

**MELBOURN PARISH COUNCIL
MINUTES**

Minutes of a Meeting of the Parish Council held on Monday 9th January 2017 in the upstairs meeting room of Melbourn Community Hub at 7.15pm.

Present: Cllrs Norman (Chair), Hales, Hart, Regan, Kilmurray, Porter, Shepherd, Sherwen, Travis.

In attendance: The Clerk and approximately 13 members of the public.

PC255/16 To receive apologies for absence

Cllr Stead, Cllr Siva, Harrington, Cross, Gatward for personal reasons.

PC256/16 To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.

Cllr Shepherd – non pecuniary interest as knows the Operations Manager at Bury Lane Fruit Farm – PC268/16 (b).

Cllr Shepherd non pecuniary interest as knows the occupier of PC268/16 (d)

Cllr Porter – has pecuniary interest as lives in the same location as PC268/16 (c)

PC257/16 Public Participation (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item).

At 7.17pm The Chair Suspended Standing Orders

Mr Stapleton read out **APPENDIX A** to those present at the meeting.

The Chair stated that when Mr Berks arrives to present PC266/16, Standing Orders will be suspended so Mr Stapleton and Dr Alderton can have their questions answered.

Mrs Meliniotis asked The Clerk if Crossways had been written to regarding their overgrown hedge. The Clerk confirmed that a Cllr had met with the owners and this is now in hand.

At 7.22pm The Chair reinstated Standing Orders

PC258/16 To approve the Minutes of the Parish Council Meeting 12th December 2016

PC223/16 - Cllr Cross proposed the following changes: There were no declarations of interests to be made. Instead of there were declarations of interest to be made.

PC231/16 – Cllr Regan proposed the following changes: Cllr Regan stated that the advice from the solicitor was that the balance of probability was that the Parish Council would lose any adjudication and the cost would increase significantly.

PC232/16: Cllr Travis proposed: Cllr Travis confirmed that a review of Contracts, together with formal Risk Assessments need to be carried out for both jobs.

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR REGAN THAT THE MINUTES WERE A TRUE RECORD OF THE MEETING. TWO CLLRS ABSTAINED AS THEY WERE ABSENT FROM THE PREVIOUS MEETING. THIS WAS CARRIED.

PC259/16 To report back on the minutes of the Parish Council Meeting 12th December 2016

The Clerk reported as follows:

- PC227/16 – Wicksteed Playground have been instructed to carry out the work to the Playparks. The Clerk is waiting for a date.
- PC228/16 – Herts & Cambs Ground Maintenance have been instructed to carry out the soil store work to New Road Cemetery. The Clerk is waiting for a date.
- PC229/16 – BeActive and Bridget Smith have had two different discussions regarding the availability of a grant. There may not be enough time to apply for a grant before summer 2017, this may be delayed until summer 2018.
- PC230/16 – Payment has been made to the solicitor and The Clerk is awaiting the final version of the Lease for approval to Council.
- PC231/16 – Interserve Interim Certificate Number 9 (£25,000 + VAT) has been paid. Awaiting confirmation from PWLB regarding Loan.
- Cllr Travis and Cllr Porter are interested in joining Phase 2 of the Car Park Working Party. The Clerk is waiting for Mr Potter to give his availability to arrange a first meeting.
- PC234/16 NALC Good Council Award lasts for four years. CAPALC has given their feedback on the Complaints Policies for Councillors and Staff. One suggested change is to Section C which is to add an extra bullet point relating to occupations of a confidential nature.
- PC235/19: Strategic Vision is on the Parish Council Agenda this evening.

PC260/16 To discuss and approve the locking and unlocking of Littlehands Gate

The Clerk explained she used to lock/unlock the Littlehands gate and has been for the last 1 ½ years. The padlock recently got stolen and in the last 2/3 months residents have been complaining of antisocial behaviour on the car park behind Littlehands.

There is now a new padlock on the gate and it was agreed in the short term and if the Clerk was happy to do this it could continue. However members were concerned about the Clerks safety and that she should be paid for this additional task at antisocial hours. It was agreed that the matter should be referred to the HR PANEL for further discussion. **ACTION: HR PANEL**

**PC261/16 Approval of Litter Picker (Staff) and (Volunteers) Risk Assessments
APPENDIX B**

A resident had asked The Clerk if they were to Litter pick in the village could the Parish Council supply them with bin liners. The Advice from the Insurance Company was that Melbourn Parish Council should have a Risk Assessment in place prior to agreeing this.

Cllr Travis presented both the Staff and Volunteers Risk Assessments. Cllr Travis pointed out the first page on both of the documents needs reformatting and he will work with the Assistant Clerk to complete this task.

ACTION: CLLR TRAVIS AND ASSISTANT CLERK

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR PORTER TO ACCEPT BOTH RISK ASSESSMENTS. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC262/16 To consider how votes are recorded at meetings

Members had a discussion about all votes being recorded so that residents are able to see how their representatives have voted on any of the items on the agenda.

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR REGAN THAT ALL VOTES TAKEN BY MELBOURN PARISH COUNCILLORS WILL BE SHOWN IN THE MINUTES AS A RECORDED VOTE. ALL WERE IN FAVOUR. THIS WAS CARRIED.

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR HALES THAT MELBOURN PARISH COUNCIL STANDING ORDERS BE AMENDED TO SHOW THAT ALL VOTES TAKEN ARE TO BE RECORDED. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC263/16 First Draft of the Strategic Plan – APPENDIX C

The Chair presented a first draft of the Strategic Plan.

Members suggested the following items should be added:

- Under 3: Risk Assessments and Health and Safety and Training Staff
- Under 4. Car Park – understanding of what went wrong and how. Processes that are now in place and lessons that can be learned
- Under 4. Business Plan – Melbourn Community Hub
- Outcomes – Strategic Projects for S106 and precept funding.

IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR TRAVIS TO ACCEPT THE FIRST DRAFT OF THE STRATEGIC PLAN AS AMENDED. ALL WERE IN FAVOUR. THIS WAS CARRIED.

The Chair suggested the Strategic Plan should be communicated as part of Melbourn

Parish Council's article in Melbourn Magazine Spring Edition. **ALL COUNCILLORS WERE IN FAVOUR.**

PC264/16 To review and approve the current Parish Council Subscriptions

SLCC (Society of Local Council Clerks)

Members felt it was the employer's duty to support their staff and that separate subscriptions should be approved for both The Clerk and Assistant Clerk. £296.00

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR HART. ALL WERE IN FAVOUR. THIS WAS CARRIED.

CAPALC – Cambridge & Peterborough Association Local Councils

Members felt this was essential given the history of Melbourn Parish Council.
£610 PAID 2016/2017

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR TRAVIS. ALL WERE IN FAVOUR. THIS WAS CARRIED.

CAMBRIDGE ACRE – General Community Information and advice for volunteer trustees or parish councillors on community buildings management, asset transfer, community rights, parish and neighbourhood planning, affordable rural housing, funding and making applications, community consultation, volunteer management and governance issues. COST £54.00

IT WAS PROPOSED BY CLLR SHERWEN AND SECONDED BY CLLR KILMURRAY. ALL WERE IN FAVOUR. THIS WAS CARRIED

TOTAL ON SUBSCRIPTIONS - £960

**PC265/16 To review and approve:
APPENDIX D**

a) Revised Index for Policies

There were no comments made.

b) Policy for Creation and Revision of Documents

There were no comments made

c) Policy and Procedure – Discipline

In the Disciplinary Policy, amend (O) to include misuse of any council resources, not just vehicle. This should include using council resources for non-council business.

d) Policy and Procedure – Grievance

In the Grievance policy, have a statement that deters grievances that amount to - persistent complaints, vexatious and malicious complaints.

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR TRAVIS TO ADOPT THE REVISED INDEX FOR POLICIES AND POLICY FOR CREATION AND REVISION OF DOCUMENTS.

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR TRAVIS TO ADOPT THE DISCIPLINE AND GRIEVANCE POLICIES AS DRAFTED AND WITH THE ABOVE MINUTED AMENDMENTS, TOGETHER WITH AN ADJUSTMENT TO THE MEMBERSHIP SEQUENCE OF THE REVIEW PANEL, SO THAT THERE IS AGREEMENT WITH THE EXISTING COMPLAINTS POLICY ON THE USE OF HR PANEL MEMBERS. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC266/16 To receive a report on the Hub Finances for October and November Accounts 2016 – APPENDIX E

Mr Jonathan Berks, Director from Melbourn Community Hub Management Group presented the above reports.

