

# Galleywood Parish Council



The Keene Hall, Watchouse Road, Galleywood, Chelmsford CM2 8PT

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Members of the Council are hereby summoned to attend a **Council Meeting** on **21 November 2024** at 7.00pm in Lodge Room, The Keene Hall, Watchouse Road, Galleywood CM2 8PT for the purpose of transacting the following business. Members of the press and public are welcome to attend.

K Wilde  
Mrs Kelly Wilde  
Clerk to Galleywood Parish Council  
14 November 2024

Councillors: G Bonnett, A McQuiggan, N Paul, J Potter, C Shreeve, S Troop (Chairman),  
J Turkentine and B Woolward.

## **COUNCIL AGENDA** **This meeting will be recorded.**

- FC24-830 Apologies for Absence**  
To receive and approve apologies and reasons for absence.
- FC24-831 Declaring of Interests and Dispensations**  
Members must not participate in any discussion on the matter in which they have declared a Disclosable Pecuniary Interest or other Pecuniary Interest.
- FC24-832 Confirmation of Minutes** (herewith)  
To agree and sign the minutes of the meeting held on 19 September 2024.
- FC24-833 Public Participation Session with respect to items on the agenda**  
To allow up to 15 minutes for members of the public to make representations.
- FC24-834 Resignation** (herewith)  
Members to note the resignation of Cllr Smith. A notice of a Councillor vacancy has been advertised on noticeboards and social media.
- FC24-835 Meetings** (herewith)  
To note the following meeting(s) have been held and draft minutes have been circulated:  
a. Planning and Highways Committee – 1 October 2024.  
b. Finance and Resources Committee – 3 October 2024.  
c. Personnel Committee – 8 October 2024.  
d. Planning and Highways Committee – 5 November 2024.
- FC24-836 Reports**  
To receive reports from:  
a. The Clerk (herewith)  
b. Essex County Councillor and Chelmsford City Councillors (to follow)  
c. Representatives from The Keene Hall and Galleywood Heritage Centre (to follow)  
d. Councillor Surgeries (herewith)

- FC24-837 Appointment of Members for Committees**  
To consider appointing on the following vacancies due to the resignation of Cllr Smith:
- a. Planning and Highways Committee – 1 vacancy
  - b. Youth Club Sub Committee – 1 Vacancy
- FC24-838 Meetings Schedule** (herewith)  
To consider and approve the Council meetings schedule as received.
- FC24-839 Website** (herewith)  
To consider and resolve the report provided.
- FC24-840 Personnel**  
To consider a recommendation made by the Personnel committee at their meeting held on 8 October 2024, to award all staff a £50 Christmas bonus in 2024.
- FC24-841 Local Council Award Scheme** (herewith)  
To consider and resolve the report provided.
- FC24-842 Bus Shelters** (herewith)  
To consider and resolve the report provided.
- FC24-843 Civility and Respect** (herewith)  
To review and resolve to sign the pledge.
- FC24-844 Policy Reviews** (herewith)  
To review and resolve to adopt:
- a. Safeguarding Policy (No amendments)
  - b. Grievance Policy (amendments)
  - c. Scheme of Delegation (amendments)
  - d. Equality and Diversity Policy (New)
  - e. Dignity at Work Policy (New)

The next Council Meeting is on Thursday 19 December 2024 at 7pm

**GALLEYWOOD PARISH COUNCIL**

**MINUTES OF COUNCIL MEETING**

**HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD**

**on Thursday 19 September 2024 at 7.00pm**

**Formal acceptance will take place at the next Full Council Meeting**

**Present:**

Councillors: G Bonnett, A McQuiggan, G Smith, S Troop(Chairman) and J Turkentine

In Attendance: Clerk

**FC24-813 Apologies for Absence**

**RESOLVED** that an apology for absence be accepted for Cllr(s): N Paul, C Shreeve and B Woolward.

**FC24-814 Declaring of Interests and Dispensations**

There were none.

**FC24-815 Confirmation of Minutes**

**RESOLVED** that the minutes of the meeting held on 3 September 2024 were a true and accurate account were signed by the Chairman.

**FC24-816 Public Participation Session with respect to items on the agenda**

There were no members of the public present.

**FC24-817 Meetings**

Members noted the following meetings had been held and draft minutes had been circulated to all members:

- a. **Planning and Highways Committee – 2 July 2024.**
- b. **Finance and Resources Committee – 1 August 2024.**
- c. **Planning and Highways Committee – 3 September 2024.**

**FC24-818 Reports**

Members noted the reports received from:

- a. The Clerk
  - **Community Special Constables**  
Ongoing publicity using the Parish Council website, social media, and noticeboards.
  - **Training**  
Calendar available on SharePoint for councillors Training Available from EALC Clerk to be advised of any training needs.
  - **Office Communication**  
Regularly sent out to members, items relating to Galleywood.
  - **Bus Shelters**  
Contacted Passenger Transport Infrastructure Team to ascertain if shelters



could be donated back to ECC – Awaiting response.

Contacted ECC Cllr AM to request further help. Advised that a meeting has been planned to discuss further with Passenger Transport Infrastructure Team.

- **Unsocial behaviour**

06.08.2024 Public Toilets, flush mechanism broken, repaired.

08.08.2024 Library Noticeboard door hinge broken, repaired.

14.08.2024 Public Toilets, sink pipe smashed, repaired.

14.08.2024 Galleywood Common – Tree cut down by youths with a hand saw – reported to CCC.

09.09.2024 Chelmer Park – Antisocial behaviour regarding parking – reported to the Police.

- b. Essex County Councillor
- c. Representatives from The Keene Hall and Galleywood Heritage Centre

**FC24-819 External Auditor's Report and Certificate 2023-2024**

Members noted the External Auditors Conclusion of Audit for the year ending 31 March 2024. Information in Sections 1 and 2 of the AGAR was in accordance with Proper Practices. The Notice of Conclusion of Audit and Sections 1, 2 and 3 were displayed on the Parish Council noticeboards and website from 15 August 2024. Thanks were given to the Clerk and Councillors.

**FC24-820 Finance Systems**

Members considered the report provided.

**RESOLVED** that the Council will give six months notice to Rialtas and move to AdvantEDGE for Finance/Asset Software & Support, together with an additional training package at a cost of £150.00. Set up costs to be funded from reserves, oncosts, and training to be funded from computers and website and staff training budgets.

**FC24-821 Office Equipment**

Members considered the recommendation made by the Finance and Resources committee to:

- a. Move from analogue to fibre for both telephone and broadband services.  
**RESOLVED** that Basic VoIP systems would be purchased from LIS.  
Set up costs (two new handsets, call divers, engineers visit) to be funded from reserves, oncosts to be funded from Broadband and Telephone budgets.
- b. To purchase TUNGSTEN PDF  
**RESOLVED** that TUNGSTEN would be purchased from LIS, for a one time purchase. Costs to be funded from reserves.

**FC24-822 Public Conveniences**

Members considered the recommendation made by the Finance and Resources committee for deep cleaning visits to take place.

**RESOLVED** that Champion Services will complete two deep cleaning visits a year. (Oct and March) at a cost of £175+VAT per visit. Costs to be funded from CIL.

**FC24-823 Local Panel Awards Scheme**

Members considered the report provided.

**RESOLVED** that the Council will register for the scheme and resolve at a future meeting what level of award will be applied for.

**Action:** Clerk to forward online seminar link to Cllrs regarding the criteria changes for 2025.



**FC24-824 Financial Regulations**

Members considered the recommendation made by the Finance and Resources committee to adopt the amended NALC 2024 model regulations as provided.

**RESOLVED** to adopt, with the additional amendment to 9.1 to limit the spend to £250.

**FC24-825 Standing Orders**

Members reviewed and **RESOLVED** to adopt with the amendments as received.

**FC24-826 Policy Reviews**

Members reviewed the below policies.

**RESOLVED** to adopt with the amendments as received:

- a. Document Retention and Disposal (amendments)  
**Action:** Clerk to remind Cllrs to review the shared drive as per 5.2 of this policy.  
A note will be made on the Clerks report.
- b. Data Protection and Privacy Policy (no amendments)
- c. Data Subject Access Request (no amendments)
- d. Freedom of Information Publication Scheme (no amendments)

**FC24-827 Appointment of Members for Youth Club Sub Committee**

Members considered appointing one member, noting that current members are Cllrs Troop, Paul and McQuiggan.

**RESOLVED** that Cllr G Smith be appointed.

**FC24-828 Bleed Bags**

Members considered taking formal ownership of a bleed bag donated to St Michael Church by the WI, which is currently housed with the defibrillator.

**RESOLVED** that the Council will take ownership of the bleed bag held at St Michaels Church.

Action: Clerk to buy Bleed bag stickers/labels to be placed on defib cabinets. Cost to be funded from nominal code 6011/332.

**FC24-829 VE Day Celebration, 8 May 2025**

Members noted the report provided on the outline events planned.

There being no further public business to be transacted, the Chairman closed the meeting at 8.33 pm.

Signed Chairman .....

Date.....



## **Report to Council**

**KW/Nov 2024**

### **Resignation of a member**

Members to note the below comments received from Cllr Smith on 22 October 2024.

