NEWTON IN THE ISLE PARISH COUNCIL

Clerk: Dave Gibbs, 358 High Road, Newton in the Isle, PE13 5HS
Tel: 01945 870083 • Email: parishclerk@newtonintheisle.org.uk

To Members of the Public and Press

You are invited to attend a meeting of the Newton-in-the-Isle Parish Council to be held in Newton Village Hall on **Tuesday 10 November 2026 at 7.30pm**.

Dave Gibbs
Clerk
4 November 2026

AGENDA

All members are reminded that they will need to declare any personal or prejudicial interest and reason before an item discussed at this meeting under the Model Code of Conduct Order 2001 No 3576

066/26 Apologies for Absence
To receive and consider apologies from those members not present

067/26 Chairman's Announcements
To receive such announcements as the Chairman may wish to make to the Council

068/26 Public Forum
To receive representations from members of the public regarding issues pertinent to the Council

069/26 Minutes of the Previous Meetings
To approve and sign the minutes of the Meeting held on Tuesday 8 September

070/26 Membership of the Council
To consider requests from eligible individuals for co-option to the vacant position on the Council

071/26 County Councillor's Report
To receive a report from Cllr Tirrell

072/26 District Councillors' Reports
To receive reports from Cllrs B Barber, S Clark and C Seaton

073/26 Police Matters
To receive a report from the Clerk on issues relating to crime and anti-social behaviour

074/26 Clerk's Report
To receive a report on meetings attended and correspondence received

075/26 Village Hall Report

To receive a report from Cllr Simpson on matters relating to the Village Hall

076/26 Clarion Housing Group and Amplius

To receive a report on work with Clarion Housing Group and Amplius

077/26 Queen Elizabeth II Playing Field

To receive an update from the Clerk regarding matters relating to the Playing Field and to resolve accordingly

a) *Pride in Place funding for play equipment*
b) *Bonfire and Burgers event*
c) *Dyke on western boundary*

078/26 Outstanding Matters

To receive updates on matters raised previously and to resolve accordingly

a) *Allocation of vacant allotments*
b) *Former Colvile School site*
c) *High Road overhanging vegetation*
d) *Review of dog waste bin provision*

079/26 Members' and Residents' Issues

To receive reports from the Clerk and Members on matters raised by local residents

a) *Village defibrillator - relocation*
b) *St James' Church - next steps*

080/26 Highways

a) *To receive an update from the Clerk on highway maintenance issues*
b) *To receive an update from the Clerk on the Local Highway Improvement application for 2025/26*
c) *To receive an update from the Clerk on the 20mph scheme application for 2026/27*
d) *To receive an update from Cllr Giles on the Community Speed Watch*

081/26 Finance

To consider and resolve on the following matters:

a) *To receive an updated financial statement for the period to the end of October*
b) *To receive and note the quarterly financial reconciliation*
c) *To note the External Auditor's report and conclusion of audit*
d) *To note the following sums received since the last meeting:*

Barclays Bank (interest)	*£ 130.55*
Fenland District Council (precept instalment)	*£ 20,500.00*
S Sands (allotment rent)	*£ 21.60*
	£ 20,652.15

e) *To note the following sum paid by direct debit since the last meeting:*

HMRC (tax and national insurance)	*£ 222.39*

f) *To approve the following payments which have been verified by the Clerk:*

100879	*D A Gibbs (salary October and November)*	*£ 930.68*

100880	*D Freeman (handyman)*	*£ 228.97*
100881	*Newton Village Hall (hall hire)*	*£ 30.00*
100882	*Cambridgeshire County Council (LHI contribution)*	*£ 761.94*
		£ 1,951.59

g) To agree a policy for the use of the Council's powers under Section 137 of the Local Government Act

h) To consider potential projects for inclusion in the budget for 2027/28

082/26 Residents' Survey

To receive an update from the survey working group

083/26 Allotments and Agricultural Land

a) To consider applications received for the vacant allotments and resolve accordingly

