

Fremington Parish Council IE FIX 2

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
78	Play Equipment Renewal/Rep	17/06/2020		Co-operative 6521808		Padlocks and Chains	B & Q	S	65.33	13.07	78.40
79	Dog Bin Emptying	17/06/2020		Co-operative 6521808		Dog bin emptying April - June	North Devon Council	S	1,482.00	296.40	1,778.40
80	Play Equipment Renewal/Rep	17/06/2020		Co-operative 6521808		Swing Top Bar Swallowfield	Playground Solutions	S	220.00	44.00	264.00
81	Play Equipment Renewal/Rep	17/06/2020		Co-operative 6521808		Fit new Top Bar Swallowfield	Playground Solutions	S	305.00	61.00	366.00
82	Maintenance	17/06/2020		Co-operative 6521808		Annual Service & Inspection -	AFS Fire & Security Ltd	S	62.00	12.40	74.40
83	Tews Lane - General Mainten	17/06/2020		Co-operative 6521808		Annual Service & Inspection -	AFS Fire & Security Ltd	S	30.00	6.00	36.00
84	Grants Received from other (17/06/2020		Co-operative 6521808		Bakebox for Competition	Bakebox	X	10.00	0.00	10.00
85	Repairs	17/06/2020		Co-operative 6521808		Employees Liability Insurance	Muddlebridge Allotment Asso	X	23.50	0.00	23.50
86	Grants Received from other (17/06/2020		Co-operative 6521808		Graylings Voucher for Competi	Graylings Fremington	X	25.00	0.00	25.00
87	Grants Received from other (17/06/2020		Co-operative 6521808		Fremington Q Voucher for Con	Fremington Quay Cafe - Lock	X	25.00	0.00	25.00
88	Stationery	17/06/2020		Co-operative 6521808		Foot floor stickers - Covid 19	Amazon	S	3.71	0.74	4.45
89	Stationery	17/06/2020		Co-operative 6521808		Floor feet signs x 10 - Covid 19	Amazon	S	14.90	2.98	17.88
90	Stationery	17/06/2020		Co-operative 6521808		Safety Tape - Covid 19	Amazon	S	9.16	1.83	10.99
91	Gas	18/06/2020		Co-operative 6521808		Beechfield - Gas	E-on	L	98.65	4.93	103.58
92	12 Higher Road	19/06/2020		Co-operative 6521808		EPC Certificate	Nationwide Green Services	X	230.00	0.00	230.00
93	Telephones	19/06/2020		Co-operative 6521808	Direct Debit	Telephone & Internet Charges	Numberite	S	81.59	16.32	97.91
94	Subscriptions	19/06/2020		Co-operative 6521808	Debit Card	Devon Communities Together	Devon Communities together	X	50.00	0.00	50.00
95	Storage	22/06/2020		Co-operative 6521808		Storage	Daintons	S	64.89	12.98	77.87
96	Beechfield Defects (CDL inso	22/06/2020		Co-operative 6521808		Window Defects	AW. Windows	S	1,092.00	218.40	1,310.40
97	Grass Cutting	22/06/2020		Co-operative 6521808		Grass Cutting - Beechfield	Dave Budd Gardening Servi	X	158.33	0.00	158.33
98	Ellerslie - Grass Cutting	22/06/2020		Co-operative 6521808		Grass Cutting - Ellerslie	Dave Budd Gardening Servi	X	158.33	0.00	158.33
99	Village Green - Grass Cutting	22/06/2020		Co-operative 6521808		Grass Cutting - Village Green	Dave Budd Gardening Servi	X	66.33	0.00	66.33
100	Griggs Field - Grass Cutting	22/06/2020		Co-operative 6521808		Griggs Field - Grass Cutting	Dave Budd Gardening Servi	X	70.00	0.00	70.00
101	Grass Cutting	22/06/2020		Co-operative 6521808		Grass Cutting - Fremington Qu	Dave Budd Gardening Servi	X	221.66	0.00	221.66
102	Maintenance	22/06/2020		Co-operative 6521808		Cemetery - Maintenance	Dave Budd Gardening Servi	X	221.66	0.00	221.66
103	Maple Grove Grass Cutting	22/06/2020		Co-operative 6521808		Grass Cutting Maple Grove	Dave Budd Gardening Servi	X	20.33	0.00	20.33
104	Salaries	22/06/2020		Co-operative 6521808		Litterpicking cover 1st - 30th J	Dave Budd Gardening Servi	X	240.00	0.00	240.00
105	Tews Lane - Pitch Maintenanc	22/06/2020		Co-operative 6521808		Tews Lane - Grass cutting	Dave Budd Gardening Servi	X	716.66	0.00	716.66
106	DCC - Grass Cutting	22/06/2020		Co-operative 6521808		DCC Grass Cutting Charges	Dave Budd Gardening Servi	X	1,137.50	0.00	1,137.50
107	Grants To Other Groups/Org	22/06/2020		Co-operative 6521808		Grant Funding	Age Concern	X	200.00	0.00	200.00
108	Grants To Other Groups/Org	22/06/2020		Co-operative 6521808		Grant Funding	Barnstaple Disabled Fellowsh	X	100.00	0.00	100.00
109	Grants To Other Groups/Org	22/06/2020		Co-operative 6521808		Grant Funding	Barnstaple Library Friends Gr	X	75.00	0.00	75.00
110	Grants To Other Groups/Org	22/06/2020		Co-operative 6521808		Grant Funding	Barnstaple Pilot Gig Club CIC	X	100.00	0.00	100.00
111	Grants To Other Groups/Org	22/06/2020		Co-operative 6521808		Grant Funding	Bickington Brownies	X	100.00	0.00	100.00
112	Grants To Other Groups/Org	22/06/2020		Co-operative 6521808		Grant Funding	Citizens Advice	X	200.00	0.00	200.00
113	Grants To Other Groups/Org	22/06/2020		Co-operative 6521808		Grant Funding	1st Fremington Air Scouts Be	X	100.00	0.00	100.00