Mr Berks reported that Mr Stuart Cook had resigned since the last meeting and informed members that Mr Berks had taken over the role as Acting Chairman. Mr Siegmund Parton resigned just before Christmas and fortunately the MCHMG have found a temporary replacement that started today to cover reception and take bookings. The temporary Assistant's hours have been reduced to 10.00am – 4.30pm each day and the Apprentice, Harrison Taylforth Knight has not been replaced. This will reduce the monthly costs.

Members asked Mr Berks could the banking and decision making of the Hub not be dealt with by the Centre Manager and should this not be part of their job description and responsibilities. Is this the reason for a large turnover of Directors as people have been employed to manage but were not allowed to manage?

A member asked if the Centre Manager was responsible for setting up of the rooms and is the new Receptionist aware of this role. They were also concerned that Café staff are down to skeleton level and can they cope. Mr Berks explained that Mr Parton had catering experience and used his expertise in the kitchen as well as at the front desk as there are limited volunteers.

Members wanted to know why has there been such a high turnover of six Centre Managers and 21 Directors since The Hub opened.

There were concerns from Members that the income forecast for the café appears to be very low. Mr Berks stated that the café is in need of an external person to suggest ways of improving the café.

The Chair Suspended Standing Orders:

Mr Stapleton explained that the store cupboard is very overcrowded and dangerous for staff/volunteers and as a matter of urgency MCHMG need to address this issue. The MCHMG should also allow for a paid person to deal with physical activities. Mr Stapleton felt that the Directors of the Hub should help with Hub sitting as well as volunteers, instead of always paying staff overtime to hub sit.

Mr Stapleton raised his concern that the Centre Manager could not purchase food for

The Hub as when Mr Cook resigned he cancelled the company credit card. Mr Berks explained this was a mistake and Mr Cook should have cancelled his name off of the card not the whole card. Mr Berks explained he has since arranged for a temporary credit card for The Hub to use and agreed this had been unsatisfactory.

Mr Stapleton asked could he see a copy of the temporary Assistants Job Description and has she received a safety induction.

A Member of the public disclosed personal information about an individual that should not have been given out in a public meeting.

Dr Alderton thanked Mr Berks for the time spent on the reports. Dr Alderton was concerned the MCHMG had not replaced kitchen staff. The forecast shows The Hub will run out of money and assume the Parish Council will give funding.

Mrs Carol Alderton has arranged a meeting with the current volunteers and will be writing an article in Melbourn Magazine saying how much fun it is. Mrs Alderton stated that there has been no drive from MCHMG to recruit volunteers and promotion of The Hub had been poor.

Mr Barry Fennings expressed his concern that MCHMG employ the Centre Manager and although there are Directors the responsibility of running The Hub should lie with the Centre Manager.

Mr Berks explained that the Centre Manager's role involves looking after the premises, marketing, overseeing the café, looking after the staff. For the salary the MCHMG are offering you will not get a person that is an expert in all the required areas.

A member asked if there had been any discussion of promoting The Hub through other local villages. Mr Berks stated this was an action for last the Centre Manager to speak with County Cllr Susan van de Ven.

Mr Berks announced the Annual General Meeting of the Hub will be held on Wednesday 22 February 2017 at 7pm in The Atrium of The Hub and the year-end accounts will be presented.

PC267/16 To receive any notifications or planning consultation documents

a) Any other notifications at the time of meeting

There was nothing to report.

PC268/16 To consider the following Planning Applications

(a) Notification of application for a proposed rear extension and restoration, including reconstruction and conversion of existing dilapidated building to form Annex at 59 High Street, Melbourn, Royston, SG8 6DZ. Mr & Mrs R Chamberlain. S/3373/16/LB

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR SHERWEN WITH THE FOLLOWING COMMENT. ENSURE THE LISTED BUILDING IS PROTECTED FROM DAMAGE THROUGHOUT BUILDING WORKS. ENSURE DESIGN HAS RESPECT

FOR POSITION OPPOSITE THE CHURCH. ALL WERE IN FAVOUR. THIS WAS CARRIED.

(b) Notification of application for Erection of staff accommodation building and car park at New Farm Shop, Bury Lane Fruit Farm, Melbourn Bypass, Meldreth, Royston, Cambridgeshire, SG8 6DF. EW Pepper Limited. S/3387/16/FL.

Cllr Shepherd left the room.

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR SHERWEN WITH THE FOLLOWING COMMENT. THE PROPERTY IS IN MELDRETH SO MELBOURN PC HAS NO VIEW. ALL WERE IN FAVOUR. THIS WAS CARRIED.

(D) Notification of application to Access from Cambridge Road to maintain paddock & grazing land at Cherrytrees, Cambridge Road, Melbourn, Royston, Cambridgeshire, SG8 6EY. Mr B Chipperfield. S/3458/16/FL

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR TRAVIS TO SUPPORT THIS WITH NO COMMENT. ALL WERE IN FAVOUR. THIS WAS CARRIED.

Cllr Shepherd returned to the room.

(c) Notification of application – currently a grassed area of open space, proposed some of the area to provide needed additional parking for the residents of John Impey Way, Melbourn at 29 John Impey Way, Melbourn, SG8 6HZ. Mr Liam Flatters. S/3432/16/FL.

Cllr Porter left the room.

IT WAS PROPOSED BY CLLR KILMURRARY AND SECONDED BY CLLR SHEPHERD TO SUPPORT THIS WITH NO COMMENT. ALL WERE IN FAVOUR. THIS WAS CARRIED.

Cllr Porter returned to the room.

(e) Notification of application for Post Mounted Noticeboard at All Saints Parish Church, High Street, Melbourn, Cambridgeshire. Roger Mellor. S/3550/16/AD
IT WAS PROPOSED BY CLLR PORTER AND SECONDED BY CLLR SHERWEN WITH THE FOLLOWING COMMENT – TO NOTE THE SIGN IS SITUATED IN STATION ROAD. THE HIGH STREET IS THE ADDRESS OF THE CHURCH. ALL WERE IN FAVOUR. THIS WAS CARRIED.

(f) Notification of application for single storey extension at first floor level, to administration building adjacent to main industrial unit, and new double garage at Workshop, Saxon Way, Melbourn, Royston, Cambridgeshire, SG8 6DN. Mr Bretherton, Procam Agriculture Limited. S/2926/16/FL - AMENDMENT REVISED DESCRIPTION

IT WAS PROPOSED BY CLLR HALES AND SECONDED BY CLLR KILMURRAY TO SUPPORT THIS WITH NO COMMENT. ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC269/16 Correspondence:

a) Any other correspondence at time of meeting

- Letter of thanks from Melbourn United Reformed Church, Melbourn Bloomsday Celebration, Melbourn Village College, 1st Orwell Scouts, The Melbourn District Library for Community Benefit Funding. **APPENDIX E**
- Correspondence from Mr Brian Mitchell – **APPENDIX F**

PC270/16 To accept notices and matters for future agendas

a) Suggestions from Councillors

- There was nothing to report.

At 9.20pm Standing Orders were suspended.

b) Suggestions from Members of the Public

- Mr Hugh Pollock raised the point about how many Hub Managers there had been. Mr Pollock felt the comments made by the Employer about Siegmar Parton, the Hub Centre Manager who resigned just prior to Christmas was not acceptable as Mr Parton was not present at the meeting to have his say. Mr Pollock said the Hub Management Group should manage the Centre Manager and leave them to manage the running of the Hub.
- Brenda Meliniotis commented that she used to be a Director of The Hub Management Group and that she wanted to remind people that all Directors are volunteers with jobs and the Centre Manager is a paid person with a job to do.

At 9.31pm The Chair reinstated Standing Orders.

At 9.32pm The Chair closed the meeting

Hub matters for discussion by Parish Council.

1. At the PC Meeting on 19th Dec I raised various matters concerning the operation of the Hub. These were intended to provide a focus for the PC on the operation of the Hub. The Council item PC PC266/16 partially addresses this point but appears to concentrate on the financial matters. I note that Mr Berks for the Hub Directors has provided a detailed financial statement covering 2016 and projected costs in 2017. He has also detailed the proposed way forward in 2017. I have grave doubts about the detail of the proposals which can be debated later in this meeting.

PC266/16 PC States:

To receive a report on the Hub Finances for October and November Accounts 2016.

This makes no mention of hub-copy-of-forecast-16-17 or hub-mpc-report-jan-17 which cover financial matters and new staff.

2. The underlying problems of the operation of the Hub have to be resolved if the ongoing operation is to be successful.

There appears to be a lack of co-operation between the interested parties. There have been no less than four managers of the Hub over the last three years. The last two have both expressed difficulty concerning their working with the Hub Management. Both have left as a result of these situations. The café Manager has also expressed concern about the lack of control and direction. Last Saturday the café only opened late at 10 am when Deana and Sieg came in even though they were not scheduled to attend and Siegmar was on the point of resignation. None of the Directors attended the Hub on Saturday morning.