b) To determine the future use of the land at Four Gotes

084/26 Emergency Plan

To consider options for updating the Emergency Plan

085/26 Three-Year Plan

To receive an update from the Clerk and agree the next steps

086/26 Policies and Procedures

To review the following policies and procedures and amend or re-adopt as required:

a) Complaints Procedure

b) Grievance Policy

To consider for adoption the following policy:

c) Disciplinary Policy

087/26 Date of Next Meeting

To confirm the date and time of the next meeting of the Council

Tuesday 12th January at 7.30pm

NEWTON IN THE ISLE
PARISH COUNCIL

Clerk: Dave Gibbs, 358 High Road, Newton-in-the-Isle, PE13 5HS
Tel: 01945 870083 • Email: parishclerk@newtonintheisle.org.uk

Minutes of a Meeting of Newton-in-the-Isle Parish Council held in the Village Hall on Tuesday 8th September 2026

Present - Cllr R Bradley (Chairman), Cllr A Clark, Cllr S Clark, Cllr I Giles, Cllr K Humphris, Cllr K Simpson, Cllr C Tirrell (CCC), D Gibbs (Clerk), 15 members of the public

046/26 Apologies for Absence

Cllr B Barber (FDC), Cllr C Seaton (FDC)

047/26 Chairman's Announcements

None.

048/26 Public Forum

Residents spoke about the dyke in the Playing Field, a street light not working in Goodens Lane, the planning application for the former Colvile School site, overflowing dog waste bins, a protruding inspection cover on High Road, and utility works in Fen Road. The Council responded accordingly.

049/26 Minutes of Previous Meetings

a) RESOLVED that the minutes of the Meeting held on Tuesday 14th July be agreed and signed as a true and accurate record.

b) RESOLVED that the minutes of the Planning Committee meeting held on Tuesday 18th August be agreed and signed as a true and accurate record.

050/26 Membership of the Council

Members considered applications from two residents for the vacant position on the Council. They resolved to co-opt Antonia Balaam. She signed her declaration of acceptance and joined the meeting.

051/26 District Councillor's Report

Cllr Tirrell informed the Council that the community benefit fund of the MVV Incinerator has opened for applications.

052/26 District Councillors' Reports

Cllr S Clark reported that the Government's plans for local government reorganisation for Cambridgeshire and Peterborough have been postponed indefinitely. Large sums of money

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have been spent preparing for the transition, possibly for no benefit. Normal elections for the District Council will be held next May.

053/26 Police Matters

The Clerk reported that there are no visits scheduled to village events. There have been several thefts of high-value cars with keyless ignition.

054/26 Clerk's Report

The Clerk reported on correspondence received including an invitation to contribute to the County Council's Rights of Way Improvement Plan, the launch of the District Council's food waste recycling scheme, an invitation to the District Council Chairman's Charity Coffee Morning, and an update from the National Grid Grimsby to Walpole project.

055/26 Village Hall Report

Cllr Simpson reported that the Village Hall charity is still trying to arrange a food hygiene inspection.

056/26 Clarion Housing Group and Amplius (formerly Longhurst)

The issue in Poppy Close is still ongoing, with the process being restarted. The other outstanding issues are gradually being addressed. There are now several vacant properties. No new issues have been reported.

057/26 Queen Elizabeth II Playing Field

The Council is awaiting clarification regarding the Pride in Place funding for play equipment. The grass will be sown on the mound when the weather is suitable.

058/26 Outstanding Matters

a) Allocation of vacant allotments - No update.
b) Former Colvile School site - The planning application will be determined shortly.
c) High Road overhanging vegetation - To be revisited after the bird nesting season.
d) Review of dog waste bin provision - A map of the current locations is required.
e) Council logo - Cllr S Clark proposed that the Council consider the adoption of a new logo. The Clerk shared images of the logos of neighbouring councils. Members discussed the proposal and resolved not to proceed.

059/26 Members' and Residents' Issues

None.