I would like to thank you all for the welcome and support you have always given me during my tenure as a Parish Counsellor. I think you are all very dedicated people and work extremely hard for the benefit of Galleywood, something I feel not enough credit is given . I think it is right for me to step down presently and let someone with more time to help with the running of Galleywood step into my space. I have enjoyed the times meeting and working with you all. Keep up the great work

I hope our paths meet around the village to say hello and as stated earlier I look forward to rejoining the Parish Council in years to come

**GALLEYWOOD PARISH COUNCIL**

**MINUTES OF THE PLANNING AND HIGHWAYS MEETING**

**HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD**

**on Tuesday 1 October 2024 at 7.00pm**

**Formal acceptance will take place at the next Committee Meeting**

**Present:**

Councillors: A McQuiggan (Chairman), N Paul, S Troop, and B Woolward  
In attendance: Clerk

**PH24-593 Apologies and Reasons for Absence**

**RESOLVED** that an apology for absence be accepted for Cllr(s): G Bonnett and J Potter.

**PH24-594 Declaring of Interests and Dispensations**

There were none.

**PH24-595 Public Participation Session with respect to items on the agenda**

There were three members of the public who wished to address the committee in relation to agenda item 24-599b. Members listened to the concerns raised and agreed to take these into account when making comments to the planning authority.

**PH24-596 Confirmation of Minutes**

**RESOLVED** that the minutes of the meeting held on 3 September 2024 were a true and accurate account were signed by the Chairman.

**On a proposal by the Chairman, it was RESOLVED to bring forward agenda item 24-599**

**PH24-599 Planning Applications**

Members considered the following application(s) received from Chelmsford City Council and submit comments by return.

**b. 24/01244/FUL Kessley, Margaretting Road**

Raise roof to create first and second floor, single storey rear extensions, with internal alterations and additional fenestration.

**RESOLVED** that Galleywood Parish Council strongly objects to this planning application. They endorse the comments made by the Heritage Officer and fully support the comments made by residents.

The objection is due to the following factors:

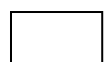
DM23 Bii – it is not compatible with the character and appearance of the area in terms of the scale and massing.

DM23 Biv- it does not have visually coherent elevations

DM25 – it does not provide Electric Vehicle charging point infrastructure

DM26 – it does not provide off street parking at a ratio of one space per bedroom

DM28 – the buildings visibility from longer range views does not contribute towards the skyline DM29i – it is overbearing and results in unacceptable overlooking.



Excessive noise activity and vehicle movements will be apparent due to the nature of the front access.

- It is out of character and would go against the spirit of the village design statement. (Character of the historic crossroads – Village center)
- There are concerns about the foundations and the services to the property and question if these would be sufficient for a new development and extended height.
- It does not give any due regard to the neighboring properties
- There has been no precedent set by raised roof lines in neighbours previous developments. In fact, evidence of refusals to raise the height of neighboring properties.
- The property is not empty as stated and is occupied at present

Enlarged Building – larger than the surrounding buildings dominating the historic corner

- Intrusive
- Bulky
- Large scale

Harm to the setting of: -

- Grade II - Eagle PH (1830s?)
- Former racecourse\*. (1759 - 1935.)
- Grade II - St Michaels and All Saints Church (1873)

\* Non-designated heritage assets of archaeological interest (such as the racecourse), which are demonstrably of equivalent significance to scheduled monuments, should be considered subject to the policies for designated heritage assets.

NPPF: 196c - ...the desirability of new development making a positive contribution to local character and distinctiveness

The Parish Council would also like CCC to note the following sections from NPPF: 196 - Plans should set out a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay, or other threats. This strategy should take into account:

- (a) the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation.
- (b) the wider social, cultural, economic, and environmental benefits that conservation of the historic environment can bring.
- (c) the desirability of new development making a positive contribution to local character and distinctiveness; and
- (d) opportunities to draw on the contribution made by the historic environment to the character of a place.

206 - Any harm to, or loss of, the significance of a designated heritage asset (from its alteration or destruction, or from development within its setting), should require clear and convincing justification. Substantial harm to or loss of:

(a) grade II listed buildings, or grade II registered parks or gardens, should be exceptional.

(b) assets of the highest significance, notably scheduled monuments, protected wreck sites, registered battlefields, grade I and II\* listed buildings, grade I and II\* registered parks and gardens, and World Heritage Sites, should be wholly exceptional 72.

207 - Where a proposed development will lead to substantial harm to (or total loss of significance of) a designated heritage asset, local planning authorities should



refuse consent, unless it can be demonstrated that the substantial harm or total loss is necessary to achieve substantial public benefits that outweigh that harm or loss, or all of the following apply:

- (a) the nature of the heritage asset prevents all reasonable uses of the site; and
- (b) no viable use of the heritage asset itself can be found in the medium term through appropriate marketing that will enable its conservation; and
- (c) conservation by grant-funding or some form of not for profit, charitable or public ownership is demonstrably not possible; and
- (d) the harm or loss is outweighed by the benefit of bringing the site back into use.

**a. 24/01240/FUL 6 Brook Lane Galleywood**

Proposed replacement single storey rear extension with skylights.

**RESOLVED** that Galleywood Parish Council has concerns to this planning application as it has been noted that the house has already been extensively converted and is subject to 24/01198/CLOPUD

The Parish Council is aware that the house as currently built, now has more bedrooms and more volume than the out-of-date drawings presented in this application.

On the basis that this extension application was made to the as drawn Property, Parish Council would have no objection to the extension.

However, we are aware that this application is subject to 24/01198/CLOPUD and that this building work is nearly completed and not now as drawn in this application, therefore the bulk of the property with this extension if built would be excessive particularly if this facilitated the use as an HMO.

DM23 Bii – it is not compatible with the character and appearance of the area in terms of the scale and massing.

DM25 – it does not provide Electric Vehicle charging point infrastructure

DM26 – it does not provide off street parking at a ratio of one space per bedroom  
- it does not provide appropriate recycling and waste storage within the plot of the building.

DM29i – it is overbearing and results in unacceptable overlooking. Excessive noise activity and vehicle movements will be apparent due to the nature of the front access.

Please see our separate email comments on 24/01198/CLOPUD.

**Action:** Clerk to forward drafted comments to the Planning Authority in relation to 24/01198/CLOPUD.

**PH24-597 The Clerk's Report**

Members noted the Clerk's report on:

- **Parish Map**  
Cllr AM confirmed that this was complete and ready to forward to Clerk
- **The Spinney**  
TEG monitor the dipping platform weekly and will report back asap  
**Action:** Clerk to request a further update
- **Twitten Green**  
TEG have cut the hedge along the boundary and borders
- **CHP - Maintenance Watchhouse Shops**  
On hold

- **Relocation of Dog Bins**

Chelmsford City Council have relocated the bin at Pavitt Meadow to nearer footpath 76.

**PH24-598 Action Plan**

Members considered and discussed items from the report provided.

**RESOLVED** that an informal meeting to discuss a walkabout of the parish to assess pavements and footpaths, will be held for all members to attend.

**Action:** Clerk to arrange meeting

**PH24-600 Planning Decisions - Chelmsford City Council**

Members noted the decision(s) of the following application(s):

**24/01148/FUL** Three Chimneys

Construction of roofed garden pergola. **Granted**

**PH24-601 Planning Enforcement Notices**

Members noted the report provided.

**PH24-602 South Essex Parking Partnership (SEPP)**

Members noted the report provided.

**PH24-603 Street Naming and Numbering**

Members considered if further suggestions would be put forward for a new road name for the new development, north of Galleywood Reservoir.

**RESOLVED** that Lavina Mews would be suggested as their first preference:-

- "Lavinia" from Mrs Lavinia Keene a philanthropist who was well known in Galleywood and who owned the land and who gave the land for the building of the nearby Keene Hall that still bears her name.
- "Lavinia" to avoid confusion with Keene Way elsewhere in Galleywood.
- "Mews" in honour of the nearby racecourse and the association of the site with horses. (*...a group of stables, typically with rooms above, built round a yard or along an alley*). This describes the form of the development with a nod to the former use of the site as a yard by the Water Board.

**PH24-604 Consultation - Street Collections Policy**

Members considered providing comments or feedback to the revised policy.

**RESOLVED** that comments would not be made.

There being no further public business to be transacted, the Chairman closed the meeting at 8.07pm

Signed Chairman .....

Dated .....

**GALLEYWOOD PARISH COUNCIL**  
**MINUTES OF THE FINANCE AND RESOURCES MEETING**  
**HELD AT THE KEENE HALL – RON WHITE ROOM –**  
**GALLEYWOOD**  
**on Thursday 3 October 2024 at 7.00pm**

**Present:**

Councillors: A McQuiggan, N Paul (Chairman), S Troop, J Turkentine  
 In attendance: Clerk

**FR24-366 Apologies for Absence**

**RESOLVED** that an apology for absence be accepted for Cllr(s): G Bonnett, C Shreeve and G Smith.

**FR24-367 Declaring of Interests and Dispensations**

There were none.

**FR24-368 Confirmation of Minutes**

**RESOLVED** that the minutes of the meeting held on 1 August 2024 be approved as a correct record and signed by the Chairman.

**FR24-369 Public Participation Session with respect to items on the agenda**

There were no members of the public.