The Hub Management does not appear to be working with the PC even though the PC is their Landlord and provides funding for any losses. The Hub Management indicated at their AGM in March that they expected to operate with a deficit of £1000 per month in the year 2016/2017. This has not happened. It is vital to set up a system with all parties working together.

3. The proposed Budget for 2017/18 makes no allowance for anyone to Hub Sit or setting out the rooms. This has been done by the manager during the last 18 months. There is no mention of involvement by Directors in the running of the Hub which would make savings.

Furniture storage also needs to be addressed and should not be stored in the locker Room as this impedes access and is a health and safety hazard.

Has the new receptionist received a Job Description and if so could this be made available to the PC? Have arrangements been made for the Receptionist to receive a safety Induction.

Mike Stapleton

PC261/16

Litter Picking in Melbourn - Risk Assessment (Parish Council Staff)

RISK ASSESSMENT MATRIX

Risk = Hazard Severity x Likelihood of occurrence (Probability)

Hazard Severity -Should be assessed on scale of 1 -5:

1. Low (minor injury to one individual)
2. Slight (injury or disease capable of keeping one person off work 3 or more days)
3. Moderate (injury or disease capable of keeping more than one person off work for 3 or more days)
4. High (death to an individual)
5. Very High (multiple deaths)

Likelihood of occurrence (probability), on scale of 1-5:

Use the equation above to determine a **risk factor** ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen, with disastrous and widespread results).

- 1 Not likely (an injury may occur less than once in a working year, doing this activity every day)
- 2 Possible (an injury may occur once in a working year, doing this activity every day)
- 3 Occasional (an injury is likely to occur 2 or 3 times in a working year, doing this activity every day)
- 4 Common (an injury is likely to occur more than 3 times in a working year, doing this activity every day)
- 5 Likely (an injury is probably going to occur)

Risk Factors

1-3 Low, improve when possible 4-9 Medium risk factor, improve as soon as possible 10+ Deal with the risk before you start the task, preferably before anyone else arrives on site.

A risk factor of 10+ is unacceptable. If it cannot be reduced, do not carry out the task.
To make equation work effectively, 'likelihood' and 'severity' must be judged independently.

NB – the matrix does not need to be completed afresh for each event, as the task profiles are similar for every work party

Activity: Litter Picking by Parish Council Staff Site location: Melbourn Village					Name of assessor: John Travis Date of assessment: 22 December 2016
Description of hazard	Severity of hazard (b), score 1-5	Probability of harm (a), score 1 – 5	Risk factor (a x b)	Action required	Notes
Contamination/back strain from collecting general litter (paper/plastic/unbroken glass/cardboard etc.)	1	1	1	Ensure staff use hand-operated litter pick tools to collect general litter and use gloves	Avoid constant bending and possible back strain by using the litter pick tools
Strain from carrying heavy bags of collected litter	1	1	1	Ensure bags are not overloaded and lift using legs not back. Village warden's van can be used for roadside collection	Individuals to take care to walk with car
Impact from passing motor traffic and bicycles	4	1	4	High-visibility clothing must be worn when working at roadside locations	Make sure working locations have sufficient off-road working space for safe operation.
Tripping/twisting due to uneven ground	1	2	2	Be aware of potentially unseen obstacles and depressions in pavements and verges	Staff to report significant obstacles and avoid especially difficult to access areas
Eye level twigs and branches	1	2	2	Staff to exercise caution when working near shrubs and trees	
Sharp objects such as metal lids and glass	1	2	2	Exercise caution and avoid kneeling while working. Separate glass and metal from other litter and collect in buckets not black bags.	Use litter pick-up tools wherever possible
Needles and syringes	4	2	8	Exercise caution when picking up or touching needles or syringes.	Ensure that appropriate gloves are worn to prevent injury from sharps Ensure that sharps are appropriately disposed of (sharps box)
Unattended tools	1	2	2	Ensure that tools are not left unattended at any time	
Exposure to cold weather	2	2	4	Be aware of bad weather (cold, icy, wet conditions particularly)	Ensure appropriate clothing for the weather.

Weil's diseases	1	1	1	Advise all of symptoms of Weil's disease and action to be taken	Cover cuts with waterproof plasters Have clean water available for washing cuts Have clean water available for washing hands prior to eating or touching eyes Wet wipe tissues should also be available Advise Parish Clerk of concern of contamination
Disposal of collected litter and waste	2	1	2	Ensure consolidated litter is stacked safely and on a site with reasonable protection from children and public. Make prompt arrangements for central collection and disposal	Arrange with Parish Clerk for collection by SCDC or other appropriate authority
Contamination from dog fouling and subsequent problems such as eye damage	2	1	2	Exercise caution and avoid coming into contact with dog waste.	Ensure appropriate hand protection is worn

AC201/16

Litter Picking in Melbourn - Risk Assessment (Volunteer)

RISK ASSESSMENT MATRIX

Risk = Hazard Severity x Likelihood of occurrence (Probability)

Hazard Severity -Should be assessed on scale of 1 -5:

1. Low (minor injury to one individual)
2. Slight (injury or disease capable of keeping one person off work 3 or more days)
3. Moderate (injury or disease capable of keeping more than one person off work for 3 or more days)
4. High (death to an individual)
5. Very High (multiple deaths)

Likelihood of occurrence (probability), on scale of 1-5:

Use the equation above to determine a **risk factor** ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen, with disastrous and widespread results).

- 1 Not likely (an injury may occur less than once in a working year, doing this activity every day)
- 2 Possible (an injury may occur once in a working year, doing this activity every day)
- 3 Occasional (an injury is likely to occur 2 or 3 times in a working year, doing this activity every day)
- 4 Common (an injury is likely to occur more than 3 times in a working year, doing this activity every day)
- 5 Likely (an injury is probably going to occur)

Risk Factors

1-3 Low, improve when possible 4-9 Medium risk factor, improve as soon as possible 10+ Deal with the risk before you start the task, preferably before anyone else arrives on site.

A risk factor of 10+ is unacceptable. If it cannot be reduced, do not carry out the task.
To make equation work effectively, 'likelihood' and 'severity' must be judged independently.

NB – the matrix does not need to be completed afresh for each event, as the task profiles are similar for every work party

Activity: Litter Picking by Volunteers Site location: Melbourn Village – various streets depending on work assigned					Name of assessor: John Travis Date of assessment: 22 December 2016
Description of hazard	Severity of hazard (b), score 1-5	Probability of harm (a), score 1 – 5	Risk factor (a x b)	Action required	Notes
General	N/A	N/A	N/A	Before starting the task ensure that the site has been walked prior to any volunteers arriving Gloves to be worn at all times	Check all paths are accessible, that no unforeseen obstructions exist such as fallen branches or excavations
Access to meeting point outside The Community Hub, 30 High Street, Melbourn	2	1	2	Meet volunteers in front of the Hub. Ensure people are off road and assembled away from the road	Ensure arriving cars do not conflict with people waiting to begin work
Contamination/back strain from collecting general litter (paper/plastic/unbroken glass/cardboard etc.)	1	1	1	Ensure volunteers use hand-operated litter pick tools to collect general litter and use gloves	Advise people to avoid constant bending and possible back strain by using the litter pick tools
Strain from carrying heavy bags of collected litter	1	1	1	Ensure people are not overloaded and lift using legs not back. Leave bags on roadside for collection	Advise people to move methodically and walk steadily while working
Impact from passing motor traffic and bicycles	4	1	4	Advise volunteers that high-visibility tabards must be worn when working at roadside locations	Make sure working locations have sufficient off-road working space for safe operation.
Tripping/twisting due to uneven ground	1	2	2	Advise people of potentially unseen obstacles and depressions in pavements and verges	Ask volunteers to report significant obstacles and avoid especially difficult to access areas
Eye level twigs and branches	1	2	2	Advise people to exercise caution when working near shrubs and trees	
Sharp objects such as metal lids and glass	1	2	2	Advise not to kneel while working. Separate glass and metal from other litter and collect in buckets not black bags.	Use litter pick-up tools wherever possible

Needles and syringes	4	2	8	Advise volunteers NOT to pick up or touch needles or syringes.	Litter found in this category to be notified to work party leader for marking and separate disposal
Unattended tools	1	2	2	Instruct people to tool leave tools safely grouped together and ensure safety	Watch for people leaving tools unattended and discretely remind them
Exposure to cold weather	2	2	4	Consider stopping task if weather is very bad (prolonged wet and cold)	Keep watch for any volunteer who is inappropriately dressed
Weil's diseases	1	1	1	Advise all of symptoms of Weil's disease and action to be taken	Cover cuts with waterproof plasters Have clean water available for washing cuts Have clean water available for washing hands prior to eating or touching eyes Wet wipe tissues should also be available
Disposal of collected litter and waste	2	1	2	Ensure consolidated litter is stacked safely and on a site with reasonable protection from children and public. Make prompt arrangements for central collection and disposal	Make advance arrangements with SCDC from collection and disposal prior to booked work-party dates
Contamination from dog fouling and subsequent problems such as eye damage	2	1	2	Advise volunteers look out for and to avoid touching dog waste and to ignore this material during litter collection	

PC263/16

MELBOURN PARISH COUNCIL

STRATEGIC PLAN JANUARY 2017 TO MAY 2018

The aim is to put the PC into good shape as soon as possible, financially and in terms of good governance.