060/26 Highways

a) A number of roads have been marked for summer conditioning works.
b) No further progress regarding the 2025/26 Local Highway Improvement project.
c) Cllr Giles reported that three Speedwatch sessions have taken place and one vehicle has

been reported for speeding. Further sessions will take place during September. The Clerk reported that the 20mph application for the village will be determined at the County Council's Highways and Transport Committee's October meeting.

061/26 Finance

a) The Clerk presented an updated financial statement as at the end of August, showing income of £22,730.57 and expenditure of £5,043.16, resulting in a surplus of £17,687.41 and total funds held of £50,946.03.

b) Members noted the 2026/27 Local Government pay settlement resulting in an increase of 3.26% in the Clerk's salary.

c) Members noted the following sums paid by direct debit since the last meeting:

HMRC (tax and national insurance)	*£*	*191.24*
North Level District Internal Drainage Board (drainage rates)	*£*	*59.68*
	£	*250.92*

d) Members approved the following payments:

100873	*D A Gibbs (salary August and September inc backpay)*	*£*	*978.16*
100874	*D Freeman (handyman)*	*£*	*291.99*
100875	*Newton Village Hall (hall hire)*	*£*	*20.00*
100876	*Tydd St Giles CC&RG (hall hire)*	*£*	*12.00*
100877	*CAPALC Ltd (subscription - replacement cheque)*	*£*	*425.44*
100878	*Fenland District Council (street light recharge)*	*£*	*4,030.22*
		£	*5,757.81*

062/26 Residents' Survey

Cllr Bradley explained the Working Group's decision to adopt a new format for the survey using the template from the Doddington and Christchurch surveys. The survey will be delivered and collected by members of the Group.

063/26 Three-Year Plan

Deferred to the next meeting.

064/26 Agricultural Land

The Clerk reported that the tenant had decided not to continue with the Tydd Gote plot. Members considered options for the land. A visit was suggested to consider whether the land should be valued.

065/26 Date of Next Meeting

The next meeting of the Council will take place on Tuesday 10th November at 7.30pm.

The Clerk reminded Members that the Council has organised a Bonfire and Burgers event for the last two years in the Playing Field on 5th November. Cllr Bradley offered to transport material for the bonfire and Cllr Simpson offered to co-ordinate the refreshments. Members agreed to repeat the event this year.

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Agenda Item No.	074/26	NEWTON IN THE ISLE PARISH COUNCIL
Meeting Date	10 November 2026	
Report Title	Clerk's Report	

1. Purpose of Report

To report on meetings attended and correspondence received.

2. Key Issues

Meetings attended:

Fenland District Council re Pride in Place funding -13 October

Correspondence received:

Cambridgeshire County Council

- Roadworks and events bulletins
- Cambridgeshire Matters newsletter
- Flood and water newsletter
- Families Information Service promotion
- Traffic order for surface treatment in Goodens Lane
- Traffic order for closure of Cross Drove
- Application for speed limit reduction in High Road

Fenland District Council

- The Fenlander newsletter
- Dog Control Public Spaces Protection Order renewal
- Wisbech Alcohol Public Spaces Protection Order renewal
- Food waste collection success
- Silver award in MoD Employer Recognition Scheme
- Council opposes Home Office plans to place asylum seekers in Leverington
- Council receives share of Government's £10 million Community Food Programme
- Culture Fund grants available
- Criminal record and fine for fly-tipper
- Travel buddies help people use public transport
- New Planning National Scheme of Delegation
- Invitation to Community Carol Service
- Golden Age Christmas Gift appeal launched
- Wisbech Christmas Market confirmed
- Crisis and Resilience Fund grants available
- Local Plan Call for Sites reopens
- Street Pride Celebration Evening

National Association of Local Councils - Chief Executive's bulletin, events, Annual Conference

Cambridgeshire and Peterborough Combined Authority - Members' newsletter

Cambridgeshire ACRE - Staying in Touch newsletter, "Exploring the future of rural communities" event - 17 November, "How Highways prioritises and responds" event - 2 December, new members' area on website

Report Author	Dave Gibbs

Police and Crime Commissioner - Prevention Fund reinvests proceeds of crime into communities

National Grid - Grimsby to Walpole updates and briefing

CPRE - Data centres petition

Green Energy Switch - LEAP Appliance Scheme slow cookers available

Queen Elizabeth Hospital - Modernising our hospital newsletter

3. Recommendations

Members note the report.