**FR24-370 Clerk Report**

Members noted the Clerks report on:

**Public Toilets**

- Legionella Testing carried out monthly  
 It was noted that spare keys had been cut for the storage cubicles and maintenance room. These are held in the Interview room should Cllrs need them.  
 Signage within the toilets is inadequate.  
**RESOLVED** that four sign holders would be purchased and installed, funded from NC:4208/331

**Office Equipment**

- Broadband and Telephones  
 Fibre would be connected by Openreach on 9 October 2024.

**Finance Systems**

- Notice had been given to Rialtas Finance systems – this service will cease on 31 March 2025  
 AdvantEDGE systems are in the process of being set up.

**Events**

- **Armistice Service**  
 Mayor's office advised that the Mayor will not be able to attend.
- **Senior Citizens Christmas Lunch**  
 Mayor, YMCA and St Michaels School invited
- **Best Dressed Window**  
 email sent to Cllrs GB and AM to arrange visiting shop owners – awaiting response

- **Carols on the Common**  
Church Catering Team agreed that non-acholic mulled wine would be purchased by the Clerk up to a value of £50
- **VE Day 2025**  
Meetings arranged 27.08.2024 and 10.09.2024 for Cllrs
- **Christmas Lights**  
contact details for Men's shed and Electrician had been given to Cllr McQuiggan  
**RESOLVED** that this will not be progressed further by the committee.  
**Action:** Cllr AM - focus to be on a rooted Christmas tree purchase and battery lights for Watchhouse shops.
- **Action Plan**  
Parish Map - forwarded contact details of Printers/Publishers to Cllr McQuiggan.

#### **Community Initiatives Fund**

- EALC have CIF applications open until 18 October 2024.  
**RESOLVED** that an application would be made to aid Council funding the Galleywood Youth Club  
**Action:** ECC Cllr AM to provide support letter to the clerk

#### **FR24-371 Financial**

**RESOLVED** that items a to d be approved

- Bank Reconciliations** for July 2024 and August 2024
- Council Detail report**
- List of Payments** for July 2024, August 2024 and September 2024
- Earmarked and CIL Reserves**  
**Noted:**
- Bank Transfers** of £7000 had been made on 19 August 2024  
£3000 had been made on 20 August 2024  
£10000 had been made on the 16 September 2024
- Expenditure item** in conjunction with the Chairman of the Parish Council the following item of expenditure had been made:  
£508 +VAT for Printer cartridges - from Printing and Stationary (4109)
- Councillor Audit** Councillor Shreeve verified all Parish Councils bank account reconciliations for April, May and June 2024 on the 5 August 2024

#### **FR24-372 Grants**

Members noted the reports from 2023-2024 grant applications.

#### **FR24-373 Events**

Members discussed and considered the venue and facilities for Play in the Park for 2025.

**RESOLVED** that this would be considered further under FR24-375.

#### **FR24-374 Dog Bins**

Members considered the recommendation by Planning and Highways committee to relocate a dog bin.

**RESOLVED** that the dog bin at Pavitt Meadow be relocated to nearer Footpath 76, Signals lane, at a cost of £65.

#### **FR24-375 Budget and Forecast**

Members considered the draft budget and forecast reports for 2025-2026.

**RESOLVED** that

- The budget for asset maintenance for 2025/2026 be approved as received
- The budget forecast for 2025/2026 be approved as received

It was noted that:

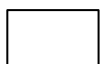
The budget forecast will be revised upon:

- I. Receipt of NALC National Salary Award advice due in October 2024.
- II. Councils' decision on website hosting/support at November 2024 meeting.  
and brought back to reconsider at the next committee meeting.

There being no further public business to be transacted, the Chairman closed the meeting at  
7.59pm

Signed Chairman .....

Dated .....



**GALLEYWOOD PARISH COUNCIL**  
**MINUTES OF THE PERSONNEL MEETING**  
**HELD AT THE KEENE HALL – RON WHITE ROOM – GALLEYWOOD**  
**on Tuesday 8 October 2024 at 10.00am**  
**Formal acceptance will take place at the next Committee Meeting**

**Present:**

Councillors: A McQuiggan, N Paul and S Troop (Chairman)

In attendance: Clerk

**24-116 Apologies for Absence**

There were none.

**24-117 Confirmation of Minutes**

**RESOLVED** that the minutes of the meeting held on 20 June 2024 were a true and accurate account were signed by the Chairman.

**24-118 Declaring of Interests and Dispensations**

There were none.

**24-119 Public Participation Session with respect to items on the agenda**

There were no members of the public.

**24-120 Terms of Reference**

Members noted the amended ToFR in relation to the Training Policy FC24-807c (3.3 and 3.8)

**24-121 Exclusion of the Press and Public**

There were no members of the public.

**24-122 Personnel Matters**

**a.** Members noted the report provided on training, office opening hours, staff sickness absence. The pay award for 2024/2025 would not be advised by NALC until mid-October 2024.

**b.** Members considered a Christmas staff bonus for 2024.  
**RESOLVED** that a recommendation be made to Council to award a Christmas bonus in 2024 to all staff members. Cllr NP against.  
 It was noted that the Clerks recommendation that gratitude of any kind should be met by Cllrs was not agreed.

There being no further public business to be transacted, the Chairman closed the meeting at 10.20am.

Signed Chairman .....

Dated .....



**GALLEYWOOD PARISH COUNCIL**  
**MINUTES OF THE PLANNING AND HIGHWAYS MEETING**  
**HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD**  
**on Tuesday 5 November 2024 at 7.00pm**  
**Formal acceptance will take place at the next Committee Meeting**

**Present:**

Councillors: G Bonnett, A McQuiggan (Chairman), N Paul, J Potter, S Troop

In attendance: Clerk

Cllr J Turkentine

Malcolm Stuart – TEG

Four members of the public

**PH24-605 Apologies and Reasons for Absence**

**RESOLVED** that an apology for absence be accepted for Cllr(s): Woolward

**PH24-606 Declaring of Interests and Dispensations**

There were none.

**PH24-607 Public Participation Session with respect to items on the agenda**

There were three members of the public who wished to address the committee in relation to agenda item PH24-612c. Members listened to the concerns raised and agreed to take these into account when making comments to the planning authority.

**Action:** Clerk to share comments made to Chelmsford City Council with residents.

One member of the public wished to address the committee in relation to a planning breach made to Chelmsford City Council regarding Nationwide tower crane.

**Action:** Clerk to contact CCC to express concerns of the siting of a further tower crane and request a status update to be shared with residents.

**On a proposal by the Chairman, it was RESOLVED to bring forward agenda item 24-612c**

**PH24-612 Planning Applications**

Members considered the following application(s) received from Chelmsford City Council and submit comments by return.

**c. 24/01093/REM - Land North of Galleywood Reservoir Beehive Lane Galleywood Chelmsford**

Approval of reserved matters (landscaping) relating to 22/00397/OUT (Outline application for the construction of 24 new dwellings with associated parking and private amenity space. Access, appearance, layout and scale being sought. Landscaping a reserved matter.)

**RESOLVED** that Galleywood Parish Council has concerns to the reserved matters (landscaping) relating to 22/00397/OUT (Outline application for the construction of 24 new dwellings with associated parking and private amenity space. Access, appearance, layout and scale being sought. Landscaping a reserved matter.) and fully support the comments made by residents.



The concerns raised are due to the following factors:

DM26 – it does not provide off street parking at a ratio of one space per bedroom for properties around the access road. The Council would like to propose that the planned planting at the entrance to the development be replaced with a pathway that is flush with the road on both sides of the entrance. This would allow occupants residing in numbers 64,66,68 and 70 to apply for planning permission for off street parking and construct a driveway or hard standing to the front of their properties in addition to those provisioned within the development.

The Parish Council would like to propose that pavements are widened to allow occupants residing in numbers 72 and 74 to apply for planning permission for off-street parking and construct a driveway allowing for off-street parking in spite of the restrictive space on their properties.



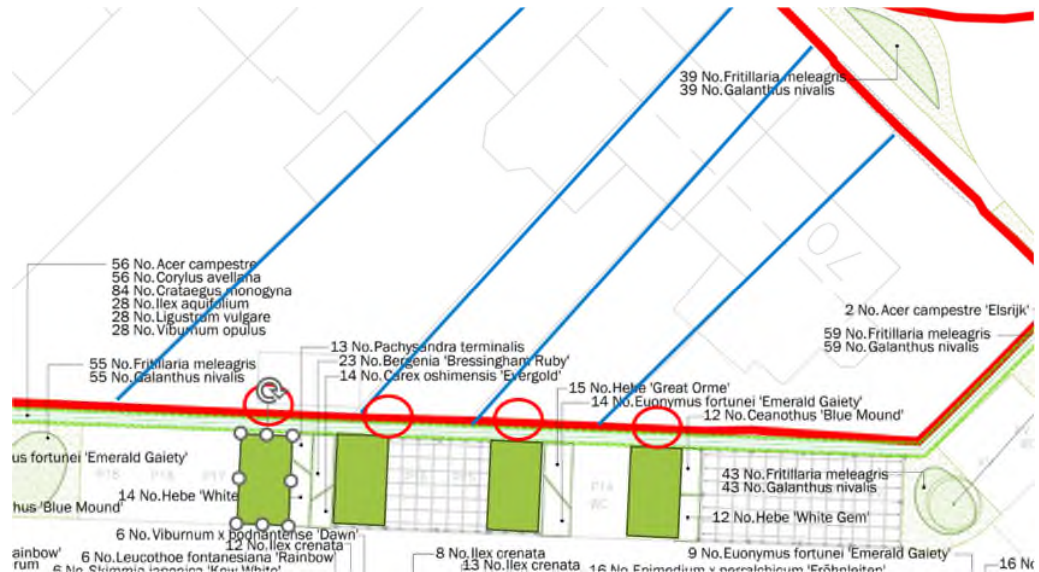
DM29 – it does not safeguard the living environment of the occupiers of any nearby residential property by ensuring that the development is not overbearing and does not result in unacceptable overlooking or overshadowing. The Council would like to propose that trees are planted to provide effective screening behind plots 8 and 9.