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Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	
114	22/06/2020		Co-operative	6521808	Grant Funding	1st Fremington Guides	X	100.00	0.00	100.00	
115	22/06/2020		Co-operative	6521808	Grant Funding	50th North Devon Scout Gro	X	100.00	0.00	100.00	
116	22/06/2020		Co-operative	6521808	Grant Funding	Fremington Gardening Club	X	50.00	0.00	50.00	
117	22/06/2020		Co-operative	6521808	Grant Funding	GO North Devon Ltd	X	100.00	0.00	100.00	
118	22/06/2020		Co-operative	6521808	Grant Funding	Instow & District Social & Fri	X	50.00	0.00	50.00	
119	22/06/2020		Co-operative	6521808	Grant Funding	Instow, Westleight & West Y	X	60.00	0.00	60.00	
120	22/06/2020		Co-operative	6521808	Grant Funding	Lady Linscott Club	X	100.00	0.00	100.00	
121	22/06/2020		Co-operative	6521808	Grant Funding	North Devon Records Office	X	600.00	0.00	600.00	
122	22/06/2020		Co-operative	6521808	2nd retention payment: BF Cai	Arrowbuild SW Ltd	S	843.40	168.68	1,012.08	
123	22/06/2020		Co-operative	6521808	IT: 365/Back up/Anti-Virus mo	Alchemy	S	86.35	17.27	103.62	
124	23/06/2020		Co-operative	Salaries	Salaries	Fremington Parish Council	X	8,961.03	0.00	8,961.03	
125	23/06/2020		Co-operative	Salaries	PAYE/National Insurance	HMRC	X	0.00	0.00	0.00	
126	23/06/2020		Co-operative	Salaries	Pension Contributions	Devon County Council Pensic	X	2,486.19	0.00	2,486.19	
127	23/06/2020		Co-operative	6521808	Gloves/Masks	Amazon	X	30.18	0.00	30.18	
128	01/06/2020		Co-operative	6521808	Business Rate - 12 Higher Roa	North Devon Council	X	271.00	0.00	271.00	
129	01/06/2020		Co-operative	6521808	Business Rates - Beechfield	North Devon Council	X	207.00	0.00	207.00	
130	01/06/2020		Co-operative	6521808	Business Rates - Tews Lane	North Devon Council	X	180.00	0.00	180.00	
131	01/06/2020		Co-operative	6521808	Business Rates - Cemetery	North Devon Council	X	96.00	0.00	96.00	
132	18/06/2020		Co-operative	6521808	Debit Card	Barrier Tape	Amazon	S	9.57	1.92	11.49
133	18/06/2020		Co-operative	6521808	Debit Card	Barrier Fencing	Amazon	S	15.82	3.17	18.99
134	23/06/2020		Co-operative	6521808		Credit for Alchemy Invoice	Alchemy	X	-22.56	0.00	-22.56
135	17/06/2020		Co-operative	6521808		water charge	South West Water	L	20.31	1.02	21.33
136	17/06/2020		Co-operative	6521808		Water	South West Water	E	35.38	0.00	35.38
138	17/06/2020		Co-operative	6521808		Rent of Land at rear of Babbaç	North Devon Council	X	10.00	0.00	10.00
139	12/06/2020		Co-operative	6521808		Water and Sewage Charge	South West Water	E	171.28	0.00	171.28
Total								22,339.48	883.11	23,222.59	