Newton-in-the-Isle Parish Council

Receipts & Payments Summary as at 31.10.26

Income		Year to Date		Budget	%
FDC Precept	£	41,000.00	£	41,000.00	100.00
FDC Concurrent Functions Grant	£	1,968.00	£	1,968.00	100.00
Allotment Rents	£	121.60	£	602.76	20.17
Village Hall	£	-	£	1.00	0.00
Grants	£	-	£	-	0.00
Donations	£	-	£	-	0.00
Bank Interest	£	249.99	£	360.00	69.44
VAT Refunds	£	-	£	2,203.86	0.00
Miscellaneous	£	43.13	£	-	########
Total Income	**£**	**43,382.72**	**£**	**46,135.62**	**94.03**

Expenditure

Clerk's Salary	£	3,383.31	£	6,400.00	52.86
Fees	£	316.00	£	522.00	60.54
Subscriptions	£	-	£	550.00	0.00
Admin Expenses	£	323.36	£	750.00	43.11
Insurance	£	749.49	£	685.00	109.41
Drainage Rates	£	59.68	£	60.00	99.47
Playing Field	£	1,206.83	£	24,867.00	4.85
Highways	£	388.18	£	1,000.00	38.82
Street Lights	£	3,358.51	£	6,500.00	51.67
Section 137 Payments	£	-	£	-	0.00
LHI Projects	£	-	£	8,000.00	0.00
Recoverable VAT	£	812.56	£	3,500.00	23.22
Total Expenditure	**£**	**10,597.92**	**£**	**52,834.00**	**20.06**

Summary

Total Income	£	43,382.72	£	46,135.62
LESS Total Expenditure	£	10,597.92	£	52,834.00
Net Surplus or Deficit	**£**	**32,784.80**	**-£**	**6,698.38**

Balance Sheet

Balance B/fwd	£	33,258.62
Surplus or Deficit	£	32,784.80
Balance C/fwd	**£**	**66,043.42**

Represented by

Barclays Community Account	£	21,002.98
Barclays Business Premium Account	£	45,040.44
Cash / Cheques	£	-
	£	**66,043.42**

Newton-in-the-Isle Parish Council

Bank Reconciliation as at 30.9.26

Cash Book

Balance brought forward from 31.3.25	£	33,258.62
ADD Income received	£	43,382.72
	£	**76,641.34**
LESS Expenditure incurred	£	10,597.92
	£	**66,043.42**

Bank Accounts

Barclays Bank Community Account			£	21,002.98
LESS Outstanding Cheques				
	100xxx	£ -		
		£ -		
		£ -		
		£ -	£	-
Barclays Bank Business Premium Account			£	45,040.44
			£	**66,043.42**

Signed: Date:

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Newton in the Isle Parish Council – CA0189**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review:

- The smaller authority has confirmed that the response to Section 2, Box 11 is incorrect and should be 'Yes', as it is not a sole managing trustee.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the prior year, the smaller authority was exempt from our review, thus we have not reviewed any evidence to support the prior year comparatives on the AGAR.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF LITTLEJOHN LLP Date 19/09/2026

Contents

1. What is an emergency?
2. What is the aim of this plan?
3. Use of the Village Hall
4. List of events covered in this plan in this plan?
5. Useful contacts

What is an emergency?

Emergencies have a variety of causes and effects. No two incidents are exactly the same. They can be either man-made or natural.

They can take place at any time and be caused by a number of factors including adverse weather, animal disease, fire, industrial accident, oil pollution, transport accident, or other events.

Assistance may not be immediately available and in the event that the incident is widespread, or the community is temporarily isolated, you may not receive outside assistance for some time. It is therefore a sensible precaution to have in place a plan for self-help.

What is the aim of this plan?