In addition, the Parish Council would like confirmation that:

- house numbers 64,66,68 and 70 are allotted the four parking spaces located nearest to their property boundary. (Green coloured spaces outlined below)
- house numbers 64,66,68 and 70 are provided with gated access from the rear of their property boundary to their allotted car parking space. (Red Circles below)
- lockable bollards are installed in the parking spaces allotted to house numbers 64,66,68 and 70 or other protective measures allowing the spaces to be reserved to the respective allocated property and providing adjacent access to the rear of their properties.



- d. lockable bollards are installed in the parking spaces allotted to house numbers 72 and 74 or other protective measures allowing the spaces to be reserved to the respective allocated property.
- e. access to Cottey House is removed from the development to reduce pedestrian and cycle traffic around the sheltered housing.



#### PH24-608 Confirmation of Minutes

**RESOLVED** that the minutes of the meeting held on 1 October 2024 were a true and accurate account were signed by the Chairman.

#### PH24-609 The Spinney

Members received a verbal report from TEG and noted that the group do not have sufficient insurance provisions to complete the proposals previously made for the dipping platform and bridge.

**RESOLVED** that:

- a. TEG will continue to monitor and report back the committee
- b. TEG will arrange an independent inspection of the area. One member abstained.
- c. The Parish Council will arrange for an independent inspection of the area

**Action:** Cllrs to forward to the clerk, information of companies to contact.

#### PH24-610 The Clerk's Report

Members noted the Clerk's report on:

- **Parish Map**  
Awaiting response from Heritage House (Publishers) Ltd.
- **The Spinney**  
Update from TEG - See agenda item 24-609
- **Twitten Green**  
TEG cut the hedge along the boundary and tidy up on the borders.
- **Land off Lower Green**  
Resident correspondence received via Cllr regarding farmland south of Lower Green / Roots Allotments. Resident asked if planning permission had been sought/is needed. 09.10.24 Planning Enforcement had advised the matter is currently being investigated and considered under planning enforcement case 24/00304/ENFB. The City Council are engaging with the landowners

on negotiations to reach an appropriate resolution. If any residents wish to directly receive an update, they are to submit a breach form on the CCC website. (Report a breach of planning control (chelmsford.gov.uk)).

- **Street Naming and Numbering**

Advised CCC that Lavina Mews would be suggested for the new development site on the land north of Galleywood Reservoir.

- **Walkabout around Parish**

Meeting not required - recirculated the 2023/2024 spreadsheet to Cllrs to update with their findings – see agenda item 24-611.

- **Watchhouse Shop Maintenance**

CHP advised the shop area is attended to around once per month with mulching being carried out over the winter months. They are not able to increase the level of service in this area as this would need to be funded. They do not receive any service charge income to maintain the shops and must prioritise paid for services. Any new shrub planting or other expense such as bark chippings would be dependent on other teams being able to provide a resource to cover this.

**RESOLVED** that community engagement would be sought to establish a working party to help maintain the planted areas at Watchhouse shops.

**Action:** Clerk to publish posters on noticeboards, social media and horticultural clubs within the village, to gauge interest.

- **Residents Signage**

Resident correspondence received via Cllr regarding a house sign at Myers Cough. Resident asked if planning permission had been sought/is needed. 21.10.24 Planning Enforcement had advised the matter is currently being investigated.

- **Slades Lane**

Resident correspondence received regarding overgrown vegetation and hedging which have narrowed the lane by at least two or three feet. Clerk forwarded to ECC Cllr McQuiggan to escalate to Highways.

## **PH24-611 Action Plan**

To consider and discuss items from the report provided.

Road Safety – Provide Safer Roads and Improve Footpaths – Identify issues and potential solutions

It was noted that an ad hoc meeting did not go ahead for a walkabout around the village. In Spring 2023 Cllrs noted several areas that needed improvements which were raised with the relevant depts at CCC and ECC. These areas were rechecked by the Clerk, Admin Assistant and Cllr Shreeve in October 2024. It has been difficult to identify any action that has been completed.

Two residents did express their thanks regarding the actions undertaken by the Parish Council and the opportunity to discuss issues with councillors at the Saturday surgeries.

**Action:** ECC Cllr McQuiggan to review the improvements raised in Spring 2023 and prioritise under the member lead scheme.

It was noted that correspondence was received from a resident regarding Deadmans Lane.

**RESOLVED** that a speed review / study be requested for Deadmans Lane

**Action:** Clerk to communicate with Cllr McQuiggan in his capacity as ECC Cllr to request that supports the Parish Council and submits a request for a speed study to take place.

Clerk to contact the resident to request permission for ECC Cllr McQuiggan to contact them directly.

Environmental - Improve Street Scene - Maintain and improve Parish Land  
Noted that the Spinney will continue to be reviewed by TEG and members.

Engagement - Communicate with Local shops/businesses and CHP – Revive the central garden area

**RESOLVED** that the Council continue to communicate with CHP – see agenda item 24-610.

**PH24-612 Planning Applications**

Members considered the following application(s) received from Chelmsford City Council and submit comments by return.

- a. **24/01335/FUL** - 471 Beehive Lane Galleywood Chelmsford CM2 8RL  
Single storey rear extension  
**RESOLVED** that Galleywood Parish Council have no objections to this application.
- b. **24/05201/TPO** - 2 Rous Chase Galleywood Chelmsford Essex  
T18 Oak (T1 on map) - Reduce the height and spread of the tree by up to 2.0-2.5 metre.  
**RESOLVED** that Galleywood Parish Council have no objections to this application.
- d. **24/01440/FUL** Pavitt Meadow, 29 Galleywood Chelmsford  
Proposed single storey rear extension replacing conservatory. Partial garage conversion.  
**RESOLVED** that Galleywood Parish Council have no objections to this application.

**PH24-613 Planning Decisions - Chelmsford City Council**

Members noted the decision(s) of the following application(s):

- a. **24/01240/FUL Brook Lane, 6**  
Proposed replacement single storey rear extension with skylights.  
**Granted**
- b. **24/01244/FUL Margaretting Road, Kessley**  
Raise roof to create first and second floor, single storey rear extensions, with internal alterations and additional fenestration.  
**Refused**

**PH24-614 South Essex Parking Partnership (SEPP)**

Members noted the September report provided.

There being no further public business to be transacted, the Chairman closed the meeting at 8.28pm

Signed Chairman .....

Dated .....

<b>Clerk's Report - Full Council November 2024</b>
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Item	Action Taken and outcome	Date Note Closed
Community Special Constables	Ongoing publicity using the Parish Council website, social media, and noticeboards.	Ongoing
Training	Calendar available on SharePoint for councillors <a href="#">Training Available from EALC</a> – Clerk to be advised of any training needs.	Ongoing
Office Communication	Regularly sent out to members, items relating to Galleywood.	Ongoing
Bus Shelters	Agenda item	
Local Panels Award Scheme	Attended an online seminar - Agenda item	21 Nov 2024
Defibrillators	Keene Hall defib was taken by the Galleywood Social Club on 6 Oct. This was not used and returned on 7 Oct.	21 Nov 2024
Finance Systems	AdvantEDGE system has been set up and training taking place	21 Nov 2024
Office Equipment	New telephone system installed TUNGSTED PDF purchased	21 Nov 2024
Public Conveniences	New signage placed in toilets and Deep clean taken place	21 Nov 2024

Galleywood Parish Council  
**COUNCILLOR SURGERY OCTOBER 26, 2024**

We had Three visitors.

1. Resident from Well Lane, Galleywood expressed concern with the increasing parking around the Chelmer Park area on match day Saturdays, in particular potential hazards to pedestrians and other vehicles from reversing and manoeuvrings .
  
2. Resident from Cottey House expressed concerned about a 94 year old resident of Cottey House, John (??) who had an accident near the bus stop whilst walking home from the Social Club around 1:15pm on Wednesday 16<sup>th</sup> October. It is understood that John suffered a broken Jaw, nose and rib damage and is still in Broomfield Hospital.

Concern was expressed about the poor state of the pavement in this area which we understood has already been reported both the Chelmsford City Council and ECC Highways.

3. Cllr. Paul called in to remind us about the protruding (?) Inspection Covers in Brook Lane.

General observations -

The internet is still not available to enable Cllrs to use personal laptops. Although the connected message is displayed no content is available.

The GPC notice displaying inside the Library is out of date, but the one on the Parish Noticeboard outside was up to date.

Passing acknowledgements from Susan Wilson and Jenny Sullivan noted.