Fremington Parish Council IE FIX 2
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
66 Rent	17/06/2020		Co-operative 6521808		Allotment rent	MUD30	X	16.08	0.00	16.08
67 Rent	19/06/2020		Co-operative 6521808		Allotment rent	MUD32	X	45.90	0.00	45.90
68 Burials/Deeds of Grant	19/06/2020		Co-operative 6521808	BU2021-05	Deed of Grant	Hayes	X	790.00	0.00	790.00
69 Grants Received from other (19/06/2020		Co-operative 6521808		NHS/Key worker Flags	Fremington & District Commu	X	80.00	0.00	80.00
70 Burials/Deeds of Grant	22/06/2020		Co-operative 6521808	BU2021-06	Memorial	Carss	X	70.00	0.00	70.00
71 Rent	03/06/2020		Co-operative 6521808		Allotment rent	BAB14	X	16.08	0.00	16.08
72 Rent	23/06/2020		Co-operative 6521808		Allotment rent	MUD5	X	43.65	0.00	43.65
73 Rent	03/06/2020		Co-operative 6521808		Allotment rent	BAB27	X	16.08	0.00	16.08
74 Burials/Deeds of Grant	19/06/2020		Co-operative 6521808	BU2021-07	Burial	Davis	X	140.00	0.00	140.00
75 Rent	22/06/2020		Co-operative 6521808		Allotment rent	BAB4	X	14.74	0.00	14.74
76 Cleaning	23/06/2020		Co-operative 6521808		Hand Sanitiser	AW. Windows	S	16.30	3.26	19.56
77 Rent	23/06/2020		Co-operative 6521808		Allotment rent	Chatterton	X	12.50	0.00	12.50
78 Interest on Accounts	23/06/2020		Lloyds Instant Access		Bank Interest	Lloyds Bank	X	4.91	0.00	4.91
Total								1,266.24	3.26	1,269.50



Fremington Parish Council Data Protection Policy

Date of Review	Change Description	Minute No.
4 th November 2013	Updated	1311/09
7 th April 2014	Review	1404/10
30 th April 2015	Review	1504/50
28 th April 2016	Review	1604/63
25 th May 2017	Review	1705/60
24 th May 2018	Updated	1805/68

30 th May 2019	Review	1905/74
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Purpose

The council is committed to being transparent about how it collects and uses the personal data of staff, and to meeting our data protection obligations. This policy sets out the council's commitment to data protection, and your rights and obligations in relation to personal data in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

This policy applies to the personal data of current and former job applicants, employees, workers, contractors, and former employees, referred to as HR-related personal data. This policy does not apply to the personal data relating to members of the public or other personal data processed for council business.