This plan is designed to give a clear structure to how we as a community deal with emergencies as they arise in our parish.

It intends to

- Provide a coordinated response from the local community.
- Identify key contacts and resources within the locality that may assist the Emergency Services and the local authority.
- Assist the Emergency Services in identifying an initial place of safety for residents should an evacuation of properties be necessary.
- Identify the location of vulnerable people or groups that may require additional assistance.
- Identify local hazards within the community.
- Assist in keeping residents within the parish informed of the situation.
- Assist creating a vulnerable persons team to check on people with potential need in our community.

The Village Hall will be the designated place of safety for responses to most emergency situations arising within the parish. In the event of the Village Hall being out of action the focal point will be the Church.

Emergency situations are a rare occurrence but there is a need for a clear plan of action should one happen in our Village or its surrounds.

For the purpose of this plan, strategies are laid out for the most likely of emergency situation but it is assumed that should an event arise that is not directly covered by this plan, one that is laid out would be adapted to suit the needs of the crisis.

Use of the Village Hall (Village Hall action plan)

The Village Hall has been designated as the place of safety, to this end it will provide residents with the following

Light

In the event of long term loss of electricity wind up and battery torches and lanterns will be used within the building for residents to be in a place where light is available. It is not envisaged for these to be taken away from the building as it is the place of safety.

Electricity

A portable generator to be used to provide a temporary electrical supply for those managing the place of safety

Excessive Heat of cold

Fans or portable air conditioning units will be available to provide a cool environment during periods of excessively high temperatures.

Gas bottle heaters will be available during periods of extreme cold should residents be unable to heat their own homes.

Water

Water bottles will be available should fresh water not be available to parts of the parish for any significant time.

Food

In extreme situations simple food such as soup, tea, coffee and squash will be provided with the use of gas rings should there be a lack of electricity.

Accommodation

A supply of clean blankets will be provided in the Village Hall should residents be unable to return to their homes to sleep.

Following is a short list of essentials that need to be provided to facilitate the above.

- Wind up torches/lanterns
- Battery torches/lanterns
- Portable generator and fuel
- Sockets for generator
- Electric desk fans
- Portable air-conditioning unit
- Gas Bottle heater (possibly loaned from the Church)
- Bottled water (Supply should arrive if there is a lack of water for a significant period)
- Gas ring and bottle of gas
- Large kettle
- Electric urn (Village Hall kitchen)
- Tea, coffee, sugar, milk Squash and powdered soup. (The dry goods could be purchased and if they are reaching their use by date donated to food bank to avoid wastage)
- Dry clean blankets

Events covered in this plan

- **Significant periods of extreme temperature**
- **Excessive snowfall**
- **Flooding**
- **Long term loss of electricity**
- **Large scale fire**
- **Wind damage**

- **Significant periods of extreme temperature**
  - **Heat**

  For extended periods of extreme heat there will be a requirement for fans and cold water to be made available in the Village Hall.

  Vulnerable persons will need to be checked on by the vulnerable persons team.

  Transport to the Village Hall as required.

  - **Cold**

  For extended periods of extreme cold Hot drinks and heaters will need to be made available in the Village Hall

  Transport of Heaters from the Church if required

  Vulnerable persons will need to be checked on by the vulnerable persons team.

  Transport to the Village Hall as required.

- **Excessive snowfall**

  Roads will need to be cleared using tractors

  Footpath gritting team deployed

  If required Village Hall action plan instigated

  Vulnerable persons will need to be checked on by the vulnerable persons team.

4x4 users to assist with transport to the Village Hall as required

- **Flooding**

  If required Village Hall action plan instigated

  Vulnerable persons will need to be checked on by the vulnerable persons team.

  4x4 users to assist with transport to the Village Hall as required

  Emergency services contacted

  Local council contacted for sandbag information

- **Long term loss of electricity**

  Village Hall action plan instigated

  Vulnerable persons will need to be checked on by the vulnerable persons team.

