNP-and-wider-SE-FINAL.pdf>

RUSSELL OPPENHEIMER

County Councillor for Petersfield Hangers



CLERKS REPORT

Members are reminded that the items within this report are provided for information only and are not available for debate. If it is considered that an item listed within the report should be debated fully by members, then it will be placed on the next appropriate Committee or Council agenda. Any member wanting clarification or further information on any aspect of items within the report, please contact me in advance of the meeting.

General Reading and Information

The following publications have been received and are available for members to read:

- ✱ September 2020 edition of the South East Employers Newsletter
- ✱ Wessex Route: Stakeholder Newsletter issued by the East Hampshire Community Rail Partnership
- ✱ Councillor Newsletter issued by East Hampshire District Councillor
- ✱ Town, Parish & Community Councils Legal News Autumn 2020 Edition issued by Wellers Hedleys Solicitors
- ✱ The Rural Bulletin from the Rural Services Network
- ✱ Petersfield Museum News
- ✱ Countryside Services Access Newsletter October 2020 issued by Hampshire County Council
- ✱ Crime Prevention Update from Hampshire Constabulary
- ✱ Hampshire Views magazine issued by The Campaign to Protect Rural England
- ✱ Grounds Management Association Insider October Updates issued by the Grounds Management Association
- ✱ Rathbones Review magazine issued by Rathbones Investment Management

Other Information

- 1 All members need to be aware of their Disclosable Pecuniary Interest Forms and consider whether there have been any changes since it was last written. If there is a need for any change to be made please contact me and I will supply a fresh document for completion.

Neil Hitch
Town Clerk
15th October 2020

The Daniel Day Lewis Award – Positioning Paper

1. Background

Before the Annual Town Meeting on 2nd March, a full council meeting of Petersfield Town Council discussed nominations for the annual Daniel Day Lewis Award, the awarding of which would occur during the meeting.

It was an unhappy meeting. Several councillors were new, including me. I was struck by how vague the terms of reference were. Some nominees had submitted videos, others had letters of support. There were nominations covering at least three branches of the performing arts: drama; dance; musical performance. A decision was reached but it was clear that the process needed revisiting.

A small group of councillors was set up to review the process and recommend improvements: Peter Clist; John Lees; Zoe Parker.

As this group could not meet during Coronavirus 'lockdown' I volunteered to research the topic and feed the results to the rest of the group, hopefully shortening the decision-making process post-lockdown. There follow the comments of George Watkinson, councillor throughout the currency of the Award, and Mary Vincent, former councillor and the Mayor who instituted the Award.

2. 'Phone Call with George Watkinson 1 April 2020

2.1 History

In late 2012 or early 2013, DDL won his second Oscar. As he had been educated in Petersfield (Bedales), the then Mayor, Mary Vincent, wrote to him asking if he would be prepared to lend his name to a prize to be awarded to a person 18 or younger. It was understood that it would be for achievement in the arts, but GWis convinced that no specific criteria were mentioned. The prize would run annually for a period of 10 years. The prize would be a gift from Petersfield Town Council (a complete set of Shakespeare) and a letter signed by DDL.

In the first year, three councillors had seen relevant productions. In the second, two had. In both years, agreement on a winner was amicably reached. In the third, only GW had seen a relevant production. He refused to make the choice on his own. The decision was then made on the basis of reviews of and published letters about performances. This trend continued right the way

through the 'old' council. GW was one of few interested in attending performances and the prize was awarded on the basis of reviews and letters.

The first year under the current council (2019), there was a slight change in that many supporters (Drama teachers, local amateur theatres etc) wrote letters of commendation, often attaching a video. GW was convinced that the quality and fluency of the letter of recommendation was taken into account: nominees recommended by teachers of English and submitting a video of their performance had an advantage.

GW has consistently complained that there are no known criteria on which the award is based, other than age.

2.2 GW's comments

- i) What exactly is the prize for? Is it for an outstanding performance in the performing arts generally? Or Drama alone? What about musicals? What about dance?
- ii) Perhaps all nominations should be accompanied by a video, or none
- iii) Letters of support should, perhaps, not take helpfulness to other performers into account.
- iv) The fluency of any letter of support should count neither for nor against the nominee.