The council has appointed the Executive Officer as the person with responsibility for data protection compliance within the council. Questions about this policy, or requests for further information, should be directed to them.

Definitions

"Personal data" is any information that relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information. It includes both automated personal data and manual filing systems where personal data are accessible according to specific criteria. It does not include anonymised data.

"Processing" is any use that is made of data, including collecting, recording, organising, consulting, storing, amending, disclosing or destroying it.

"Special categories of personal data" means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic or biometric data as well as criminal convictions and offences.

"Criminal records data" means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings.

Data protection principles

The council processes HR-related personal data in accordance with the following data protection principles the council:

- processes personal data lawfully, fairly and in a transparent manner
- collects personal data only for specified, explicit and legitimate purposes
- processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing

- keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay
- keeps personal data only for the period necessary for processing
- adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage

The council will tell you of the personal data it processes, the reasons for processing your personal data, how we use such data, how long we retain the data, and the legal basis for processing in our privacy notices.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. The council will not process your personal data if it does not have a legal basis for processing.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

Processing

Personal data

The council will process your personal data (that is not classed as special categories of personal data) for one or more of the following reasons:

- it is necessary for the performance of a contract, e.g., your contract of employment (or services); and/or
- it is necessary to comply with any legal obligation; and/or
- it is necessary for the council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests; and/or
- it is necessary to protect the vital interests of a data subject or another person; and/or
- it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

If the council processes your personal data (excluding special categories of personal data) in line with one of the above bases, it does not require your consent. Otherwise, the council is required to gain your consent to process your personal data. If the council asks for your consent to process personal data, then we will explain the reason for the request. You do not need to consent or can withdraw consent later.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

Personal data gathered during the employment is held in your personnel file in hard copy and electronic format on HR and IT systems and servers. The periods for which

the council holds your HR-related personal data are contained in our privacy notices to individuals.

Sometimes the council will share your personal data with contractors and agents to carry out our obligations under a contract with the individual or for our legitimate interests. We require those individuals or companies to keep your personal data confidential and secure and to protect it in accordance with Data Protection law and our policies. They are only permitted to process that data for the lawful purpose for which it has been shared and in accordance with our instructions.

The council will update HR-related personal data promptly if you advise that your information has changed or is inaccurate. You may be required to provide documentary evidence in some circumstances.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

Special categories of data

The council will only process special categories of your personal data (see above) on the following basis in accordance with legislation:

- where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
- where it is necessary to protect your vital interests or those of another person where you are physically or legally incapable of giving consent;
- where you have made the data public;
- where it is necessary for the establishment, exercise or defence of legal claims;
- where it is necessary for the purposes of occupational medicine or for the assessment of your working capacity;
- where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members provided there is no disclosure to a third party without consent;
- where it is necessary for reasons for substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- where is it necessary for reasons of public interest in the area of public health; and
- where is it necessary for archiving purposes in the public interest or scientific and historical research purposes.

If the council processes special categories of your personal data in line with one of the above bases, it does not require your consent. In other cases, the council is required to gain your consent to process your special categories of personal data. If the council

asks for your consent to process a special category of personal data, then we will explain the reason for the request. You do not have to consent or can withdraw consent later.

Individual rights

As a data subject, you have a number of rights in relation to your personal data.

Subject access requests

You have the right to make a subject access request. If you make a subject access request, the council will tell you:

- whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from yourself;
- to whom your data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long your personal data is stored (or how that period is decided);
- your rights to rectification or erasure of data, or to restrict or object to processing;
- your right to complain to the Information Commissioner if you think the council has failed to comply with your data protection rights; and
- whether or not the council carries out automated decision-making and the logic involved in any such decision-making.

The council will also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if you have made a request electronically, unless you agree otherwise.