1. Openness and transparency, and engagement with the community.

- Put into practice the Community Engagement Strategy adopted on 14 November 2016.
- Encourage continuing public attendance at PC meetings, and provide information and access for those who are not able to attend the actual meetings.
- Ask the community to nominate people for the Melbourn Awards and use this to attract the public to attend the Annual Parish Meeting.

Outcome: Have a contested election in May 2018 with new people coming forward to participate.

2. Work effectively as a PC ensuring that governance is excellent

- Ensure that the new PC works in a lawful and transparent way by undertaking a thorough review of Standing Orders to ensure that they are fit for purpose and that everyone understands them.
- Carry out an audit of processes against the adopted Financial Regulations, Internal Audit Report and NALC Good Council Award criteria.
- Implement the lessons from the Car Park Working Party post-project review so that future Parish Council projects are subject to good governance.
- Ensure that the adopted policies are reviewed and put into practice. Risk assessments of processes will follow from this.
- Undertake training both to learn the factual basis of being a PC and the environment in which a Parish Councillor operates and the skills of being a Chair.
- Review the need for and operation of the committees to improve efficiency, ensure they function properly, and make sure issues are not debated numerous times.
- Understand the changing environment in which the Council will operate.

Outcomes:

- **Be in a position to qualify for the NALC Quality Award by May 2018.**
- **Have a Council by May 2018 which is run so that the time commitments for Councillors are such that people at all life stages feel they can make the commitment.**

Ver 1 9 January 2017

3. Be a good employer.

- Ensure all *employees* have a job description, a contract and that good practice for recording of time worked, holidays taken, etc are in place. (HR Committee)
- Ensure that it is clear what *contractors* need to do if they have a complaint/grievance or other issue with the PC.
- Put in place pension arrangements for staff.
- Put in place Line Management for the Clerk and a day-to-day contact point.
- Consider what support is needed for the Clerk on her RFO role, and for how long.

Outcome: a workforce which is clear about what the council expects from it and is confident to raise concerns if necessary.

4. Establish a clear understanding of the Council's Finances and develop a strategy for future spending

- Purchase and use effectively an accounting system.
- Implement a plan to bring reserves up to an acceptable level.
- Review value for money in all the Council's activities, including ensuring contracts are fit for purpose.
- Investigate ways of increasing the Council's income, including making grant applications.
- Put in place maintenance plans for soft and hard landscaping in the Parish.

Outcomes:

- A Parish Council which has a clear picture of its actual spend and committed spend at any point in the financial year.
- A published plan to build the reserves up to an acceptable level with timescales.
- A Precept for FY 2018/19 which accurately represents predicted spend and makes an allowance for projects in FY 2018/19.

5. Become a Council which has a clear idea of what its community wants¹ and which works to achieve them.

Outcome: By May 2018, a list of potential projects, with an implementation plan for each, together with an understanding of how the PC will fund its contribution to the work.

¹ This can initially be done on the basis of information already collected for the Neighbourhood Plan, and then go on to use input from the implementation of the Community Engagement Strategy.

PC 265/16 a)

January 2017 (Version2)

MELBOURN PARISH COUNCIL

Parish Councillors – REFERENCE DOCUMENTATION

Index of Contents:

1.0 Members' Code of Conduct

1.01 Complaints to Melbourn Parish Council

2.0 Melbourn Parish Council Standing Orders (Members' Handbook)

3.0 Standard Documents

- 3.01** Blank Declaration of Acceptance of Office
- 3.02** Blank Register of Parish Members' Financial and Other Interest.
- 3.03** Guidance on Completing Register of Interests
- 3.04** Skills Audit

4.0 Policies, Procedures and other documents – GENERAL

- 4.01** Creation and Revision of Documents - Policy
- 4.02** Child and Vulnerable Adult Protection Policy
- 4.03** Community Grant Policy
- 4.04** Community Grant Application
- 4.05** Councillors Expenses Policy
- 4.06** Gifts and Hospitality Policy
- 4.07** Model Publication Scheme
- 4.08** Freedom of Information Policy
- 4.09** Green Policy
- 4.10** Press/Media Policy
- 4.11** Model Publication Scheme
- 4.12** Blank Allotment Agreement
- 4.13** Appointment of Contractors Policy & Procedure

5.0 Policies and Procedures – EMPLOYMENT

- 5.01** Employment – General Policies, Procedures, Rules and Terms
- 5.02** Equality and Diversity Policy
- 5.03** Harassment Policy and Procedure
- 5.04** Grievance Policy and Procedure
- 5.05** Disciplinary Policy and Procedure
- 5.06** Capability Policy and Procedure
- 5.07** Lone Working Policy

- 5.08 Whistle Blowing Policy and Procedure
- 5.09 Training and Development Policy
- 5.10 Health and Safety Policy

6.0 Terms of Reference

- 6.01 Finance and general Purposes Committee
- 6.02 Planning Committee

7.0 Financial Risk Assessments

- 7.01 Theft or Loss of Income
- 7.02 Employment and Control of Staff and Payroll
- 7.03 Authorisation and Control of Orders and Contracts for the Supply of Goods and Services to the Council
- 7.04 Disruption due to Long Terms Illness of any Member of Staff including the Parish Clerk and RFO
- 7.05 Damage or Loss by Fire, Weather or Vandalism of Council Buildings and Equipment or any other Fixed Asset
- 7.06 Banking and Investment Controls
- 7.07 Accidents in, on or around Council Property

8.0 NON-Financial Risk Assessments

- 8.01 Properties, Buildings and Contents
- 8.02 Public Open Spaces
- 8.03 Cemeteries
- 8.04 Street Furniture
- 8.05 Employment of Staff
- 8.06 Employment of Contractors
- 8.07 Freedom of Information
- 8.08 Allotments

PC 265/16 (b)

MELBOURN PARISH COUNCIL

Doc. No. 4.01
Version 3
Review Date: Jan. 2018

POLICY: Creation, Revision and Review of Documents

PURPOSE: To provide consistent format and control of documents

SCOPE: All documents related to Melbourn Parish Council business that require regular and formal approval

POLICY:

Numbering and Format

- 1.1 Each Policy, Procedure or other document type will be assigned a unique number, to be shown on every page, together with a review date
- 1.2 The Indexing System for all Parish Council documents within the scope of this policy will reflect the assigned document number
- 1.3 Unless a good reason exists, due to the particular nature of a document (e.g. an Application Form), the textual content should normally be preceded by a statement of both Purpose and Scope, as in this policy
- 1.4 The Review Date, shown on each page of the document, refers to the latest date for review or revision
- 1.5 Each page will also carry the Version Number of the document. This refers to the sequential edition of the unique document concerned is there to prevent confusion, for example should the document be revised and reissued more than once before a pre-planned regular review date (e.g. an Annual Meeting)
- 1.6 All document pages, including the title page, will be numbered
- 1.7 Within documents section and paragraph numbering is recommended wherever possible, as in this Policy, to make review and reference as easy as possible. Alternative presentations are acceptable provided document clarity is not compromised.
- 1.8 It is recommended that all documents be created in Arial Font, using font sizes that broadly follow this reference policy
- 1.9 Documents will carry a Header and Footer on each page confirming these refer to Melbourn Parish Council, also to facilitate carrying other repetitive information

The approval signature(s) and approval date will always be located on the **last page** of every document, so that it is always clear that no pages are missing. The last page will also show the time period or policy for the next planned review

2. Document Type

The Document Title for all documents must accurately reflect their purpose.