Cllr John Turkentine

**Note** - Clerk contacted Cllr JT to ascertain what responses had been given to the residents to understand what action needed to be taken by the clerk.

Cllr JT advised that ECC Cllr AM should be made aware of pavement issues, as part of the member lead scheme. No further action was required in relation to other matters.

Clerk forwarded information accordingly.

**Galleywood Parish Council**  
**Calendar of Meetings of Council Bodies**  
**2025/2026**

**Meetings commence at 7pm – Lodge Room**  
**(unless stated otherwise)**

<b><u>2025</u></b>	<b><u>May</u></b>	
Planning & Highways Committee	6 May	Tuesday
Personnel Committee	13 May (10am) Ron White Room	Tuesday
<b>ANNUAL PARISH MEETING</b>	13 May (6pm) Keene Hall	Tuesday
<b>COUNCIL</b> (Annual Meeting)	15 May	Thursday
Finance & Resources Committee	22 May	Thursday
Councillor Surgeries	31 May (10am-12noon) Galleywood Library	Saturday
	<b><u>June</u></b>	
Planning & Highways Committee	3 June	Tuesday
<b>COUNCIL</b>	19 June	Thursday
Councillor Surgeries	28 June (10am-12noon) Galleywood Library	Saturday
	<b><u>July</u></b>	
Planning & Highways Committee	1 July	Tuesday
<b>COUNCIL</b>	17 July	Thursday
Finance & Resources Committee	24 July	Thursday
Councillor Surgeries	26 July (10am-12noon) Galleywood Library	Saturday
	<b><u>August</u></b>	
No Meetings		
	<b><u>September</u></b>	
Planning & Highways Committee	2 September	Tuesday
Youth Club Sub Committee	16 September (6pm)	Tuesday
Finance & Resources Committee <b>(Budget)</b>	16 September	Tuesday
<b>COUNCIL</b>	18 September	Thursday
Councillor Surgeries	27 Sept (10am-12noon) Galleywood Library	Saturday
	<b><u>October</u></b>	
Planning & Highways Committee	7 October	Tuesday
Personnel Committee	14 October (10am) Ron White Room	Tuesday
<b>COUNCIL</b>	16 October	Thursday
Councillor Surgeries	25 Oct (10am-12noon) Galleywood Library	Saturday

	<b><u>November</u></b>	
Planning Committee	4 November	Tuesday
<b>COUNCIL</b>	20 November	Thursday
Finance & Resources Committee	27 November	Thursday
Councillor Surgeries	29 Nov (10am-12noon) Galleywood Library	Saturday
	<b><u>December</u></b>	
Planning Committee	2 December	Tuesday
<b>COUNCIL (Precept agreed)</b>	18 December	Thursday
<b><u>2026</u></b>	<b><u>January</u></b>	
Planning & Highways Committee	6 January	Tuesday
Personnel Committee	13 January (10am) Ron White Room	Tuesday
<b>COUNCIL</b>	15 January	Thursday
Finance & Resources Committee	22 January	Thursday
Councillor Surgeries	31 Jan (10am-12noon) Galleywood Library	Saturday
	<b><u>February</u></b>	
Youth Club Sub Committee	3 February (6pm)	Tuesday
Planning & Highways Committee	3 February	Tuesday
<b>COUNCIL</b>	19 February	Thursday
Councillor Surgeries	28 Feb (10am-12noon) Galleywood Library	Saturday
	<b><u>March</u></b>	
Planning & Highways Committee	3 March	Tuesday
<b>COUNCIL</b>	19 March	Thursday
Finance & Resources Committee	26 March	Thursday
Councillor Surgeries	28 Mar (10am-12noon) Galleywood Library	Saturday
	<b><u>April</u></b>	
Planning & Highways Committee	7 April	Tuesday
<b>COUNCIL</b>	16 April	Thursday
Councillor Surgeries	25 April (10am-12noon) Galleywood Library	Saturday

Report to Galleywood Parish Council

KW/Nov 2024

## Website

**Members to consider if the Council will have an accessibility compliant website and if it will be supported.**

**Lodge IT Services** have advised that our website is not accessibility compliant. They currently provide managed hosting for our website. This covers the host server and updates to WordPress and the plugins used to run the site. It does not cover support of the content, or training. The hosting contract runs to May 2025.

*\*\*Accessibility compliance - WCAG2.2AA, can largely be achieved through installation of a plugin for the purpose, combined with some work on policy documents. Lodge could undertake this for a fixed project fee. However, they do have the following concerns ‘some of the layout and structures on the website are non-standard so I am concerned that when we start the work we may find issues. If we need to address any of those for the plugin to work normally then this could involve more work and consequently more cost’.*

Lodge have advised they have limited capacity at present due to other commitments to help support our website.

**Aubergine** host, manage and support their sites to ensure continued website accessibility compliance, offering training for both staff and members. A SSL certificate is included as part of the annual domain registration fee.

They charge a set-up fee. There is no charge for the hosting for year one. They also provide training. Contracts are for 12 months.

They are approved with the Cabinet Office and are authorised to register and manage [.gov.uk](https://www.gov.uk) domains.

### Costs:

Service	Lodge IT	Aubergine
One off - Set up costs for new compliant website	£150 **	£899
Hosting fee	£420	£299
Domain fee	£65	£100
SSL fee	£50	free
Support/Training	Not available	free
<b>Annual Costs</b>	<b>£535</b>	<b>£399</b>
<b>Total costs over 3 years</b>	<b>£1605</b>	<b>£1697</b>

### Clerks comments below

Lots of Councils use **Aubergine** platform, currently they have many hundreds (c.500) of councils using it (here's a map showing the parishes & towns: <https://www.aubergine262.com/parish-town-council-websites/map/> and everything you see on these are part of the proposed costing and are perfect for both parish and town councils.



1. <https://www.chesham.gov.uk/>
2. <https://www.leightonlinlade-tc.gov.uk/>
3. <https://www.huntingdowntown.gov.uk/>
4. <https://www.taunton-tc.gov.uk/>
5. <https://www.stonystratford.gov.uk/>
6. <https://www.oswestry-tc.gov.uk/>
7. <https://www.fulford-pc.gov.uk/>
8. <https://www.teignmouth-devon.gov.uk/>
11. <https://www.wolvertonandgreenleystowncouncil.gov.uk/>
12. <https://www.greatshelfordparishcouncil.gov.uk/>
13. <https://www.newtonandnoss-pc.gov.uk/>
14. <https://eatonbrayparishcouncil.gov.uk/> (this is where I am a councillor!)

The Founder & Creative Director is also a parish councillor for Eaton Bray PC and so very much understand the procurement process. 'There are 12 of us here at Aubergine and my business partner, Matt Willson and I are also ILCA qualified, too and so you would be working with our entire team who are town and parish council website experienced'.

Report to Galleywood Parish Council

KW/November 2024

### **Local Councils Awards Scheme**

Members to consider and resolve what level of award is to be applied and when.

At the Councils request, the clerk will register with NALC for the LCAS. A further payment will be payable depending on the award applied. Bronze £80, Silver £100 and Gold £200.

A webinar was attended on 17 October 2024 where NALC explained the new criteria being introduced from 2025. Please see attached.

- The Bronze Award demonstrates that a council meets the requirements for operating lawfully and according to standard practice.
- The Silver Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.
- The Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

Applications rounds are held in January, May and September each year (cut off dates for applying are the first week of these months).

### **Clerk comments**

No budget has been set this year.

## BRONZE AWARD - WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that the council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. All policies should comply with current legislation and guidance and note the date of the next review.

Criteria	Guidance
Its standing orders Its financial regulations Its Code of Conduct Its accessibility statement Its publication scheme Its complaints procedure Its privacy notice	Standing orders, financial regulations, the Code of Conduct, publication scheme, accessibility statement, privacy statement and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.
Its last annual return	The panel checks that the council has published its most recent Accounting Statements and Annual Governance Statement. Where the council is eligible for external audit the panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls.
Transparent information about council payments	Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices. The panel will seek evidence that the council publishes information on payments in line with the appropriate transparency code. For smaller councils publishing payments over £100 annually and larger councils publishing payments over £500 quarterly. For more information see the Good Councillors Guide to Finance and Transparency.
A calendar of all meetings including the annual meeting of electors	The calendar includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
Minutes for at least one year of full council meetings and all committee and sub-committee meetings  Current agendas	Minutes and agendas are published for all council meetings for at least the last year, including committees and the Annual Meeting of the Council. The panel checks that minutes (including associated papers) and agendas demonstrate the lawful convening of meetings and decision-making and that all meetings allow the public to make representations to the council. Draft minutes (marked Draft) of all council and committee meetings should be posted up as soon as

	possible after the meeting and within at least four weeks. The minutes will show that the council monitors its performance against the budget at least every three months.
The budget and precept information for the current or next financial year	The council can post up the current or next year's budget (or both). The council publishes detailed budget documents that include information on income and expenditure (or receipts and payments). Documents show how the precept was calculated and that the council understand the impact of precept changes on taxpayers.
Council contact details	The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body.
Councillor information, including registers of interests, in line with the Transparency Code	It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code. The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.
Its action plan for the current year	The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.
Evidence of consulting the community  Publicity advertising council activities	The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings
Evidence of participating in town and country planning	Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.
Evidence of publicising elections and vacancies on the council	The panel will seek evidence that when there are scheduled elections or council vacancies, the council informs the public. This includes displaying notices in conspicuous places within the parish and should also involve additional methods such as announcements on