3. 'Phone Call with Mary Vincent 4 April 2020

3.1 History

During her time as Mayor, MV attended a local amateur performance. One young person stood out. There was a breakdown during the play (presumably a technical breakdown) and this young male coped admirably and carried the play. MV said to her companion that the young boy concerned deserved an award for his performance. Thus, the idea was born.

She knew that DDL had just won his third Oscar, had been born and raised in Steep and had attended Bedales. He seemed an appropriate person to offer a name to the award. She wrote to his agent and secured his agreement to lend his name to an award for a young person to last ten consecutive years.

Her original idea was that the award should be for acting - 'a bunch of youngsters on stage and one stands out'. Over time, other disciplines made their way into contention: musical performance; dance; even proficiency with one of the backstage skills. MV always felt that the award was for acting and resisted the trend but the 2020 discussion considered a musician and a dancer as well as actors. The winner was a dancer.

To launch the award, she wrote to the relevant local secondary schools (TPS, Churcher's, Bedales) and am. dram. Societies. In her time as Mayor, she was invited to attend all sorts of local events but had never been invited to a relevant production by any of the three schools.

I asked whether there had ever been a residency criterion. She said not.

3.2 MV comments

- i) A continuing problem has been that nobody sees all relevant shows.
- ii) Opening the award to disciplines other than drama makes valid comparison difficult
- iii) MV was keen on local drama: her successors have varied in their commitment and the award has gradually generated less and less enthusiasm.
- iv) I explained why I was asking these questions and asked her what she would do if still Mayor. She said that, in view of the lack of enthusiasm from councillors, she would let it die when the final three years were up.

4. PJC Comment

4.1 The meeting for the 2020 award

- i) There were no criteria. Indeed, the very basis of the choice was questioned during the process, with, for example, a vigorous discussion about whether helpfulness to other performers was or was not admissible as evidence. To me that was rebuilding the foundations having just reached first floor level: there should have been a clear and agreed basis.
- ii) There seemed to be no accepted way of evaluating different forms of expression against each other; dance; music; drama.
- iii) Some provided videos, some did not. Those who did not were at a clear disadvantage.
- iv) Is helpfulness to other performers and to directing adults relevant?

4.2 PJC Comment - Suggestions to explore/Questions to resolve

- i) Is the prize for drama?
 - a) DDL is an actor: it would make sense to make the prize primarily for drama, as it was originally in MV's mind.
 - b) If the play includes music or dance, alongside acting, the evaluation should be on the whole performance including the second skill.
 - c) Performances that are wholly dance or wholly music may not be eligible.

- ii) Should we require a 10-minute video clip of the performance in question? Whatever we do, we should be consistent so that those not submitting a video are not at a disadvantage.
- iii) Any letters of support or commendation should limit themselves to the performance. Analysis of audience reaction would be particularly helpful
- iv) Councillors should be encouraged to attend local productions. Could we calculate a rota at the beginning of the year for volunteers?
- v) Relevant performances should include, naturally, the Festival Hall but also the three local secondary schools.
- vi) In view of Bedales taking boarders, I would favour some sort of local residency qualification. The PTC precept is probably too narrow. I'd favour using the EHDC community charge.
- vii) Whatever changes are agreed, DDL's support must be secured.
- viii) The support from DDL lasts three more years, with 2023 being the last. MV, its originator, recommends that we then let it die.

PJC

4th April 2020

Daniel Day Lewis Award (2)

Update

Background

A small Working Party was convened in March 2020 to discuss the future of the Daniel Day Lewis Award. The virus intervened and we never met in person. However, we did do some research and agreed an interim positioning paper - attached. We see no reason to change it and include it to show our thinking.

We are conscious that seven months have passed and favour a discussion at full council to agree a way forward. After further discussions, we believe there are two options open: -

Option 1 - Make changes to the award but continue it

Advantages

- a) The DDLA is known in the artistic communities of town and school.
- b) It has a recognised brand, albeit only locally, and works to encourage local youngsters to practise and enjoy artistic and cultural activities before entering the worlds of university and/or work.
- c) It acts to encourage a healthy artistic and cultural scene in our town and our schools.