Note: It is acceptable for a Document Title to reflect more than one document type in the title, for example '**Policy and Procedure: Grievance**'. In such cases the document structure should clearly show separation between 'policy' and 'procedure'

Examples are:

- *Policy* – Policies are documents that set out the guidelines and rules governing the subject matter concerned
- *Procedure* – Procedures are documents that list the steps required to accomplish a certain goal or goals
- *Terms of Reference* – Terms of Reference are documents that set out the scope and limits of responsibility for a person or working group

This is not an exhaustive list

3. Review and Approval

- 3.1 All documents carry a latest Review Date (Month/Year) on all pages, together with the assigned Document Number (paragraphs 1.1 and 1.4 above)
- 3.2 It is the responsibility of the Parish Council, through the Chair, to ensure that all new documents are created within the scope of this policy and approved as per paragraphs 3.5 and 3.6 below
- 3.3 It is the responsibility of the Parish Council, through the Chair, to ensure that all pre-existing documents covered by the scope of this policy are reviewed on or before their policy Review Date and approved as per paragraph 3.5 below
- 3.4 Persons reviewing documents should do so by reference to **Appendix A**
- 3.5 Creation of new documents and review of existing documents may be assigned to a person or group as agreed by the Full Council, and the draft document offered for formal approval to the Full Council when work is complete. The review and approval process will normally follow the outline procedure in **Appendix B**, but can be flexible, depending on circumstances
- 3.6 Subject to amendments that may be requested and agreed by the Full Council, the final draft will be signed and approved at a public meeting by the Chair of the Parish Council
- 3.7 Each document will be reviewed and formally reapproved according to the policy agreed for it at the time of Full Council approval

APPENDIX A

Document Review – Prompt Questions

When reviewing any document the following questions can be used to ensure the result is effective:

- Is the document required?
- When was it last reviewed?
- Should the frequency of review be amended?
- Does the document follow the consistent format as laid down in this policy?
- Is the Document Title clear and does it properly define Purpose and Scope?
- If it is a Policy, does it provide clear direction on the implementation of rules and regulations through associated Procedures?
- If it is a Procedure, does it offer a clear and unambiguous series of steps from which users can resolve questions and problems?
- Does the content accurately reflect what is required or what actually happens?
- Have there been incidents or problems since the last routine review that could prompt amendments to the document?
- Does the final document properly reflect obligations on Equal Opportunities for those affected
- Is the document consistent with and does it further the vision and aims of Melbourn Parish Council
- Will training or re-training of councillors or staff be required after the document is re-issued?

APPENDIX B

Document Creation and Review – Recommended Outline Process

1. Document creation and/or review will normally be assigned to a working group set up for the purpose.
2. After creation of either the first draft of a new document or first review of an existing document the writer/reviewer will (a) assign a new version number (b) circulate the document to the working group with a request for comments.
3. Comments may be made through a meeting discussion or via email (recommended). If email comments are requested the writer will set a deadline date after which it will be assumed all comments have been received. 'Silence is assent'.
4. The writer/reviewer will change the document according to comments received and assign it a new version number. The document will be again circulated to the work group for comments by a set deadline date, or discussed at a group meeting.
5. Subject to outline group approval the draft document will be circulated to the Full Council (if necessary again with a updated version number). The circulation will be by email and will carry a deadline date after which it will be assumed all councillors have either commented or are satisfied. Silence is assent.
6. The next latest review date will be proposed as part of the approval process. This may vary between documents and document types
7. The writer, on behalf of the Work Group, will make final amendments to the draft if needed and offer it to a public meeting of the Full Council for approval and signature.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

Document Review Policy: 1 Year from last approval

PC265/16 C)

MELBOURN PARISH COUNCIL

Doc. No. 5.05

Version: 2

Review Date: Jan. 2018

POLICY & PROCEDURE: DISCIPLINE

PURPOSE: The Disciplinary Policy and Procedure describes the steps to be taken in the event that a person fails to meet the Parish Council's standards of attendance, behaviour and performance or for any breach of any of the terms and conditions of employment. It can also be applied to employee behaviour issues that are brought to the attention of the Council by members of the public. In addition it sets out the Council's expectations and criteria against which a decision on disciplinary action is taken.

SCOPE: This document applies to Employees of the Melbourn Parish Council. It does not apply to Service Providers under contract to the Parish Council.

POLICY:

1. Principles

- 1.1 This document is written with reference to the ACAS Code of Practice 1, published in 2009
- 1.2 We, Melbourn Parish Council, have a legal obligation to safeguard your rights to fair treatment concerning grievances, disciplinary matters and dismissal. We fulfil our obligation by the procedures detailed below. When an employee is a member of a recognised Trade Union and wishes to use an agreed Union procedure, that procedure will take precedence.
- 1.3 The disciplinary procedure below is designed to be fair and transparent to all and to ensure that you have a chance to put your side of the case where a disciplinary matter arises
- 1.4 Any breach of any of the terms of your employment, or other serious breach of contract, misconduct, inefficiency or neglect by you while carrying out your duties may be treated as a disciplinary matter.
- 1.5 Conduct outside working hours that, in Our opinion, affects the performance of your duties or may bring the Parish Council into disrepute or adversely affect it may also be considered a reason for implementing the disciplinary procedure.
- 1.6 Before taking formal disciplinary action, managers will make every effort to resolve issues of poor performance or misconduct by informal discussions with employees. This may sometimes result in a need to record the required improvements in performance or changes in behaviour. The purpose of this is to make clear what the required changes are.

- 1.7 Where appropriate We will offer mediation as part of the informal process. This will be done using internal people unconnected with the issue or an outside resource.
- 1.8 Only where informal processes fail to bring about the desired improvement will the formal disciplinary procedure be implemented.
- 1.9 Disciplinary situations include misconduct and/or poor performance. Where issues of capability arise a slightly different process will be used.

PROCEDURE:

2. **Informal Procedure**

- 2.1 If your work or conduct is considered unsatisfactory, an informal meeting may be arranged to explain any shortcomings and suggest ways of correcting them.
- 2.2 If any conduct or breach is considered sufficiently serious, We the Parish Council in Our absolute discretion may implement the formal procedure without reference to the informal procedure. For employees other than the Clerk or Assistant Clerk, We may choose to delegate the informal procedure to the Clerk.
- 2.3 If the informal procedure is adopted, the Parish Council or Clerk may write to you confirming the nature of the problem, agree objectives to remedy it and the timescale within which any breaches must be rectified. The informal warnings may be kept on your file for a period of six months and any further breaches may lead to the formal procedure being implemented.
- 2.4 We will only initiate the formal procedure if the informal procedure fails to result in the desired change or improvement or in the case of any matter that is considered sufficiently serious.

3. **Formal Procedure**

3.1 **Step 1 - Establish the facts**

Where required We, the Melbourn Parish Council, will carry out investigations of potential disciplinary matters without unreasonable delay to establish the facts of the case. In some instances this will require Us to hold an investigatory meeting with the employee before proceeding to any disciplinary hearing. In others the investigatory stage may just be the collation of evidence for use at any disciplinary hearing. If the matter concerns potential misconduct, different people will carry out the investigation and disciplinary hearing where practicable.

Any investigatory meeting will not by itself result in any disciplinary action. The employee will be invited to attend the investigatory meeting and may be accompanied by a chosen companion (see below).

In some instances the employee may be suspended (with pay and without prejudice) pending the investigatory and any following disciplinary meeting. Where this occurs the period will be as brief as possible, be kept under review and will never be considered a disciplinary action.

3.2 Step 2 - Inform the employee of the problem

Where We decide that there is a disciplinary case to answer, the employee will be notified of this in writing. The notification will describe the alleged misconduct or poor performance and its possible consequences. This is to allow the employee to prepare to answer the case at a disciplinary meeting. Copies of any written evidence, including any witness statements will be provided.

The notification will give details of the time and venue for the disciplinary meeting and advise the employee of their right to be accompanied.

3.3 Step 3 - Hold a meeting with the employee to discuss the problem

Meetings will be held without delay, but with a reasonable interval to allow the employee to prepare their case. Managers and employees (as well as their companions) should make every effort to attend the meetings.

At the Meeting we will:

- Explain the complaint against the employee.
- Go through the evidence that has been gathered.
- Allow the employee to set out their case and answer any allegations that have been made.
- Give the employee the opportunity to ask questions, present evidence and call relevant witnesses.
- Give the employee the opportunity to raise points about any information from witnesses.

For employees other than the Clerk or Deputy Clerk the hearing will be conducted by a panel of three councillors who are not involved in the matter concerned. These will not include members of the HR Panel (in case an Appeal arises - see 3.6 below).

If the problem affects the Clerk or Deputy Clerk the Chair or Vice Chair of the Parish Council should seek external advice on the most appropriate constitution of the panel.

We will always give advance notice of our intention to call witnesses and expect that the employee will do the same.