  Network power brought in for advice

  Generator installed at Village Hall

- **Large scale fire**

  Emergency services contacted

  Village Hall action plan instigated

- **Wind damage**

  Village Hall action plan instigated

  Vulnerable persons will need to be checked on by the vulnerable persons team.

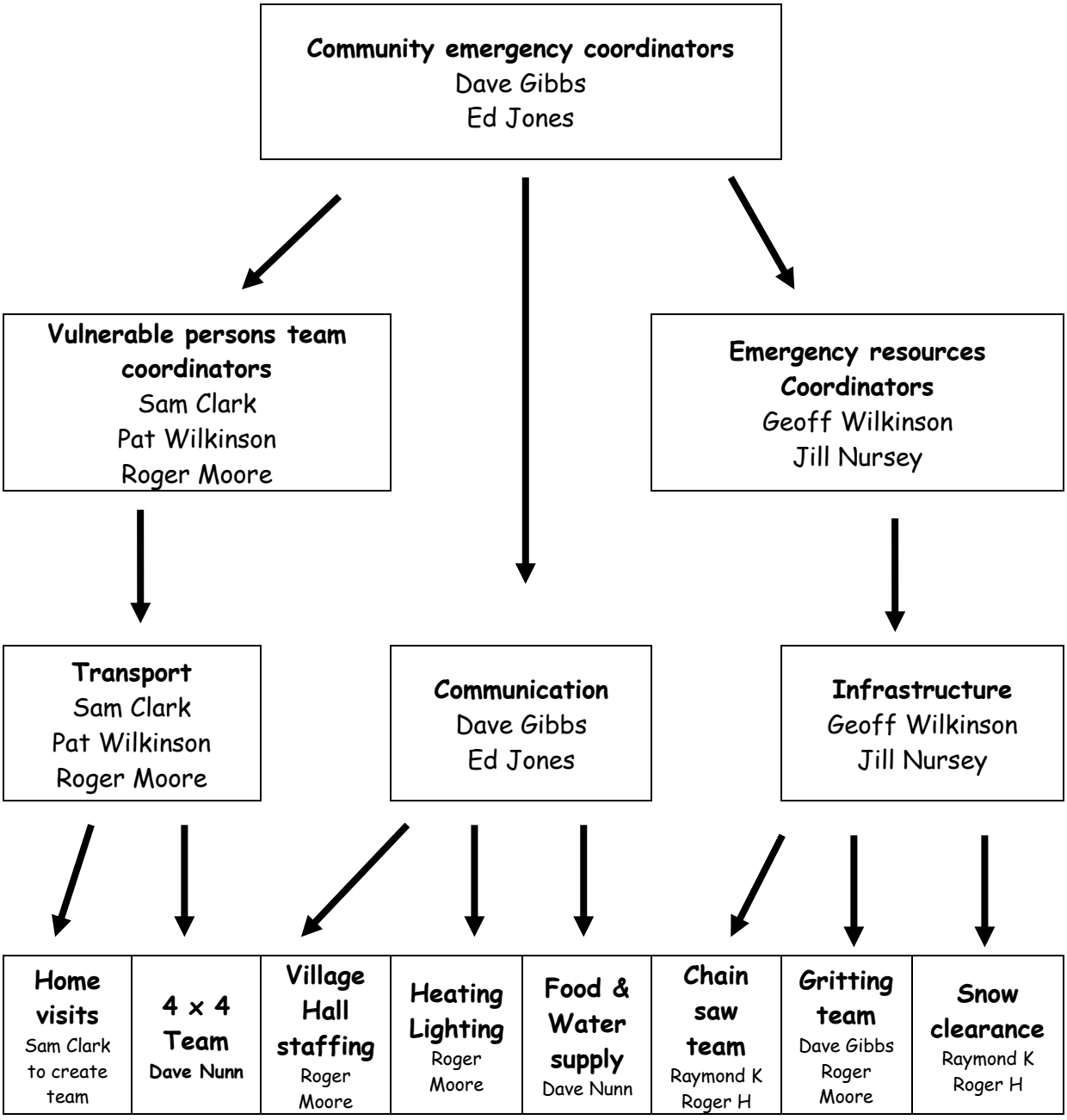
  Network power brought in for advice if required

  Generator installed at Village Hall if required

  Roads cleared by chainsaw gang

  Tractor s used to help clear fallen trees

Clearly each of the above scenarios cannot be seen in isolation as the occurrence of one event may have an impact on another.