Disadvantages

- d) A number of steps would be necessary before a relaunch, namely: -
 - a. Decide on who the award is for
 - i. We have given the prize to actors and dancers, welcomed a submission from a popular musician and declined one from a backstage youngster. On the present criteria, there is no reason to refuse applications from breakdance, ballet, rap, classical music, front-of-house or backstage.
 - b. Agree on criteria against which merit will be judged
 - c. Decide on a strict application form and which supporting materials (if any) are admissible: videos; letters of commendation; evidence of help and support to other cast members.
 - d. Appoint someone to ensure enough productions are seen, either in person or using a team of volunteers.
 - e. Secure DDL's agreement.

Some of these are likely to be contentious. Several are likely to be time-consuming. Once done and agreed, they would need to be communicated to schools and organisations likely to participate.

Option 2 - Stop the award

Advantages

- a) We doubt that the Council has time and resources necessary to re-launch the award.
- b) In a time of Covid, it is a quick and clean solution.
- c) The award, realistically, has only three years to run (2021-3). If the award is redone and relaunched, it would need a fresh look in 2023.

Disadvantages

- d) It closes our only formal encouragement to local youngsters interested in artistic and cultural matters.
- e) There might be some hostile comment from local schools and societies, linked possibly to what some see as unreasonable delay upgrading the building that is Petersfield's cultural heart.

Recommendation

We make no recommendation. Each of the options outlined above has at least one supporter on the Working Party.

We feel it is a decision to be made at full council and have sought to outline the two options and the pros and cons of each. We commend our two reports to the Council.

5 October 2020

Peter Clist, John Lees, Zoe Parker



DISCIPLINARY PROCEDURE

1. INTRODUCTION

This disciplinary procedure is designed to help and encourage employees to achieve and maintain acceptable standards of conduct and job performance at all times including the need to:

- Fulfil the duties specified in their contract of employment.
- Be honest and act beyond suspicion of dishonesty.
- Maintain high standards of integrity and conduct to protect the Council's image and reputation with the public.

1.1 This policy indicates the disciplinary procedure that will normally be followed in the event of misconduct. The following list provides examples of conduct that will normally be regarded as misconduct leading to disciplinary proceedings only:

- Unsatisfactory time keeping
- Absenteeism, including any absence from work during a working day without prior authorisation or instruction
- Failure to comply with rules and regulations applicable to job requirements
- Failure by an employee to perform the duties and responsibilities of his or her post to the standard expected by the Council
- Insubordination
- Any other conduct that from time to time is defined by the Council as amounting to misconduct.

1.2 For first instances of minor misconduct by the employee the Town Clerk may speak to the employee informally before implementing a formal disciplinary procedure. However there is no obligation for the Town Clerk to do this.

2. SCOPE

The procedure applies to all employees of Petersfield Town Council.

3. VERBAL WARNINGS

Verbal Warnings are issued for most first instances of general misconduct, depending on the seriousness of the offence. If the employee is given a Verbal Warning he or she will be warned of the likely consequences of any

further disciplinary offences or a failure to improve his or her conduct to the satisfaction of the Council. A note confirming the Verbal Warning will be placed on the employee's personnel file and a copy will be provided to the employee. A Verbal Warning will normally remain in force for 6 months.

The Verbal Warning stage of the procedure may be omitted if the offence is of a sufficiently serious nature.

4. FIRST WRITTEN WARNING

In the case of a serious offence or repetition of an earlier minor offence the employee will normally be given a First Written Warning. A First Written Warning will be issued by the Town Clerk and will set out:

- the nature of the offence and the improvement required (if appropriate) and over what period.
- the likely consequences of any further offence or failure by the employee to improve his/her conduct to an acceptable standard.
- that further offences will result in more serious disciplinary action.
- the employee's right of appeal.

A First Written Warning will normally remain in force for 12 months.

The First Written Warning stage of the procedure may be omitted if the offence is of a sufficiently serious nature.

5. FINAL WRITTEN WARNING

If further misconduct occurs within the time period specified in a First Written Warning, or if the misconduct is sufficiently serious the employee will be given a Final Written Warning. A Final Written Warning will be issued by the Town Clerk and will set out:

- the nature of the offence and the improvement required (if appropriate) and over what period.
- the likely consequences of any further offence or a failure by the employee to improve his/her conduct to an acceptable standard.
- that further offences will result in more serious disciplinary action up to and including dismissal.
- the employees right of appeal.