	the council's website or in local newspapers.
It's biodiversity policy	The biodiversity policy will show the council's commitment to protecting and enhancing biodiversity in the parish. Including specific objectives, such as promoting habitat creation, supporting pollinators, or enhancing green spaces. Practical actions the council might take could include reviewing planning applications for biodiversity impacts, managing council-owned land for wildlife, or working with local conservation groups.
A risk management policy	The risk management policy shows the council has considered all relevant risks to the council, including but not limited to health and safety.
A register of assets	The register of assets can be based on a model but tailored to the specific council. They are not published.
Up-to-date insurance policies that mitigate risks to public money	The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. The panel does not seek to judge the appropriateness of the insurance policies themselves.
Evidence of considering the impact of their functions and decisions on crime and disorder in their local area	Evidence might include a published policy, or minutes of meetings, or other materials that describe council activities that relate to crime and disorder
Disciplinary and grievance procedures	Disciplinary and grievance procedures can be based on a model but tailored to the specific council. There is not a requirement to publish.
<p>A policy for training and development of staff and councillors</p> <p>A record of all training undertaken by staff and councillors in the last year</p> <p>A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year</p>	<p>A training and development policy for staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, events, online courses, learning on the job and qualifications.</p> <p>Councillors undertake a range of development activities such as attending conferences, undertaking training, or reading about developments in the sector.</p> <p>The CPD points are for the clerk in employment with the council at the time of application. The clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.</p>
Signed up to the Civility & Respect Pledge, including adopting a Dignity at Work policy	<p>The panel will ask to see the certificate that the council has signed up to the Civility and Respect pledge.</p> <p>A Dignity at Work Policy should ensure a respectful and supportive workplace by outlining expectations for behaviour, defining and prohibiting bullying, harassment, and discrimination, and providing procedures for raising and addressing concerns.</p>

## SILVER AWARD

TO ACHIEVE THE SILVER AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AWARD AND HAS ADDITIONAL DOCUMENTATION AND INFORMATION IN PLACE FOR GOOD GOVERNANCE, EFFECTIVE COMMUNITY ENGAGEMENT AND COUNCIL IMPROVEMENT.

Before applying for the Silver award the council confirms by resolution that all the required documents, information and conditions are in place for the Silver award, and that these are published on the council's website, where applicable

To achieve the Silver award the council must publish on its website:

Governance	Community	Development
<i>Criteria demonstrating good governance in managing the business and finances of a council</i>	<i>Criteria representing a council's role in the community and how it engages with the community</i>	<i>Criteria representing council improvement through the management and development of staff and councillors</i>
A Health and Safety policy	A community engagement policy involving two-way communication between council and community	
Its policy on equality	Councillor profiles	
A co-option policy	A grant awarding policy	
	Evidence showing how electors contribute to the Annual Parish or Town Meeting	
	An action plan and related budget responding to community engagement and setting out a timetable for action and review	
	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report that is actively shared with the community, online material and regular news bulletins	
	Evidence of helping the community plan for its future	
	Evidence of encouraging public engagement in local democracy	

The following documents and information must be in place and evidence provided to the assessment panel:

<b>Governance</b>	<b>Community</b>	<b>Development</b>
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A scheme of delegation (where relevant)	At least two-thirds of its councillors who stood for election, or significant evidence of the council advertising vacancies	A qualified clerk
	Evidence of a customer service in how the council handles correspondence with the public	A formal appraisal process for all staff

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

## SILVER AWARD - WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that the criteria for the Bronze Award are in place if the award was granted more than one year ago. The exception to this is if the council received the Bronze award less than a year ago. Then the panel does not check the Bronze criteria again, but the council still confirms in a public meeting that it meets these criteria.

It then considers the additional criteria for the Silver Award.

The panel assesses the quality of documents and information seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel confirms that the documentation and information is in place and up-to-date and complies with the guidance below. The council is encouraged (but not obliged) to use a gov.uk domain for its website and email addresses for staff and councillors. All policies should comply with current legislation and guidance and note the date of the next review.

Criteria	Guidance
A Health and Safety policy  Its policy on equality	The panel seeks evidence that the council has in place light touch policies for managing Health and Safety, including its duty of care to staff and promoting equality in compliance with legislation. For example, evidence might include employment documents or statements on agendas.
A co-option policy	The panel will seek evidence that the co-option policy includes a well-defined process for co-option, that the process is transparent, and where the council openly advertises seats available for co-option.
A community engagement policy involving two-way communication between council and community	A community engagement policy demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions.
Councillor profiles	Councillor profiles normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.
A grant awarding policy	The council gives grants to community organisations and publishes a grant awarding policy.
Evidence showing how electors contribute to the Annual Parish or Town Meeting	Evidence that electors can contribute to the Annual Parish or Town Meeting can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.
An action plan and related budget responding to community engagement and setting out a timetable for action and review	The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan. The council's budget shows how the action plan is put into practice and manages risks to public money.
Evidence of community engagement, council activities and the promotion of democratic	The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be



processes in an annual report that is actively share with the community, online material and regular news bulletins	<p>online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council's website. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations, including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year.</p> <p>The annual report should be actively communicated and shared with the community. It might be produced digitally and/or in hard copy. It is accepted that it cannot always be distributed to all households, but digital versions could be distributed by email and social media. Hard copies could be left at prime locations in a community, including a library, doctors' surgeries, schools, pubs, shops or residential homes.</p>
Evidence of helping the community plan for its future	<p>The panel seeks evidence from council documents and online information that it supports the community in planning for its future.</p> <p>The panel seeks evidence that the council has considered environmental matters as part of how it plans for the future of the community. This may be through the planning system such as considering environmental impact in neighbourhood plans, or through engagement with the community. The council might also undertake activities to engage with the community on the environment outside of the planning system, this might include tree planting, litter picking, reducing carbon and addressing climate change.</p>
Evidence of encouraging public engagement in local democracy	The panel will seek evidence of encouraging the public in engagement in local democracy. This might include campaigns to encourage people to vote or stand for election. It might include providing information on the council website on how the council makes decisions and how the public can observe or take part in council meetings.
A scheme of delegation (where relevant)	The panel may wish to check that a council properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation.
At least two-thirds of its councillors who stood for election, or significant evidence of the council advertising	At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council

vacancies	<p>represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below.</p> <p>The panel will seek evidence that when there are scheduled elections or council vacancies, the council puts significant effort towards informing the public and encouraging participation. The panel will be looking for the council to demonstrate it has done more than the statutory requirements of posting notices, for example posters in noticeboards, posts on social media, articles in newsletters, local newspapers etc.</p>																																
<div>Total Council Seats</div> <div>Two Thirds</div>	<table><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>4</td><td>4</td><td>5</td><td>6</td><td>6</td><td>7</td><td>8</td><td>8</td><td>9</td><td>10</td><td>10</td><td>11</td><td>12</td><td>12</td><td>13</td><td>14</td></tr></table>	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14
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4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14																		
Evidence of a customer service in how the council handles correspondence with the public	<p>The panel seeks evidence of how the council handles correspondence with the public and takes a customer service approach. Evidence shows how the council plans for and manages correspondence with the public, this might include examples of the council has addressed complaints, queries and other communications in the past year. It might also include any policies or training for staff that illustrates the councils commitment to customer service.</p>																																
A qualified clerk	<p>This criteria relates to the clerk employed by the council at the time of application. A qualified clerk is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.</p>																																
A formal appraisal process for all staff	<p>The panel may ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council.</p>																																

## GOLD AWARD

TO ACHIEVE A GOLD AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE BRONZE AND SILVER AWARDS, AND IS AT THE FOREFRONT OF BEST PRACTICE BY ACHIEVING AN EXCELLENT STANDARD IN COMMUNITY GOVERNANCE, COMMUNITY LEADERSHIP AND PERFORMANCE MANAGEMENT.

Before applying for the Gold award the council confirms by resolution that all the required documents, information and conditions are in place for the Gold award, and that these are published on the council's website, where applicable

To achieve the Gold award the council must publish on its website:

Governance	Community	Development
<i>Criteria demonstrating good governance in managing the business and finances of a council</i>	<i>Criteria representing a council's role in the community and how it engages with the community</i>	<i>Criteria representing council improvement through the management and development of staff and councillors</i>
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	<p>An annual report, online material, news bulletins and other council communications with evidence of:</p> <ul style="list-style-type: none"> <li>• Engaging with diverse groups in the community using a variety of methods</li> <li>• Community engagement influencing council activity and priorities</li> <li>• A wide range of council activities, including innovative projects, that produce positive outcomes for the community</li> <li>• Co-operating constructively with other organisations</li> <li>• Active promotion of elections, including that at least two-thirds of its councillors stood for election</li> </ul>	

The following criteria require statements (of no more than one page) that should be presented to the accreditation panel showing how the council:

<b>Governance</b>	<b>Community</b>	<b>Development</b>
<i>Criteria demonstrating good governance in managing the business and finances of a council</i>	<i>Criteria representing a council's role in the community and how it engages with the community</i>	<i>Criteria representing council improvement through the management and development of staff and councillors</i>
Ensures that the council delivers value for money	Provides leadership in planning for the future of the community	Manages the performance of staff and the council as a corporate body to achieve its business plan
	Engages with the community on issues related to the environment and climate change	Supports a culture of civility and respect in the council

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

## **GOLD AWARD - WHAT IS THE ACCREDITATION PANEL LOOKING FOR?**

The accreditation panel first checks that criteria for the Bronze and Silver Awards are in place if an award was assessed more than one year ago. It then considers the additional criteria for Gold. The exception to this is if the council received a Bronze or Silver award less than a year ago. Then the panel does not check the criteria for that award again, but the council still confirms in a public meeting that it meets these criteria.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. In identifying excellence, the panel confirms that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.