If you want additional copies, the council may charge a fee, which will be based on the administrative cost to the council of providing the additional copies.

To make a subject access request, you should send the request to the Executive Officer or Chairman of the Council. In some cases, the council may need to ask for proof of identification before the request can be processed. The council will inform you if we need to verify your identity and the documents we require.

The council will normally respond to a request within a period of one month from the date it is received. Where the council processes large amounts of your data, this may not be possible within one month. The council will write to you within one month of receiving the original request to tell you if this is the case.

If a subject access request is manifestly unfounded or excessive, the council is not obliged to comply with it. Alternatively, the council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the council has already responded. If you submit a request

that is unfounded or excessive, the council will notify you that this is the case and whether or not we will respond to it.

Other rights

You have a number of other rights in relation to your personal data. You can require the council to:

- rectify inaccurate data;
- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if your interests override the council's legitimate grounds for processing data (where the council relies on our legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful; and
- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the council's legitimate grounds for processing data.
- complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website (www.ico.org.uk).

To ask the council to take any of these steps, you should send the request to the Executive Officer or Chairman of the Council.

Data security

The council takes the security of HR-related personal data seriously. The council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.

Where the council engages third parties to process personal data on our behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Impact assessments

Some of the processing that the council carries out may result in risks to privacy (such as monitoring of public areas via CCTV). Where processing would result in a high risk to your rights and freedoms, the council will carry out a data protection impact assessment (DPIA) to determine the necessity and proportionality of processing. This will include considering the purposes for which the activity is carried out, the risks for yourself and the measures that can be put in place to mitigate those risks.

Data breaches

The council have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur the council must take notes and keep evidence of that breach.

If you are aware of a data breach you must contact the Executive Officer or Chairman of the Council immediately and keep any evidence, you have in relation to the breach.

If the council discovers that there has been a breach of HR-related personal data that poses a risk to the rights and freedoms of yourself, we will report it to the Information Commissioner within 72 hours of discovery. The council will record all data breaches regardless of their effect.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will tell you that there has been a breach and provide you with information about its likely consequences and the mitigation measures we have taken.

International data transfers

The council will not transfer HR-related personal data to countries outside the EEA.

Individual responsibilities

You are responsible for helping the council keep your personal data up to date. You should let the council know if data provided to the council changes, for example if you move to a new house or change your bank details.

Everyone who works for, or on behalf of, the council has some responsibility for ensuring data is collected, stored and handled appropriately, in line with the council's policies.

You may have access to the personal data of other individuals and of members of the public in the course of your work with the council. Where this is the case, the council relies on you to help meet our data protection obligations to staff and members of the public. Individuals who have access to personal data are required:

- to access only data that you have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the council) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, locking computer screens when away from desk, and secure file storage and destruction including locking drawers and cabinets, not leaving documents on desk whilst unattended);
- not to remove personal data, or devices containing or that can be used to access personal data, from the council's premises without prior authorisation

and without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and

- not to store personal data on local drives or on personal devices that are used for work purposes.
- to never transfer personal data outside the European Economic Area except in compliance with the law and with express authorisation from the Executive Officer or Chair of the Council
- to ask for help from the council's data protection lead if unsure about data protection or if you notice a potential breach or any areas of data protection or security that can be improved upon.

Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the council's disciplinary procedure. Significant or deliberate breaches of this policy, such as accessing personal data without authorisation or a legitimate reason to do so or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.

Training

The council provides training to all individuals about their data protection responsibilities.

If your roles require you to have regular access to personal data, or you are responsible for implementing this policy or responding to subject access requests under this policy, you will receive additional training to help you understand your duties and how to comply with them.