Final Written Warnings may also be issued in circumstances where the misconduct does not amount to gross misconduct but is sufficiently serious enough to warrant only one written warning.

A Final Written Warning will normally remain in force for 12 months.

6. STANDARD COUNCIL DISCIPLINARY PROCEDURE

- 6.1 In the case of further misconduct within the time period specified in any Final Written Warning or if the misconduct is sufficiently serious and the Council deems it to be appropriate to contemplate the dismissal, demotion or suspension of the employee, the following formal disciplinary procedure will be followed.
- 6.2 The Council will investigate the alleged misconduct and will establish the facts surrounding the complaint as necessary, taking into account the statements of any available witnesses.
- 6.3 The Council will set out in writing the alleged conduct or other circumstances which lead the Council to contemplate dismissing the employee or taking disciplinary action against the employee and the basis for the allegation and will send the employee a copy of the statement inviting the employee to attend a disciplinary meeting to discuss the matter. The employee will be provided with a reasonable opportunity to consider his or her response to the information provided in the statement before attending the meeting. The employee must take all reasonable steps to attend the meeting.
- 6.4 Disciplinary meetings will normally be convened within 5 working days of the Council sending the employee the written statement referred to in 6.3 above. The employee may be accompanied to any disciplinary meeting by a fellow employee or by a representative of a trade union. The Council will be represented by the Town Clerk.
- 6.5 If the time or date proposed for the meeting is inconvenient (either for the employee or for the employees companion should he or she wish to be accompanied to the meeting pursuant to 6.4 above) the employee may ask to postpone the meeting by up to 5 working days.
- 6.6 The meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the Town Clerk time to consider the decision.
- 6.7 After the meeting the Council will inform the employee of their decision and any applicable sanction within 5 working days (the meeting may be reconvened for this purpose). The decision will be confirmed to the employee in writing.

- 6.8 If the employee wishes to appeal against the decision or if the employee feels the Disciplinary Procedure was not followed, he or she must notify the Council in writing within 5 days of receiving written notice of the decision.
- 6.9 If the employee notifies the Council that he or she wishes to appeal, the employee will be invited to attend a disciplinary appeal meeting before the Council's Staff Panel. The employee must take all reasonable steps to attend that disciplinary appeal meeting. The employee has the right to be accompanied to a disciplinary appeal meeting by a fellow employee or by a representative of a trade union. If disciplinary action is against The Town Clerk the first interview is to be held with the Staff Panel and any appeal to be heard by the Council's Appeals Panel.
- 6.10 A disciplinary appeal meeting will normally be convened within 7 working days of the Council receiving notification that the employee wishes to appeal pursuant to 6.8 above. If the meeting date is inconvenient for the employee or the employee's companion he or she may ask to postpone the meeting by up to 5 working days.
- 6.10.1 Any new evidence that the employee wishes to put forward will be considered, as will any new evidence from the Council. The original disciplinary penalty will be reviewed.
- 6.10.2 The disciplinary appeal sanction originally imposed cannot be increased upon appeal.
- 6.10.3 The disciplinary appeal meeting will not necessarily take place before any disciplinary sanction imposed by the Council takes effect. If the employee's appeal is against dismissal and the appeal is successful the employee will be reinstated and continuity of employment will be preserved.
- 6.10.4 The meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the Council's Staff Panel time to consider its decision.
- 6.11 After the disciplinary appeal meeting the Council will inform the employee of its final decision within 5 working days (the meeting may be reconvened for this purpose). The decision will be confirmed to the employee in writing.

7. COUNCIL DISMISSAL PROCEDURE FOR USE IN GROSS MISCONDUCT

7.1 The following list provides examples of conduct that will normally be regarded by the Council as Gross Misconduct. This list is not exhaustive. These are examples only:

- Unreasonable refusal by an employee to carry out his or her duties
- Falsification of documents or information (including expense claims)
- Unauthorised disclosure of confidential information
- Assaulting a fellow employee or any other person whilst acting or purporting to act on behalf of the Council
- Insulting, indecent or offensive behaviour towards a fellow employee or any other person whilst acting or purporting to act on behalf of the Council
- Discriminatory or offensive behaviour of any kind towards colleagues or customers
- Any kind of discrimination
- Serious insubordination
- Negligence which causes or might cause unacceptable loss, damage, or injury
- Serious or repeated harassment (including sexual and racial harassment)
- Incapacity at work due to the influence of alcohol, unprescribed drugs or any other substance
- Wilful damage to Council property
- Theft, unauthorised use or possession of Council property or theft of the property of a fellow employee
- Conduct bringing the Council into disrepute
- Breach of trust
- Any other conduct that from time to time is defined by the Council as amounting to gross misconduct.