Where an employee is persistently unable or unwilling to attend a disciplinary meeting without good cause, We reserve the right to make a decision on the evidence available.

3.4 Step 4 - Decide on any appropriate action

Only after the meeting will a decision be made regarding disciplinary or any other action that is justified. Once this has taken place the employee will be informed in writing.

3.5 OUTCOMES

Depending on the seriousness of the matter and all the circumstances, any of the above stages may be omitted.

3.5.1 VERBAL Warning - In the case of minor offences, you will be given a **formal verbal warning**. The nature of the offence and the likely consequences of further offences or a failure to improve will be explained to you. Details of the verbal warning will be placed on your personnel file but will be disregarded after a period of six months.

3.5.2 WRITTEN Warning - In the case of more serious offences or a repetition of earlier minor offences, you will be given a **written warning** and will be informed of the likely consequences of further offences. A copy of the written warning will be placed on your personnel file but will be disregarded after a period of twelve months.

3.5.3 FINAL WRITTEN Warning - In the case of a further repetition of earlier offences or in the event that you fail to improve or if the offence, whilst falling short of gross misconduct, is serious enough to warrant only one written warning, you will be given a **final written warning** and will be informed that any reoccurrence may lead to your employment being terminated.

In the case of **gross misconduct** and/or if the appropriate stages of the formal procedure have been exhausted, your employment will normally be terminated. **Gross Misconduct** is defined in Section 3.7 below.

3.6 APPEAL

If you do not agree with the result of any disciplinary decision, you will have the right of appeal provided it is made in writing to the Clerk or Chair/Vice Chair (as appropriate) to the Council within three working days of you being notified. You must set out in full the grounds on which you are appealing the decision, stating whether it is because you disagree with the findings of misconduct or the sanction that was imposed.

3.6.1 The Clerk or Chair/Vice Chair will appoint 3 Councillors who were not involved in the initial hearing to form an Appeals Panel. Normally these will be drawn from the HR Panel.

3.6.2 On receipt of notice of your appeal, the Appeals Panel shall be entitled to seek such other submissions, verbally or in writing, from you or such other persons as appropriate.

MELBOURN PARISH COUNCIL

Doc. No. 5.05
Version: 2
Review Date: Jan. 2018

3.6.3 You have the right to a hearing, which will be by way of a review of the decision and not a full re-hearing. You have the right to have a companion present at the appeal hearing as you did with the original disciplinary hearing.

3.6.4 Where you have been dismissed, the date of your dismissal will stand if the appeal is rejected and the date of the termination of your employment will not be the date that your appeal was rejected.

3.7 GROSS MISCONDUCT

Gross Misconduct is conduct or an offence where the magnitude is regarded as sufficiently serious that the employment of the person concerned should be immediately terminated. The following is a **non-exhaustive** list of examples of offences that the Parish Council may regard as amounting to Gross Misconduct:

a) Accepting any bribes or gifts that could be construed as bribes.
b) Attendance at work while intoxicated or influenced by drugs that have not been prescribed to you by a medical practitioner.
c) Being abusive or rude to clients or customers.
d) Breach of rules and regulations relating to health & safety matters that may constitute a danger to the health & safety of yourself, your fellow workers or anyone visiting the premises or properties of the Parish Council.
e) Bringing the Parish Council into disrepute by conduct whether at work or outside.
f) Conviction for any offence that is incompatible with your employment, which may place the Parish Council in disrepute or which causes the Parish Council to lose trust and confidence in you.
g) Damaging the Parish Council's property or the property of an employee with deliberate intent.
h) Discrimination against, or harassment of, any fellow worker or client or customer on the grounds of sex, race, sexual orientation or disability.
i) Dishonesty at work whether or not it will cause loss to the Parish Council.
j) Dishonesty outside work that may bring the Parish Council into disrepute or is incompatible with your employment.
k) Failing to adhere to any statutory or regulatory requirements where such failure is wilful or amounts to gross negligence or incapability.
l) Failing to correctly fill out your application or any documents relating to your employment that affect your qualifications for a job, your ability to carry out the job, or may affect the Parish Council's trust and confidence in you.
m) Falsification of any of the Parish Council's documents whether or not they give you a pecuniary advantage or whether it is likely to cause loss to the Parish Council.
n) Insubordination to your superiors that is incompatible with your position. Insubordination will be regarded as incompatible if it occurs before fellow workers.
o) Misuse of any Parish Council vehicle. It will be a dismissible offence if you drive a Parish Council vehicle while intoxicated. It may be a dismissible offence if damage is caused to a Parish Council vehicle by reckless or negligent conduct on your part.
p) Negligent behaviour which may be gross or which may affect the Parish Council's trust and confidence in your ability to carry out your job.
q) Misuse of any confidential information belonging to the Parish Council or of information that the Parish Council considers may cause the Parish Council harm or bring it into disrepute.
r) Violent behaviour towards fellow workers or clients or customers. This will include physical and verbal behaviour or conduct or words that may be regarded as intimidating.
s) Theft or reasonable suspicion of theft or other criminal offence.
t) Absence from work that is unauthorised.
u) Receiving a custodial sentence regardless of the length of that sentence.
v) Inappropriate use of the Parish Council's telephones &/or e-mail system &/or the Internet.
w) Downloading pornographic and other inappropriate material from the Internet.

3.8 Notes on being accompanied at the meeting

Employees can choose to be accompanied at any disciplinary or appeal meeting that could result in a formal warning or some other disciplinary action. The companion may be a fellow worker, a trade union representative, or an official employed by a trade union.

The employee must make their request to be accompanied clear. The person must not be someone whose presence would prejudice the hearing or be from a remote location if someone suitable and willing is available locally.

The companion will be allowed to address the hearing to put and sum up the employee's case, respond on their behalf to any views expressed at the meeting and confer with the worker during the hearing. However, they cannot answer questions on the worker's behalf, address the hearing if the employee does not wish it or prevent the employer from explaining their case.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

Review Policy: Every 12 months

PC265/16(d)

MELBOURN PARISH COUNCIL

Doc. No. 5.4
Version: 3
Review Date: Jan. 2018

POLICY & PROCEDURE: GRIEVANCE

PURPOSE: This Policy and Procedure describes the steps to be taken if an Employee of Melbourn Parish Council suffers or perceives they have suffered treatment or conditions that violate the legal and/or moral contract between these parties

SCOPE: This document only applies to Employees of the Melbourn Parish Council. It does not apply to Service Providers under contract to the Parish Council or anyone else*. This Policy and Procedure can also be used in conjunction with complaints arising under the **Harassment and Bullying Policy and Procedure (5.03)**

***Note:** *Complaints (grievances) arising from the general public will be handled using the Policy and Procedure 'Complaints to Melbourn Parish Council' (1.01)*

POLICY:

1. Principles:

- 1.1 This document is written with reference to the ACAS Code of Practice 1, published in 2009
- 1.2 Grievances are concerns, problems or complaints that employees raise with Us, the Melbourn Parish Council. It is hoped that most issues can be dealt with by informal discussion between people and their immediate manager. If this proves impossible the formal procedure below sets out clear rules and processes for handling grievance situations fairly and transparently.
- 1.3 Our policy is to encourage and maintain good relationships between Us, the Melbourn Parish Council, and its employees by treating grievances seriously and resolving them as quickly as possible. The Procedure sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010 and our **Equality and Diversity Policy (5.02)**.
- 1.4 If required, it is accepted that employees have the right to be accompanied or represented during meetings concerning grievances. The details of this process are also set out in the Procedure below.
- 1.5 The employee can appeal decisions taken by the Council concerning a grievance if the outcome is considered unjust or unfair. Grievances that are not upheld will not be considered grounds for disciplinary action against the employee.

- 1.6 It is not uncommon for a grievance to arise during disciplinary proceedings. Where an employee raises a grievance during a disciplinary process the disciplinary process may be temporarily suspended in order to deal with the grievance. Where the grievance and disciplinary cases are related it may be appropriate to deal with both issues concurrently.
- 1.7 Reasonable notice will be given to the employee on the timing of meetings and discussions. Employees should also respect such timings and be available to attend as agreed.
- 1.8 Records of the grievance and meetings related to it will be confidential. Outcomes from the grievance process will be communicated to the employee in writing without unreasonable delay.
- 1.9 We, the Melbourn 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). This course of action must be agreed between the Council and employee concerned.

PROCEDURE

2. Informal Procedure:

- 2.1 As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage.
- 2.2 If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact another suitable person. If the grievance concerns the Clerk then the Chair or Vice Chair of the Council should be asked to review the problem
- 2.3 If it becomes clear that the grievance cannot be resolved informally the employee should raise the matter formally as described in Section 3 below.