Community emergency coordinators
Dave Gibbs
Ed Jones
Vulnerable persons team coordinators
Sam Clark
Pat Wilkinson
Roger Moore
Emergency resources Coordinators
Geoff Wilkinson
Jill Nursey
Transport
Sam Clark
Pat Wilkinson
Roger Moore
Communication
Dave Gibbs
Ed Jones
Infrastructure
Geoff Wilkinson
Jill Nursey
Home visits
Sam Clark to create team
4 x 4 Team
Dave Nunn
Village Hall staffing
Roger Moore
Heating Lighting
Roger Moore
Food & Water supply
Dave Nunn
Chain saw team
Raymond K
Roger H
Gritting team
Dave Gibbs
Roger Moore
Snow clearance
Raymond K
Roger H

Extreme Snow		✓/X
	initial	done
Level 1 Emergency Lead		
Communication with relevant outside agencies		
Organise village hall		
Kitchen team contacted		
Vulnerable persons Coordinator contacted		
Resources Coordinator contacted		
Village hall coordinator contacted		
Level 2 Vulnerable persons coordinator		
Vulnerable people contacted		
Taxi staff contacted		
Level 2 Resources coordinator		
Snow plough team contacted		
Path gritting team contacted		
Bedding as required		
Level 2 Village Hall coordinator		
Kitchen set up		
Level 3		
Taxis collect vulnerable persons who need assistance		
Kitchen organised to provide hot and cold drinks		
Snow ploughs deployed		
Gritters deployed		

Extreme Cold		✓/X
	initial	done
Level 1 Emergency Lead		
Communication with relevant outside agencies		
Organise village hall		
Kitchen team contacted		
Vulnerable persons Coordinator contacted		
Resources Coordinator contacted		
Village hall coordinator contacted		
Level 2 Vulnerable persons coordinator		
Vulnerable people contacted		
Taxi staff contacted		
Level 2 Resources coordinator		
Heaters relocated from church		
Level 2 Village Hall coordinator		
Kitchen set up		
Level 3		
Taxis collect vulnerable persons who need assistance		
Kitchen organised to provide hot and cold drinks		
Heaters collected and set up		

Extreme Heat		✓/X
	initial	done
Level 1 Emergency Lead		
Communication with relevant outside agencies		
Organise village hall or Church		
Kitchen team contacted		
Vulnerable persons Coordinator contacted		
Resources Coordinator contacted		
Village hall coordinator contacted		
Level 2 Vulnerable persons coordinator		
Vulnerable people contacted		
Taxi staff contacted		
Level 2 Resources coordinator		
Fans collected		
Water bottles collected		
Level 2 Village Hall coordinator		
Kitchen set up		
Set up drinks areas if using Church as a cool space		
Level 3		
Taxis collect vulnerable persons who need assistance		
Kitchen organised to provide hot and cold drinks		
Heaters collected and set up		

Electrical Outage		✓/X
	initial	done
Level 1 Emergency Lead		
Communication with relevant outside agencies		
Organise village hall		
Kitchen team contacted		
Vulnerable persons Coordinator contacted		
Resources Coordinator contacted		
Village hall coordinator contacted		
Level 2 Vulnerable persons coordinator		
Vulnerable people contacted		
Taxi staff contacted		
Level 2 Resources coordinator		
Generator installed		
Wind up torches provided as required		
Bedding as required		
Level 2 Village Hall coordinator		
Kitchen set up		
Level 3		
Taxis collect vulnerable persons who need assistance		
Kitchen organised to provide hot and cold drinks		