7.2 If an employee is accused of any Gross Misconduct, he or she may be suspended from work on full pay pending the outcome of an investigation into the alleged offence(s). Such a period of suspension will not normally exceed 10 working days unless there are exceptional circumstances.

7.3 The Council will investigate the matter and will establish the facts surrounding the complaint as necessary, taking into account the

statements of any available witnesses. As part of that investigation the employee will be interviewed.

- 7.4 If the Council believes the employee is guilty of gross misconduct his or her employment will be terminated without notice or pay in lieu of notice.
- 7.5 The Council will send the employee a statement, setting out the allegations of misconduct that led to the employee's dismissal and the Council's basis for believing that the employee is guilty of that misconduct. The date on which the employment terminated will be confirmed to the employee and the employee may be reminded of any continuing obligations he or she may have following the termination of employment. The statement will also explain the employee's right to appeal against the Council's decision.
- 7.6 If the employee wishes to appeal against the Council's decision he or she must notify the Council in writing within 5 working days of receiving notice of the Council's decision pursuant to 7.5 above.
- 7.7 If the employee appeals the Council will invite the employee to attend a disciplinary appeal meeting before the Council's Staff Panel. The employee must take all reasonable steps to attend the meeting. The employee has the right to be accompanied to a disciplinary appeal meeting by a fellow employee or by a representative of a trade union.
- 7.8 Any disciplinary appeal meeting will normally be convened within 7 working days of the Council receiving notice from the employee that he or she wishes to appeal pursuant to 7.6 above. If the date of the meeting is inconvenient for the employee or his or her companion the employee may ask to postpone the meeting by up to 5 working days.
 - 7.8.1 Any new evidence that the employee wishes to put forward will be considered as will any new evidence from the Council. The original disciplinary penalty will be reviewed.
 - 7.8.2 The disciplinary sanction originally imposed cannot be increased upon appeal.
 - 7.8.3 The disciplinary appeal meeting will not necessarily take place before any disciplinary sanction imposed by the Council takes effect. If the employee's appeal is against dismissal and the appeal is successful he or she will be reinstated and continuity of employment will be preserved.

7.8.4 The meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the Council's Staff Panel time to consider its decision.

- 7.9 After the disciplinary appeal meeting the employee will be informed of the Council's final decision within 5 working days (the meeting may be reconvened for this purpose). The Council's decision will be confirmed to the employee in writing.

8 GENERAL PROCEDURAL INFORMATION

- 8.6 Verbal Warnings and Written Warnings will normally be issued by the Town Clerk. Disciplinary proceedings raised under the standard Council disciplinary procedure will also normally be investigated and any meetings to discuss the disciplinary proceedings conducted by the Town Clerk.
- 8.7 Where disciplinary proceedings are instigated against the clerk or all employee relations matters are dealt with by the Council's Staff Panel, verbal warnings and written warnings will be given by the Chairman of that Committee. Any investigations and any meetings will be carried out by the Council's Staff Panel. Any disciplinary appeal meeting will be conducted by the Council's Appeals Panel.



GRIEVANCE PROCEDURE

1. INTRODUCTION

1.1 This procedure applies to all employees of the Council.

1.2 The objectives of the procedure are:

- To foster good relationships between the Council and its employees by discouraging the harbouring of grievances.
- To settle grievances as near as possible to their point of origin.
- To ensure the Council treats grievances seriously and resolves them as quickly as possible.
- To ensure that employees are treated fairly and consistently throughout the Council.

1.3 Matters excluded from this procedure are as follows:

- Appeals against salary or grading.
- Appeals against disciplinary actions.
- Income tax, national insurance matters, rates of pay collectively agreed at the national or local level.
- Rules of pension schemes.
- A grievance about a matter over which the Council has no control.