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



Fremington Parish Council Grievance Procedure

Date of Review	Change Description	Minute No.
7 th April 2014	Review	1404/10
30 th April 2015	Review	1504/50
28 th April 2016	Review	1604/63
25 th May 2017	Review	1705/60
24 th May 2018	Review	1805/68
30 th May 2019	Review	1905/74

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>). 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). It aims to encourage and maintain good relationships between the 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 Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. 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.
3. 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 his /her 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 his/her case.
 - the 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 Council
 - an employee has the right to appeal against the decision about his/her 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 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 he/she raised the grievance in good faith
- the 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 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 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 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 North Devon 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 council's grievance procedure (see paragraph 5)
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the 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 his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The 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

4. The 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 his/her 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 his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the Finance and Personnel 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

5. 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 Finance and Personnel committee.
6. The Finance and Personnel Committee will appoint a sub-committee of three members 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

7. 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 investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

Notification

9. Within 10 working days of the 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 25 working days of when the 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 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 his/her witnesses as soon as possible before the meeting
- confirmation that the employee will provide the 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

10. 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 does he/she wants the 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.

11. The Chairman will provide the employee with the sub-committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the staffing committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.

13. Appeals may be raised on a number of grounds, e.g.:

- a failure by the 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.

14. The appeal will be heard by a panel of three members of the Finance and Personnel Committee who have not previously been involved in the case. There may be insufficient members of the Finance and Personnel Committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the Finance and Personnel Committee. The appeal panel will appoint a Chairman from one of its members.
15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.
16. 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.
17. The employee (or companion) will be asked to explain the grounds of appeal.
18. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
19. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
20. The decision of the appeal panel is final.



Fremington Parish Council Policy for Flexible Working

Date of Review	Change Description	Minute No.
30 th April 2015	Review	1504/50
28 th April 2016	Review	1604/63
25 th May 2017	Review	1705/60
24 th May 2018	Review	1805/68
30 th May 2019	Review	1905/74

1. What is flexible working

1.1 Every staff member has a contract of employment that sets out the working hours. A request to work flexibly is a request from the employee to change either the number of working hours, when or where they are worked. Flexible working does not mean a member of staff can work the hours they wish from day-to-day, week-to-week.

Flexible working arrangements take account of employees' preferences, interests and non-work responsibilities whilst also meeting the needs of the council. Common examples of flexible working include part-time working; zero-hours / casual working; variable hours; flexitime; job-sharing; term-time working; compressed hours; career breaks; and sabbaticals.

Flexible working can result in benefits to councils, in that such arrangements can help make the most of today's diverse workforce and improve the council's ability to recruit and retain staff. It is good practice to make flexible working open to all staff.

This policy has been written to explain the process which we will use to respond to requests by staff to vary hours, pattern or place of work.

2. Scope

2.2 You have a statutory right to request a change to your contractual terms and conditions of employment to work flexibly provided you have been continuously employed with us for at least 26 weeks at the date the application is made, regardless of whether you work full or part-time or have a temporary contract of employment. It does not apply to agency staff.

3. Policy

3.3 Our policy is to comply with both the spirit and the letter of the law on the right to request flexible working. To this end its aim is to inform all staff of their right to request flexible working and to ensure those rights are understood and that staff feel confident any decisions regarding their requests will be handled objectively, fairly, free from discrimination, and that staff will not be treated detrimentally because they have asked for flexible working arrangements.

4. Making the request

4.4 To apply for flexible working, please provide the following information in writing, and submit this to the Executive Officer or duly authorised Deputy. In the case of the Executive Officer, the request should be submitted to the Chair of the Finance & Personnel Committee:

- The date of the application,
- A statement that this is a statutory request,
- Details of how you would like to work flexibly and when you want to start,
- An explanation of how you think flexible working might affect the council and how this could be dealt with, e.g. if you're not at work on certain days, and,
- A statement saying if and when you've made a previous application.

You can only make one statutory request in any 12-month period. You are asked to let us know if you are making the request because you consider the change could be a reasonable adjustment to support a disability. In such a case some of the requirements of this policy would not apply (i.e. the minimum period of service; one request per annum).