3. Formal Procedure:

3.1 Step 1 – Let the Employer Know the nature of the Grievance

If it is not possible to resolve the grievance informally you should raise the matter formally and without unreasonable delay with a manager who is not the subject of the grievance. This should be done in writing and should set out the nature of the grievance. Normally this would be in writing to the Clerk. If the grievance concerns the Clerk the Chair or Vice Chair of the Council should be informed. If the grievance concerns the Chair or Vice Chair the Chair will seek external advice on how the matter should be best handled.

3.2 Step 2 – Arrange a Meeting with the Employee to discuss the Grievance

The Council should arrange for a formal meeting to be held without unreasonable delay after the grievance is received. All parties should make every effort to attend the formal meeting. The Council will agree this after consulting with you, taking into consideration the need to collect evidence. The council will be prepared to adjourn a meeting if more evidence or investigation is required. Note: The person should be warned, where and only if deemed appropriate, that an unjustified malicious or vexatious grievance could result in action being taken against the person raising the issue.

3.3 Step 3 – Choosing the Panel to Hear the Grievance

A Panel will be formed to formally hear the grievance. This will be comprised of three persons agreed between the Clerk and the Chair or Vice Chair of the Council. The panel will not include an individual involved in the grievance, but would (subject to this proviso) be chaired by either the Chair or Vice Chair of the council. It will not include any member of the HR Panel (in case an Appeal arises – see Step 6 below). If the grievance involves a member of the Council the Chair will seek external advice on the composition of the Panel hearing the grievance.

3.4 Step 4 – The Formal Grievance Meeting

The Panel described in 3.3 above will investigate the matter, as appropriate to the circumstances, prior to the meeting. This may involve collecting documentation or interviewing others who may be involved.

At the meeting we will: -

- Allow you to explain the nature of the grievance.
- Go through the evidence that has been gathered.
- Allow you to set out your case and answer any allegations or questions that have been raised.
- Give you the opportunity to ask questions, present evidence and call relevant witnesses.
- Give you the opportunity to raise points about any information from witnesses.

We will always give advance notice of our intention to call witnesses and expect that you, as an employee, will do the same.

Being accompanied at the meeting:

You have a statutory right to be accompanied by a companion at a Grievance Meeting that deals with a complaint about a duty owed by the employer to you as a worker. So this would apply where the complaint is, for example, that the employer is not honouring the worker's contract, or is in breach of legislation. However, the Council will normally always allow a companion to support your grievance, provided they are not directly involved with the matter concerned. This could be a fellow worker or, if you choose, a Trade Union representative. You must let the Panel know in advance if you wish to be

accompanied at the meeting.

3.5 Step 5 – Reporting the Outcome

Following the meeting, the Council will decide on what action, if any, to take. The decision will be notified to the employee in writing, usually within 5 working days. Where appropriate, we will set out what action we intend to take to resolve the grievance. The report will be made in confidence. If you as the employee feel the matter has not been fully resolved you can appeal the decision and request the matter be reviewed again.

3.6 Step 6 – Appealing a Grievance Decision

Where an employee feels that a grievance has not been resolved, they can appeal against the decision. Appeals will be heard without unreasonable delay at an agreed time and place.

To make an Appeal you should make sure that suitable grounds or reasons exist for the matter to be heard again. The grounds for the appeal should be given in writing within 4 weeks of the original decision.

The reviewing Panel will again be made up of three persons, not including any of those involved in the previous investigation and utilising members of the HR Panel. This may also involve requesting external support from appropriate bodies and Chair of the Council should consider this whenever an appeal is triggered.

As described in 3.4 above you again have the right to be accompanied. The meeting will re-hear previous evidence and listen to new evidence, also following a similar format as described above.

The employee will be informed in writing of the results of the appeal hearing as soon as possible. This decision will be in confidence and will be final.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

Review Policy: 1 year from last review

APPENDIX E

PC266/16

Melbourn Community Hub

Income and expenditure Account

	October 2016		November 2016	
	£	£	£	£
Income				
Café takings		6,488		6,516
Room rental				
Parish council	1,065		1,065	
Other	1,253		2,151	
		2,318		3,216
Total income		8,806		9,732
Expenditure				
<u>Café</u>				
Purchases	2,758		2,990	
Other cafe costs	9		102	
Sundry purchases	0		0	
Catering staff costs	2,675		2,598	
Laundry	187		214	
		5,629		5,904
<u>Administration</u>				
Centre managers costs	2,710		2,490	
Professional fees	0		425	
Telephone	502		279	
IT contract	179		179	
Post and office supplies	35		431	
Streamline and till rental	155		56	
		3,581		3,860
<u>Premises</u>				
Electricity	826		581	
Gas	72		72	
Water	0		0	
Insurance	73		73	
Waste management	120		120	
Maintenance & cleaning	801		775	
		1,892		1,621
Total expenditure		11,102		11,385
Suplus/deficit income / expenditure		-2,296		-1,653
Bank balance		£18,054		£14,258
Unbanked cash		£1,511		£403

Melbourn Community Hub
Cash forecast 2016-17 and 2017-18

	Q1 Apr- Jun 16 actual	Q2 Jul-Sep 16 actual	Q3 Sep- Dec 16 forecast	Q4 Jan- Mar 17 forecast	Q1 Apr- Jun 17 forecast	Q2 Jul-Sep 17 forecast
Income						
Cafe takings	20092	19164	18470	19200	19200	19200
Parish Council rent	3195	3195	3195	3200	3200	3200
Room lettings	3694	6447	4600	4500	4500	4500
Other income	1610	338				
Total income	28591	29144	26265	26900	26900	26900
Expenditure						
Cafe purchases	7968	7902	8300	8400	8400	8400
Other purchases (inc laundry)	774	1321	730	900	900	900
cafe wages	9149	9787	8470	9000	9000	9000
Total expenditure cafe	17891	19010	17500	18300	18300	18300
Administration						
Office costs	2476	1898	2800	2850	2850	2850
Administration wages	7720	8886	7955	4200	4200	4200
Total administration costs	10196	10784	10755	7050	7050	7050
Premises costs						
Utilities, etc	2203	3007	2400	2550	2550	2550
Maintenance and cleaning	3036	2701	2700	2550	2550	2550
Total premises costs	5239	5708	5500	5100	5100	5100
Total expenditure	33326	0 35502	33755	30450	0 30450	0 30450
Net income	-4735	0 -6358	-7490	-3550	0 -3550	0 -3550

Melbourn Community Hub Management Group

Report January 2017

1. Reports October and November 2017

Attached to this Report is an Income and Expenditure Account for the months of October and November 2016. This period was a difficult one for the Hub and saw the cafeteria takings reduced by 13% over the same period in 2015. The position has not improved in December.

2. Staffing levels

Mr Siegmar Parton resigned from his position as Centre Manager in the week before Christmas. Mr Harrison Taylforth Knights whom we originally took on under the Apprentice Scheme also left at the end of December. We are hoping to replace the Centre Manager on a temporary basis with an Administrator/Receptionist.

3. Future Funding

I should like to take the opportunity afforded by Mr Parton's resignation to radically change the staffing levels in The Hub. Over the past 12 months the salary bill was approximately £66,000 and I would like to reduce this by almost 25% to £51,500. Most of this will be achieved by reducing the administration salaries. I believe that The Hub can be run efficiently and achieve the primary objectives of a community centre with the following monthly income and expenditure;

Café income		£6,400	
Café supplies	£2,800		
Other costs (incl laundry)	300		
Café staff wages	3,000		
		6,100	
Profit from cafe			£300
Income from room lettings		1,500	
Parish Council rent		1,065	
		2,565	
Administration costs	950		
Administration wages	1,400		
Premises costs	1,700		
		4,050	
Excess expenditure over income			-1,485
Monthly deficit			-£1,185

This would result in an annual deficit of £14,220.

I have therefore produced a forecast which shows the actual results for Q1 and Q2 (that is for the Parish Council accounting period beginning 1 April 2016) and forecasts up to Q2 2017. I have not provided for any levels of inflation nor of any growth; for the purposes of the Parish Council, I have merely attempted to show what I believe are achievable levels of income and expenditure.

Emergency Funding

We have sufficient cash in hand to see us through January, but February will depend on whether we can collect some monies due from lettings of rooms. We are due to receive the annual rent from the Parish Council in March, which I assume will be the same as the past two years, that is £12,775. If we can achieve the targets which I have set above, The Hub will require further funding of £15,000 for the 2017-18 year. In the past two years, this funding has been made in July.

I shall attend the Parish Council meeting on 9 January and can answer any questions that Councillors may have.