2. INFORMAL GRIEVANCE PROCEDURE

In the interests of maintaining good working relations the employee is encouraged to first discuss any grievance with the Town Clerk with a view to resolving the matter informally if appropriate. If the employee feels that this is not appropriate or he or she wishes to pursue a formal grievance they should follow the procedure detailed below.

3. FORMAL GRIEVANCE PROCEDURE

STANDARD COUNCIL GRIEVANCE PROCEDURE

3.1. The employee must set out his/her grievance in writing ("Statement of Grievance") and provide a copy to the Town Clerk.

- 3.2. Once the Council has had a reasonable opportunity to consider its response to the information provided in the Statement of Grievance the employee will be invited to attend a grievance meeting to discuss the matter.
 - 3.2.1 The employee must take all reasonable steps to attend the meeting.
 - 3.2.2 Grievance meetings will normally be convened with 14 days of the Council receiving the Statement of Grievance.
 - 3.2.3 The employee has the right to be accompanied to a grievance meeting by a fellow employee or by a Trade Union representative.
 - 3.2.4 If the meeting is inconvenient for either the employee or his or her companion, the employee has the right to postpone the meeting by up to 5 working days.
- 3.3 A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the Town Clerk time to consider the decision.
- 3.4 After the meeting the employee will be informed of the Council's decision within 5 working days (the meeting may be reconvened for this purpose). The Council's decision will be confirmed to the employee in writing.
- 3.5 If the employee wishes to appeal against the Council's decision he or she must inform the Council within 5 working days of receiving the decision.
- 3.6 If the employee notifies the Council that they wish to appeal, the employee will be invited to attend a grievance appeal meeting before the Council's Staff Panel. The employee must take all reasonable steps to attend that meeting. The employee has the right to be accompanied to a grievance appeal meeting by a fellow employee or by a Trade Union representative.
- 3.7 A grievance appeal meeting will normally be convened within 7 working days of the Council receiving notice that the employee wishes to appeal pursuant to 3.5 above. If the meeting time is inconvenient for the employee or his or her companion, the employee may ask to postpone the meeting by up to 5 working days.

- 3.8 After the grievance appeal meeting the employee will be informed of the Council's final decision within 5 working days (the meeting may be reconvened for this purpose). The Council's decision will be confirmed to the employee in writing.

4. MODIFIED COUNCIL GRIEVANCE PROCEDURE (FOR FORMER EMPLOYEES)

- 4.1. If an ex-employee wishes to raise a grievance, he or she must set out their grievance and the basis for that grievance in writing and provide a copy to the Chairman of the Council's Staff Panel.
- 4.2. Following receipt of a statement of grievance pursuant to 4.1 above, the Council will either write to the ex-employee inviting him or her to attend a meeting to discuss the grievance, or to ask for the ex-employee's agreement to the Council responding to the grievance in writing.
- 4.2.1 If the ex-employee does not agree to the matter being dealt with by correspondence within 7 working days of the Council writing to them pursuant to 4.2 above steps 3.1 to 3.4 of the standard Council grievance procedure will be followed. The meeting will be conducted by the Council's Staff Panel.
- 4.2.2 If the ex-employee does agree to the matter being dealt with by correspondence, the Council's Staff Panel will consider his or her grievance and will respond to the ex-employee in writing within 14 days of the receipt of such confirmation setting out the basis for the Council's decision.

5 GENERAL PROCEDURAL INFORMATION

- 5.1 Grievances raised under the standard Council grievance procedure will normally be investigated, and any meetings to discuss the grievance conducted by the Town Clerk.
- 5.2. If an employee's grievance is about the Town Clerk they should raise the matter with the Chairman of the Council's Staff Panel. All investigations and any grievance meeting will be conducted by the said Staff Panel and any grievance appeal meeting will be conducted by the Appeals Panel.
- 5.3. Where a grievance is raised by the clerk to the Council or all employee relations matters are dealt with by the Council's Staff Panel all investigations and any grievance meeting will be conducted the by said Panel. Any grievance appeal meeting will be conducted by the Council's Appeals Panel.

- 5.4. A copy of the Statement of Grievance, a note of the decision taken at the first stage of the procedure, any notice of appeal and appeal decision will be placed on the employee's/ex-employee's personnel file, together with any notes or evidence taken or compiled during the course of the procedure.