5. Responding to your request

5.5 Once we receive your written request, we will arrange a discussion with you as soon as possible, unless we agree immediately to your request. It may be that we need to ask you to supply further details before the meeting. If there is likely to be a delay in discussing your request, we will inform you. You may be accompanied at the meeting by a work colleague.

Having the right to request a change to your working arrangements does not necessarily mean that your request will be accepted. Your request will be fully discussed at the meeting. We will carefully consider your request looking at the benefits of the requested changes on working conditions for you as an employee and the council and weighing these against any adverse impact of implementing the changes.

Having considered the changes, you are requesting and weighing up the advantages, possible costs and potential logistical implications of granting the request, we will write to you with the decision. The decision will be either:

- To accept the request and establish a start date, with or without a trial period and review date. Where the request is granted, we will set out what changes will be made to your terms and conditions of employment, or,
- To propose an alternative, which may require further discussion, or,
- To confirm a compromise agreed at the discussion, or,
- To reject the request, setting out the reasons, how these apply to the application and the appeal process.

Requests to work flexibly will be considered objectively, however we may not always be able to grant a request to work flexibly if it cannot be accommodated. If we turn down your request, it will be because of one, or a combination of the following reasons, and we will explain why.

- The burden of additional costs is unacceptable to the council
- Detrimental effect on the council's ability to deliver for the community
- Inability to re-organise work among existing staff
- Inability to recruit additional staff
- Detrimental impact on quality
- Detrimental impact on performance
- Insufficiency of work during the periods the employee proposes to work
- Planned structural changes to the council

If you are only looking for an informal change for a short period to your working hours or conditions, for instance to pursue a short course of study, we may consider allowing you to revert back to your previous conditions after a specified period, e.g. three months, or after the occurrence of a specific event, such as the end of a course of study.

You must be aware that if your request is approved you do not have a statutory right to make a further request for a period of 12 months, although you may still ask without the statutory right.

6. Timeframe for dealing with requests

6.6 We will do what we can to respond to your request as soon as possible although the law requires the consideration process to be complete within three months of first receiving a request, including any appeal. If the request cannot be dealt with within three months, we may ask to extend the consideration process, provided you agree to the extension.

7. Handling requests in a fair way

7.7 We may receive more than one request to work flexibly closely together from different employees and it may or may not be possible to accept all requests. If we agree to a request for flexible working arrangements this does not mean that we can also agree to a similar change for another employee. Each case will be considered on its merits looking at the business case in the order they have been received. We may need to take others' contractual terms into account, and we may ask you if there is any room for adjustment or compromise before coming to a decision.

8. Appealing the decision

8.1 If we decline your request and you wish to appeal, you must do so, in writing, within 5 days of receiving the letter informing you of the outcome. We will then write to you to arrange a meeting to discuss your appeal. This meeting will be held as soon as reasonably possible and will be with the Finance and Personnel Committee. You may wish to be accompanied at that meeting by a work colleague.

There may be circumstances when the council is unable to meet within the required timeframes, in which case a meeting will be held as soon as is practically possible.

9. The effect on your contract of employment

9.1 Any change in your hours or pattern of work will normally be a permanent change to your contractual terms and conditions. This means that you will not automatically be able to revert back to the previous working pattern (unless otherwise agreed). So, for example, if your new flexible working pattern involves working reduced hours, you will not automatically be able to revert to working full time hours.

Changes to your working pattern may affect other terms and conditions of employment. For example, reducing your hours of work will mean that your pay and leave will be pro-rated accordingly. Your pension may also be affected.

Any changes to your terms and conditions as a result of a change to your working pattern will be confirmed in your decision letter, however if you have further queries about how a proposed change to your pattern of work might affect your terms and conditions please speak to the Executive Officer or duly authorised Deputy or Chair of the Finance & Personnel Committee in the first instance.

10. Data protection

10.1 When managing a flexible working request, we will process personal data collected in accordance with the data protection policy. Data collected from the point at which we receive a flexible working request is held securely and accessed by, and disclosed to, individuals only for the purposes of managing their request for flexible working. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

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

Adopted August 2014