Jonathan Berks
Director
3 January 2017



PC269/16 - correspondence

Melbourn United Reformed Church

Orchard Road, Melbourn, Royston, Herts SG8 6BP

Minister

Rev'd Duncan Goldie
The Manse
Meeting Lane
Melbourn
Royston
Herts SG8 6AN
Tel:01763 260747

Secretary

Mrs Rosaline Van de Weyer
9 Orwell Terrace
Barrington
Cambridge
CB22 7SG
Tel:01223 870869

Treasurer

Mrs Beryl Monk
"Kloster"
2 The Limes
Bassingbourn
Royston
Herts SG8 5ND
Tel:01763 246458

8th January 2017

Sarah Adam
Melbourn Parish Clerk
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Dear Sarah,

I write to acknowledge safe receipt of and record our most grateful thanks for Melbourn Parish Council's kind donation of £1,341.97 as a contribution towards the purchase of new tables for our Church Hall.

Once we formally have Church / Elders' Meeting approval to fund the balance we can procure the new tables which will be greatly appreciated.

Yours sincerely,

.....
Beryl Monk (Treasurer)

Parish Clerk

From: John Barnes <JBarnes@melbournvc.org>
Sent: 16 December 2016 08:38
To: Parish Clerk
Cc: Anna Ghale; Caroline Deadman
Subject: funding

Dear Sarah,

Thank you once again for your support with our new initiatives at MVC. We are sure that a huge number of students will benefit from the activities that will now be available to them.

We will let you know how the programmes develop over the year.

Have a great Christmas.

Best wishes

John Barnes

John Barnes

Assistant Principal



Melbourn Village College, The Moor, Melbourn, Royston, SG8 6EF, GB

Tel: +01763 223400
Main Line: +44 1763 223400
Fax: +44 1763 223411
Email: JBarnes@melbournvc.org
Web: www.mvc.org.uk

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Please consider the environment before printing this email message.

Parish Clerk

From: chairman@1storwellscouts.org.uk
Sent: 21 December 2016 16:23
To: Parish Clerk
Cc: Hay, Rob; Phil Parker
Subject: RE: Grant Application discussion Melbourn Parish Council - 28thNovember 2016

Good afternoon Sarah,

Thank you for your letter. The 1st Orwell Scout group is very gratefully for the support of the Melbourn Parish Council; these funds will be used to purchase the equipment agreed at the Council meeting and offer improved camping for the Scout Group. Thank you.

Wishing you a Merry Christmas and a Happy New Year.

Regards,
John Goodricke

Sent from my Windows 10 phone

From: Parish Clerk
Sent: 15 December 2016 17:48
To: chairman@1storwellscouts.org.uk
Subject: RE: Grant Application discussion Melbourn Parish Council - 28thNovember 2016

Dear John

Please find attached a letter from Melbourn Parish Council

Kind regards

Sarah Adam
Melbourn Parish Clerk

From: Parish Clerk

Parish Clerk

From: Hugh Pollock [REDACTED]
Sent: 08 January 2017 19:36
To: Parish Clerk

Dear Sarah,

I wish to thank you and the Parish Council for the financial support extended to our small Group of volunteers in respect of the planned June 2017 event 'Melbourn Bloomsday Festival: A Celebration of Literature, Drama, Music & All Creative Arts'.

We believe that the Parish Council will not have any cause to regret its decision.

Please convey these thanks for this financial support to the Parish Council in due course as pressure of business permits and when it is convenient for you.

Yours sincerely

Hugh Pollock
Co-ordinator
Melbourn Bloomsday Celebration Group

Melbourn Parish Council
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

21 December 2016

Dear Council Members,

On behalf of all members of The Melbourn District Library I would like to express our appreciation for your continued support and the generous donation received.

I am enclosing a receipt.

Yours Sincerely




P Saunders
Treasurer
(The Melbourn District Library)

Date... 21 Dec 2016 No... 3/16
Received from... Melbourn Parish Council
The sum of... Three Hundred and Forty
Pounds
Transfer

350	—

Cheque
Cash
Discount



WITH THANKS

PC 269/16

Parish Clerk

From: Parish Clerk
Sent: 09 January 2017 09:56
To: [REDACTED]
Subject: RE:

Dear Mr Mitchell

In response to your emails I would comment as follows:

The Parish Council was informed that the pavement opposite the Hub was very slippery. South Cambridgeshire District Council were due to send out a team to sweep pavements and clear gutters around the village. In the meantime, a Parish Council employee was asked to clear the leaves from the worst affected pavements for the safety of the public and this included blowing the leaves from the pavements onto the road.

I am unsure from where you have obtained the figures you quote relating to the Hub but I am unable to agree with them. The costing of the Hub has been discussed at Parish Council meetings which are open to the public, the minutes of which are available for inspection on our website.

Similarly, matters relating to the car park have been discussed at Parish Council meetings. You rightly note that the car park is free to the public. I would point out that this is a requirement of the Lease and this has also been discussed at public meetings. I understand your concern about the car park being lit throughout the night. However, one of the objectives behind the car park refurbishment was to reduce anti-social behaviour that was becoming a persistent problem in the centre of the village. The Parish Council has also received complaints relating to possible drug dealing in poorly lit areas of the village. I would point out that this has now reduced the problem significantly. Again, these issues were discussed at public meetings.

Again, I would assure you that these matters have been properly discussed by the Parish Council at public meetings (which you are of course welcome to attend) and the minutes are available for inspection on the Parish website.

Kind regards

Sarah Adam
Melbourn Parish Clerk

-----Original Message-----

From: Parish Clerk
Sent: 05 January 2017 14:17
To: [REDACTED]
Subject:

Dear Mr Mitchell

Thank you for your email.

I will respond to your email as soon as I am able. As you will appreciate the Parish Office was extremely busy towards the end of December and has been closed for the Christmas Break.

Kind regards

Sarah Adam
Melbourn Parish Clerk

-----Original Message-----

From: Brian Mitchell [mailto:bmitchell@melbourn.gov.uk]
Sent: 02 January 2017 15:49
To: Parish Clerk
Subject:

Dear Mrs. Adam,
I refer to my Email of 15th December, and note the overwhelming silence its content has produced; being no more than was expected from our new "transparent and caring" council, whose make up includes too many of those who constituted the previous council and whose self-indulgent use of taxpayers money has resulted in its current parlous financial state.

The lack of any kind of response only enforces a conclusion the content of the email was far too near the truth and that there still remains an ethos of secrecy and reluctance on the part of either yourself or any council member to refute, or justify, my observations.

In the meantime, the filthy and dangerous state, caused by the ground management team you employ, of the footpath opposite the Hub remains with no visible sign from the council of its intent to rectify the problem. Regrettably there are not too many re-assurances, other than "hot air", of the "refurbished" council having any greater ability than its predecessor to deal effectively in its use of taxpayers money.

Yours sincerely,
Brian F. Mitchell.

From: Brian Mitchell [mailto:bmitchell@melbourn.gov.uk]
Sent: 15 December 2016 16:38
To: Parish Clerk
Subject: Fwd: Melbourn Parish Council

As this letter was not published in the Crow this week, you may find some of its content relevant to the "parlous" state of the Council's finances.
Sirs,

Following the publication of my letter on 1st December and an article on the Parish Council, in the recent copy of the Melbourn magazine, referring to their cash strapped financial situation; earlier this week on my daily walk for a newspaper, which takes me past the Hub, I was able to witness a prime example as to just how "careful" they are with tax payers money.

The operative, from the ground management company, contracted by the Council for such work, was making sure everyone in the surrounding properties was awake, with his highly powered and noisy blower, which was being used to clear leaves from the Hub grounds and the adjoining green areas.

There was absolutely no attempt by this operative to collect these leaves and dispose of them, as he quite deliberately blew them into the centre of the road in front of oncoming traffic and into and onto the opposite gutter and footpath, where they still reside. Against this, leaves fallen from a large near by willow tree over the last two weeks have now been blown onto the areas "cleared", leaving it in a worse state than previously.

This is the Council who have spent a reported £1million plus on their Hub, which in spite of its presentation as being "self-financing" allows for, if my information is anywhere near the truth, which the silence of councillors and a letter from the Parish clerk in 2015 would appear to support, an educated assumption as to its hemorrhaging cash at around £1,000 a week; add to this the reported £450,000 cost of the car park, the use of which is free, remains empty throughout the night, but is lit up like a Christmas tree; and they complain of being "cash strapped". If this is

the case, then it is quite clear where the axe should be falling and the ground management contract should be high on the list.

More than likely though, rather than sort their own house out, Councillors will just pass the buck and local residents will again be faced with another unjustified and unwarranted 4% increase in their tax burden next April.

Brian F. Mitchell.