Child Protection and Safeguarding Policy 2019/20

Reviewed: May 2019
Minute number CO122 refers
Date of next review: May 2020

1. Introduction and Aims of this Policy

1.1 All Officers, Staff and elected members of Petersfield Town Council have a duty to safeguard children and adults at risk.

1.2 This policy promotes good practice in safeguarding for those using Petersfield Town Council facilities.

2. Definitions

2.1 Children:

- Anyone under the age of 18 years

2.2 Adult at Risk: Those over the age of 18 years and who are or may be:-

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- In need of community care services by reasons of mental health or other disability, age or illness

2.3 Safeguarding:

- Protecting children and adults at risk from maltreatment
- Preventing impairment of the health or development of children and adults at risk
- Ensuring children and adults at risk are growing up and living in circumstances consistent with safe and effective care
- Enabling children and young people to have optimum life chances and to enter adulthood successfully

2.4 Members:

- Those to whom the policy and procedures apply

3. To whom this policy applies

3.1 This policy applies to anyone working for or on behalf of the Petersfield Town Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

3.2 It also applies to any individual hiring, leasing or using the Petersfield Town Council facilities for the purpose of delivering any service to children and adults at risk. Any such individual should, in the first instance, contact their own Safeguarding Lead or, if applicable, contact Children's or Adults' Services.

4. Principles

4.1 The welfare of children and adults at risk is everyone's responsibility, particularly when it comes to protecting them from abuse. Children and adults at risk have a lot to gain from sport, recreation and leisure. Their natural sense of fun and spontaneity can blossom in a positive environment supported by the Petersfield Town Council who will aim to provide an excellent opportunity for them to learn new skills, become more confident and maximise their own unique potential. This Policy is based on the following principles:-

- The welfare of children and adults at risk is the primary concern.
- All children and adults at risk whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from abuse.
- It is everyone's responsibility to report any concerns about abuse to the Town Clerk in the first instance. If the Town Clerk is unavailable then to whoever is deputising for him/her at the time. Anyone hiring, leasing or using the Petersfield Town Council facilities (as defined in 3.2 above) should, in the first instance, contact their own Safeguarding Lead or, if applicable, contact Children's or Adults' Services.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- Any personal data will be processed in accordance with the requirements of the Data Protection Act 2018 aka General Data Protection Regulation (GDPR).

5. Review

5.1 This Policy and these Procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the protection of children and adults at risk or any changes within Petersfield Town Council. Examples include the possibility of a change in legislation where Parish & Town Councillors may be required to undergo DBS checks. (Disclosure and Barring Service).
- Following any issues or concerns raised about the protection of children and adults at risk within Petersfield Town Council.
- In all other circumstances, at least annually.

6. Promoting a safe environment

6.1 All Officers, Staff and elected members of Petersfield Town Council recognise that in order to promote a safe environment for children, and adults at risk the Petersfield Town Council will need to:-

- Promote the health and welfare of children and adults at risk by the provision of facilities in which they can take part in sport, leisure and recreation safely.
- Respect and promote the rights, wishes and feelings of children and adults at risk.
- Promote and implement appropriate procedures to safeguard the well-being of children and adults at risk and protect them from abuse.
- Recruit, train, support and supervise its members to adopt best practice to safeguard and protect children and adults at risk from abuse and to minimise risk to themselves.
- Require members to adopt and abide by this Child Protection Policy and the East Hampshire Child Protection Code of Practice.
- Require all organisations using its facilities, which have contact with children and adults at risk to have a Child Protection and Safeguarding Policy.
- Respond to any allegations of misconduct or abuse of children and adults at risk in line with this Policy and the East Hampshire Child Protection Code of Practice as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Provide safe facilities and do regular safety assessments.
- Ensure that employees, councillors and leaders of activities in Petersfield Town Council facilities, are aware of the safeguarding expectations.
- Ensure that the Policy for users of Petersfield Town Council facilities include a requirement that they are safe to work with children, young people and adults at risk. For example, those adults who have regular unsupervised contact with children, young people or adults at risk during the course of their duties should undergo appropriate Disclosure and Barring Service checks. (DBS)

7. Hiring of facilities to groups for use with children, young people or adults at risk

7.1 Petersfield Town Council will require the hirer to:

- Have public liability insurance.
- Have a suitable safeguarding children, young people and adults at risk policy and/or agree to work to the Petersfield Town Council Council's policy and relevant guidance.
- Organise appropriate adult/carer ratio to children, young persons and adults at risk in accordance with up to date regulations. For young children as an example OFSTED recommendations are as follows for England and Wales:
 - For 0 to 2 years – one adult to every three children (1:3)
 - For 2 to 3 years – one adult to every four children (1:4)
 - For 3 to 8 years – one adult to every eight children (1:8)
 - For over-8s – one for the first 8, then one for every additional 10 children.