The panel also seeks evidence of councillors and officers working together as a corporate body to achieve the criteria at Gold level. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.

Complying with the guidance below, the panel confirms that up-to-date documentation and information for Gold is in place. The panel may ask for further information or talk to councillors and staff. Councils seeking the Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

<b>Criteria</b>	<b>Guidance</b>
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	The council works to a forward plan (or business plan) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.
An annual report, online material, news bulletins and other council communications with evidence of: <ul style="list-style-type: none"><li>• Engaging with diverse groups in the community using a variety of methods</li><li>• Community engagement influencing council activity and priorities</li><li>• A wide range of council activities, including innovative projects, that produce positive outcomes for the community</li><li>• Co-operating constructively with other organisations</li><li>• Active promotion of elections, including that at least two-thirds of its councillors</li></ul>	<p>The annual report, web material and news bulletins publicise the work and achievements of the council and contain substantial evidence that the council takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community, including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills.</p> <p>These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four)</p>

stood for election	<p>of consulting and involving local people to understand their views.</p> <p>There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy.</p> <p>The panel seeks evidence that community engagement is at the heart of determining council priorities. Evidence shows this engagement leads to actions and projects within the council that deliver positive outcomes for the community. The council is innovative; this is the case if the council undertakes actions that are still relatively new or unusual for that council. There is evidence that the council embraces new ideas and trying new projects. The panel also checks that the council is co-operating with other organisations, including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnerships.</p> <p>At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table provided below</p>																																		
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Two Thirds	4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14																			
Ensures that the council delivers value for money	<p>The statement on ensuring value for money explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk’s role in serving</p>																																		

	<p>the council, the purchase of computer equipment or a grass cutting contract. It may also include reference to criteria from the other award levels as a number of these criteria do provide evidence that the council offers value for money.</p> <p>The statement will describe to the panel how the council understands and upholds its responsibilities over use of public money and showing due care and appropriate processes have been followed.</p> <p>The panel will look for evidence of sound financial management and transparency, including that the council has had two consecutive years of unqualified audits and it would be desirable if the council published its internal audit report on its website alongside the AGAR each year.</p>
Provides leadership in planning for the future of the community	<p>The statement on leadership in planning for the future shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real® or community conferences. The statement should include the council's approach to neighbourhood planning.</p>
Engages with the community on issues related to the environment and climate change	<p>The panel seeks evidence in this statement that the council has considered climate change and other environmental issues and has engaged with the community on these issues. The council will have considered how it can support or facilitate the community to take actions that could have a positive environmental impact for the local area, or more widely.</p>
Manages the performance of staff and the council as a corporate body to achieve its business plan	<p>The statement on performance management explains the processes by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. The statement also includes confirming that each member of staff has their own professional development plan and that the majority of councillors</p>

	<p>participate in a member development programme that is specific to their roles and the needs of the council. It is important to show evidence that the council is a good employer.</p>
<p>Supports a culture of civility and respect in the council</p>	<p>The statement will provide the panel with a variety of ways in which the council actively supports a culture of civility and respect. This might include information from council meetings where commitment has been made to civil and respectful debate. It might include council policies, training for staff and councillors related to code of conduct, NOLAN principles and other relevant topics. The council might include information of where conflict in the council has been successfully managed and resolved. The statement might include supporting comments from staff, councillors, other partners</p>



Report to Galleywood Parish Council

KW/Nov 2024

### **Bus Shelters**

The clerk was asked to ascertain if ECC would take ownership of Parish Council owned bus shelters if Council ever agreed to this. ECC have confirmed that this would not be possible.

If Council wanted to replace an existing bus shelter, ECC have advised of the process below:

There are effectively two scenarios depending on the exact location.

- 1) The shelter is on highway land
- 2) The shelter is not on highway land (eg. Parish land)

If the shelter is on highway land, then replacement requests should be put through the LHP process in the first instance. This way ECC can validate the request and determine if the shelter is in scope of the ECC contract and/or whether alternative funding may be available.

The Parish Council can purchase a shelter through the contract via this process and ECC would provide a quotation for the shelter upon completion of the validation/design.

There is also the option for the Parish Council to source a shelter through an alternative supplier outside of the ECC contract, however it should be noted that the Parish Council would then be responsible for obtaining the necessary licenses, permits and ensure the works are compliant with the necessary legislation for parties carrying out works on the highway.

If the shelter is not on highway land, then effectively ECC would not be involved, and the Parish Council would need to liaise with the landowner accordingly.

ECC cannot provide a 'standard' cost for a shelter due to the high number of variables involved. Each bus stop/shelter is different and has to be assessed accordingly before costs can be determined. Various factors that could impact cost include the size and configuration of the shelter, the nearest electricity supply, traffic management requirements, condition of any existing hardstand, footway levels, etc.

### Clerk comments

£7000 has been provisionally budgeted (CIL could be used) for the replacement of any bus shelter for 2025/2026 and 2026/2027 on the Budget for Asset Management. This budget will be approved at the December Council meeting.

**Members to resolve what action is to be taken.**

Report to Galleywood Parish Council

KW/Nov 2024

### **Civility And Respect Pledge**

Members to consider signing the online pledge.

By signing the online Pledge, Galleywood Parish Council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

Once signed up, the Parish Council will receive a certificate by email and will be listed alongside others on a national map, showing all the councils that have signed up.

NALC have introduced the Civility and Respect Pledge because there is no place for bullying, harassment and intimidation within our sector. The online pledge is easy for councils to sign up for, enabling them to demonstrate their commitment to addressing poor behaviour across and fostering positive changes that support civil and respectful conduct.



## Safeguarding Policy

	Date	Minute Reference	Amended
<b>Adopted: (Reviewed 2 Years)</b>	Nov 2020	PER20-15	NEW
<b>Reviewed</b>	Nov 2022	PER22-61c	No
	Nov 2024	FC24-844a	No
<b>Next Review 3 years</b>	Nov 2027		

The Keene Hall, Watchouse Road, Galleywood, Essex CM2 8PT

## **1. Introduction**

In the interests of child protection and the welfare and protection of vulnerable adults, Galleywood Parish Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council.

## **2. Policy Objective**

- 2.1 To ensure that where possible all facilities and activities offered by the Parish Council are designed and maintained to reduce the risk to children and vulnerable adults;
- 2.2 To promote the general welfare, health, and development of children by being aware of child protection issues and to be able to respond where appropriate as a local government organisation;
- 2.3 To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect;
- 2.4 As the Parish Council does not directly provide care or supervision services to children and vulnerable adults, it expects all children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer, or other responsible adult.

## **3. Aims**

The aim of this policy document is to guide members of Galleywood parish Council should any child protection issue or any issues with vulnerable adults arise during their work.

## **4. Responsibilities and Procedures**

- 4.1 To ensure that before any Parish Council organised event with children or vulnerable adults, participants are briefed appropriately;
- 4.2 To ensure that whilst Council members are unlikely to be involved with children during the performance of their duties, they are mindful of the risk they face;
- 4.3 To ensure that before any volunteers or employees are recruited to work with children and vulnerable adults they are interviewed, and two references taken up;
- 4.4 Decisions on whether any person should be checked under the Disclosure and Barring Service (DBS) will be made by the Personnel Committee after consultation with the Clerk following a risk assessment;
- 4.5 Councillors will adhere to the 'List of Recommended Behaviour' namely:
  - A minimum of two adults presents with supervising children
  - Not to play physical contact games
  - Adults to wear appropriate clothing at all times
  - Ensure that accidents are recorded in an accident book
  - Never do anything of a personal nature for a young person
- 4.6 Keep records of any incidents or allegations a person may make to any Councillor or volunteer;
- 4.7 Facilities offered by the Parish Council have been inspected on a regular basis;
- 4.8 Sharing information about child protection and good practice with partner organisations, Councillors, employees, volunteers, parents, and carers;
- 4.9 In the event of a contractor working directly for the Parish Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then the contractor will be asked to provide a copy of their Safeguarding Policy.

Any organisation which may make contact with children or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate in the use of any Council owned facilities.

## **Declaration**

Galleywood Parish Council is fully committed to safeguarding the well-being of children and vulnerable adults by protecting them from physical, sexual, emotional harm, neglect including cyber bullying, sexting, and peer on peer abuse.

All members of Galleywood Parish Council should be proactive in providing a safe environment for children and vulnerable adults who participate in Parish Council activities.



## Grievance Policy

	Date	Minute Reference	Amended
<b>Adopted:</b>	Nov 2014		
<b>Reviewed:</b>	Mar 2022	PERS22-49	No
	Nov 2024	FC24-844b	Yes
<b>Next Review 4 years</b>	Nov 2028		

## Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>).
2. It also takes account of the ACAS guide on discipline and grievances at work. ([https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf) ).
3. It also takes into account relevant law affecting Councils.
4. It aims to encourage and maintain good relationships between the Parish Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems, or complaints about their employment with the Parish Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
5. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
6. This policy confirms:
  - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for their grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case.
  - the Parish Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
  - any changes to specified time limits must be agreed by the employee and the Parish Council
  - an employee has the right to appeal against the decision about their grievance. The appeal decision is final
  - information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Parish Council in accordance with the General Data Protection Regulation (GDPR)
  - audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition

- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if they raised the grievance in good faith
- the Parish Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can only use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the Parish Council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the Parish Council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of Chelmsford City Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the Parish Council's grievance procedure (see paragraph 5)
- the Parish Council may engage external investigators, grievance or appeal panels for the purposes of the process.
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the Parish Council's grievance procedure. However, whatever the complaint, the Parish Council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns their safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with their line manager at the informal stage of the grievance procedure. The Parish Council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

### **Informal grievance procedure**

7. The Parish Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with their manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with their manager (for example, because it concerns the manager), the employee should contact the Chairman of the staffing committee or, if appropriate, another member of the staffing committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.



### **Formal grievance procedure**

8. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the staffing committee.
9. The staffing committee will appoint a sub-committee of 3 members to hear the grievance in the event that the grievance is raised by or relates to the Clerk. Where the grievance is not raised by or relates to the Clerk, the staffing committee may appoint the Clerk to hear the Grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

### **Investigation**

10. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigator may be an appropriate employee, councillor or external party. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
11. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

### **Notification**

12. Within 14 calendar days of the Parish Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
  - the names of its Chairman and other members
  - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 35 calendar days of when the Parish Council received the grievance
  - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
  - a copy of the Parish Council's grievance policy
  - confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of their witnesses as soon as possible before the meeting
  - confirmation that the employee will provide the Parish Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
  - findings of the investigation if there has been an investigation
  - an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

## **The grievance meeting**

13. At the grievance meeting:
  - the Chairman will introduce the members of the sub-committee to the employee
  - the employee (or companion) will set out the grievance and present the evidence
  - the Chairman will ask the employee questions about the information presented and will want to understand what action they want the Parish Council to take
  - any member of the sub-committee and the employee (or the companion) may question any witness
  - the employee (or companion) will have the opportunity to sum up the case
  - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.
14. The Chairman will provide the employee with the sub-committee's decision, in writing, usually within 7 calendar days of the meeting though may be longer e.g. where further investigations are required. The letter will notify the employee of the action, if any, that the Parish Council will take and of the employee's right to appeal.

## **The appeal**

15. If an employee decides that their grievance has not been satisfactorily resolved by the sub-committee, they may submit a written appeal to the staffing committee. An appeal must be received by the Parish Council within 7 calendar days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
16. Appeals may be raised on a number of grounds, e.g.:
  - a failure by the Parish Council to follow its grievance policy
  - the decision was not supported by the evidence
  - the action proposed by the sub-committee was inadequate/inappropriate
  - new evidence has come to light since the grievance meeting.
17. The appeal will be heard by a panel of 3 members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three Parish Council members who may include members of the staffing committee. The Parish Council may engage external parties if there are insufficient councillors to form the panel. The appeal panel will appoint a chairman from one of its members.
18. The employee will be notified, in writing, usually within 14 calendar days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 35 calendar days of the Parish Council's receipt of the appeal. The employee will be advised that they may be accompanied by a workplace colleague, a trade union representative or a trade union official.
19. At the appeal meeting, the Chairman will:
  - introduce the panel members to the employee
  - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee

- explain the action that the appeal panel may take.
20. The employee (or companion) will be asked to explain the grounds of appeal.
  21. The Chairman will inform the employee that they will receive the decision and the panel's reasons, in writing, and when they are likely to receive the letter. This may be within 14 calendar days of the appeal meeting however will be longer where further investigations are required.
  22. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
  23. The decision of the appeal panel is final.

This NALC Policy was last updated on 9 August 2024 and was issued by their employment law, HR and health & safety services partner WorkNest.



# Scheme of Delegation

	Date	Minute Reference	Amended
<b>Adopted:</b>	April 2021	FC21-273	
<b>Reviewed Annually:</b>	April 2022	FC22-437	No
	April 2023	FC23-589	No
	May 2024	FC24-772	No
	November 2024	FC24-844c	Yes
<b>Next Review</b>	May 2025		

The Keene Hall, Watchouse Road, Galleywood, Essex CM2 8PT

## Introduction

Section 101 of the Local Government Act 1927 provides:

- That a Council may delegate its powers (except those incapable of delegation) to a committee or the Clerk
- A Committee may delegate its powers to the Clerk
- The delegating body may exercise Powers that have been delegated

Any delegation to a Committee or the Clerk shall be exercised in compliance with the Parish Council's Standing Orders, any other policies or conditions imposed by the Parish Council and within the law.

In an emergency the Clerk is empowered to carry out any function of the Parish Council.

Where the Clerk is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult Members and must ensure that they obtain the appropriate legal, financial, and other specialist advice before action is taken.

### 1. Extent of Delegation

- 1.1 All delegated functions shall be deemed to be exercised on behalf of and in the name of the Parish Council.
- 1.2 The Clerk will exercise these powers in accordance with:
  - Approved budgets
  - The Parish Council's Standing Orders
  - The Parish Council's Financial Regulations
  - The Parish Council's adopted Policies and Procedures
  - All statutory common law and contractual requirements
- 1.3 The Clerk may do anything pursuant to the delegated power or duty which it would be lawful for the Parish Council to do including anything reasonably implied or incidental to that power or duty
- 1.4 In addition, the Clerk is authorised to undertake the day-to-day administration of the Parish Council to include:
  - To take action on any issue of such urgency, that it cannot wait until the next Parish Council meeting (or meetings are temporarily suspended). If circumstances permit, the Clerk would normally be expected to consult the Chairman and Vice Chairman of the Parish Council
  - To incur expenditure on behalf of the Parish Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000 (Financial Regulation 5.18)
  - To take any action regarding minor repairs (up to a cost of £500)

## **2. Planning Delegation**

- 2.1 Planning applications received by the Clerk will be provided to Councillors using the Parish Council's 365 software
- 2.2 Comments are to be submitted directly to the Clerk
- 2.3 Where there are no comments arising from a joint decision from Councillors, the Clerk shall be delegated to inform the Planning Authority, Chelmsford City Council within the time allocated
- 2.4 Delegated decisions will be reported to and recorded in the minutes of the next Planning and Highways Committee meeting

## **3. Delegation – Limitations**

- 3.1 All decisions taken under delegated authority will be in accordance with the Parish Council's Standing Orders and Financial Regulations and this Scheme of Delegation.
- 3.2 All decisions will be reported to the first appropriate Parish Council or Committee meeting.
- 3.3 The Parish Council may delegate the power to make individual decisions on individual items to the Clerk and its Committees as and when appropriate.



## Equality and Diversity Policy

	Date	Minute Reference	Amended
<b>Adopted:</b>	21 Nov 2024	FC24-844d	NEW
<b>Next Review 4 years:</b>	Nov 2028		

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## **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.

## **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 they have a particular protected characteristic when they don't, 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.

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

### **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.

#### 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, sex/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.

### **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.

### **Training and prevention**

The council will provide training in/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 provide training to/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. The council will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

We will take active steps to try to prevent third-party harassment of staff. If any third-party harassment of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. Action may include warning the harasser about their behaviour, banning them from our premises, reporting any criminal acts to the police, and sharing information with other branches of the business.

### **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.

### **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 treatment and outcomes of any complaints of harassment, sexual harassment or victimisation we receive to ensure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed; 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.

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

This NALC Policy was last updated on 24 September and was issued by their employment law, HR and health & safety services partner WorkNest.



# Dignity at Work Policy

	Date	Minute Reference	Amended
Adopted:	Nov 2024	FC24-844d	NEW
Next Review 4 years	Nov 2028		

## **DIGNITY AT WORK POLICY**

**The Parish Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.**

### **Purpose**

The Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, the Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word.

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment.
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

### **Scope**

This policy covers bullying and harassment of and by clerks and all employees engaged to work at the Council. Should agency staff, or contractors have a complaint connected to their engagement with the Council this should be raised to their nominated contact, manager, or the chair of the council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the vice chairman.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the Council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the Council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the Council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

### **The position on bullying and harassment**

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. The Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the Council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

## Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

## Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

### **What Type of Treatment amounts to Bullying or Harassment?**

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person

- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable, and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear; however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the council's equality and diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

## **Victimisation**

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything



in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

## **Reporting Concerns**

### **What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)**

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

### **What you should do if you feel you are being bullied or harassed by a councillor:**

If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

**What you should do if you witness an incident you believe to harassment or bullying:** If you witness such behaviour, you should report the incident in confidence to the clerk or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

**What you should do if you are being bullied or harassed by another member of staff:** If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

### Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk, a councillor or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

#### Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

### **The use of the Disciplinary Procedure**

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

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

This NALC Dignity at Work Policy is the first of a series of new or revised governance documents developed by the Civility and Respect Project.

The Dignity at Work Policy will replace any previous Bullying and Harassment Policy.