There should always be more than one adult for any group and at least one should be female. Helpers under 18 years old count as children and not adults in these ratios. If you have a number of teenage helpers, you will need more adult leaders, not fewer.

- Ensure leaders make their members aware of the Petersfield Town Council Council's Policy and ensure that it is followed whilst using Petersfield Town Council facilities.
- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid box is.
- Do risk assessments for individual activities.

8. Safe working practice

8.1 All users of Petersfield Town Council Facilities must follow the safeguarding children, young people and adults at risk policy and procedures at all times. For example they should:

- Never leave children, young people or adults at risk unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- Ensure that where a child, young person or adult at risk needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

9. Expectations of behaviour

All users of Petersfield Town Council Facilities should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Treat each other with respect and show consideration for other groups using the facilities.
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, Petersfield Town Council Councillors, the Petersfield Town Council clerk or parents and carers, as appropriate.

10. Allegations against staff and volunteers

- All staff and volunteers should take care not to place themselves in a potentially misunderstood position with a child or adults at risk. It is advisable for interviews or work with individual children and adults at risk or parents to be conducted in view of other adults.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the lead person/ supervisor or the most senior staff member available.
- If the allegation made to a member of staff concerns the lead person/ supervisor the recipient of the allegation will immediately inform the person's line manager or the Petersfield Town Clerk.
- The Petersfield Town Council should follow the Hampshire County Council/EHDC procedures for managing allegations against staff/volunteers on the appropriate website. No attempt should be made to investigate or take action before consultation with the Local Authority. In this case Hampshire County Council. See contact details below.

11. Whistleblowing

11.1 All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues. See References for the Petersfield Town Council general purpose Whistle Blowing Policy.

12. What should be a cause for concern?

12.1 Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

12.2 All staff and volunteers coming in to contact with children and adults at risk need to have an awareness of safeguarding. Free introductory online training can be arranged.

13. Guidance for Organisations

13.1 It is crucial that the Town Council's Child Protection and Safeguarding policy and procedures apply to everyone who works on behalf of your organisation. This includes all professional and non-professional, full and part-time staff, paid and unpaid employees, councillors, volunteers, coaches, officials, parents, guardians and the children.

13.2 It may be necessary to include an opening statement in your Policy defining to whom your Policy and Procedures apply to ensure that all of the categories listed above are included.

13.3 It is advisable to formally require any other individual who is associated with your organisation to agree to abide by your policy and procedures for the duration of their

involvement with your organisation e.g. a specialist working with a group of developing child athletes who is not a member but whose services are used by the governing body either paid or unpaid.

13.4 It is also advised that governing bodies include within the plan for adopting a policy and procedures, a process to ensure all organisations using their facilities have a reciprocal policy and procedures, either by adopting the governing body's policy and procedures or by developing a policy and procedures to an agreed standard that enables the required action for delivering child protection good practice.

13.5 Monitoring and evaluation are critical components of any policy with these procedures likely to be subject of amendment as a result of changes in legislation, case reports, changes in the sporting environment, research findings, to name a few.

13.6 Support for the implementation of child protection measures can be sought from Community First East Hampshire.

Documents for Reference

Hampshire Multi Agency Safeguarding Hub (MASH) & DBS Checks

- <http://www3.hants.gov.uk/childrens-services/providers/safeguarding-earlyyears.htm>
- <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childprotection/mash>
- <http://documents.hants.gov.uk/corprhantsweb/CriminalRecordsCheckingDBSincOverseasCheckPolicyv112014-10-01-WEBHF000007733289.pdf>
- <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childprotection/reportingabuse>
- <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/contacts>
- Petersfield Town Council Whistle Blowing Policy