Extreme Flooding		✓/X
	initial	done
Level 1 Emergency Lead		
Communication with relevant outside agencies		
Organise village hall		
Kitchen team contacted		
Vulnerable persons Coordinator contacted		
Resources Coordinator contacted		
Village hall coordinator contacted		
Level 2 Vulnerable persons coordinator		
Vulnerable people contacted		
Taxi staff contacted		
Level 2 Resources coordinator		
Heaters relocated from church		
Level 2 Village Hall coordinator		
Kitchen set up		
Level 3		
Taxis collect vulnerable persons who need assistance		
Kitchen organised to provide hot and cold drinks		
Heaters collected and set up.		
Tractor drivers deployed to reach those stranded		

Extreme Wind Damage		✓/X
	initial	done
Level 1 Emergency Lead		
Communication with relevant outside agencies		
Organise village hall		
Kitchen team contacted		
Vulnerable persons Coordinator contacted		
Resources Coordinator contacted		
Village hall coordinator contacted		
Level 2 Vulnerable persons coordinator		
Vulnerable people contacted		
Taxi staff contacted		
Level 2 Resources coordinator		
Heaters relocated from church		
Chainsaw team deployed		
Level 2 Village Hall coordinator		
Kitchen set up		
Level 3		
Taxis collect vulnerable persons who need assistance		
Kitchen organised to provide hot and cold drinks		
Heaters collected and set up.		
Tractor drivers deployed to reach those stranded		
Fallen trees removed from blocking access routes		

Extreme Fire		✓/X
	initial	done
Level 1 Emergency Lead		
Communication with relevant outside agencies		
Organise village hall		
Kitchen team contacted		
Vulnerable persons Coordinator contacted		
Resources Coordinator contacted		
Village hall coordinator contacted		
Level 2 Vulnerable persons coordinator		
Affected people contacted		
Taxi staff contacted		
Level 2 Resources coordinator		
Heaters relocated from church		
Level 2 Village Hall coordinator		
Kitchen set up		
Level 3		
Taxis collect vulnerable persons who need assistance		
Kitchen organised to provide hot and cold drinks		
Heaters collected and set up.		

Useful telephone numbers:

Emergencies (Police, Fire, Ambulance)	***999***
Cambridgeshire Police (non emergency)	101
Cambridgeshire Fire & Rescue (non emergency)	01480 444 500
Cambridgeshire County Council	0345 0455200
Fenland District Council (FDC)	01354 654321
FDC Emergency Planning Team	01354 622353/622441
NHS 111 (medical helpline for less urgent than dialling 999)	111
Environment Agency Flood Line	0345 988 1188
Environment Agency Incident Line (e.g. pollution)	0800 807060
National Grid - report a gas leak	0800 111 999
UK Power Networks - report a loss of electricity	0800 316 3105
Anglian Water - report a loss of water supply	03457 145145
Anglian Water - report a water leak	0800 771881
British Telecom – report telephone line faults	0800 800 151

Useful Websites:

Fenland District Council

www.fenland.gov.uk

UK Resilience

www.cabinetoffice.gov.uk/ukresilience

Preparing for Emergencies

www.direct.gov.uk/en/HomeAndCommunity/InYourHome/Dealingwithemergencies/Preparingforemergencies/index.

Environment Agency

www.environment-agency.gov.uk

Cambridgeshire Constabulary

www.cambridgeshire.police.uk

Cambridgeshire Fire and Rescue

www.cambs-fire.gov.uk

Met Office

www.metoffice.gov.uk

NEWTON-IN-THE-ISLE PARISH COUNCIL
COMPLAINTS PROCEDURE

1. Newton-in-the-Isle Parish Council is committed to providing a quality service for the benefit of the peoplewho live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.

2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.

3. This Complaints Procedure does not apply to:
   3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
   3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 11 January 2022 and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Fenland District Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Fenland District Council.

4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary.

5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.

6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.

7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.

8. The Clerk or the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.

9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)

10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to the reviewed by the full Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Date of Adoption: 12 November 2024
Minute ref: 060/24(a)
To be reviewed annually
Latest review - November 2025

Contact details for the Parish Clerk:

D Gibbs
Newton-in-the-Isle Parish Council
% 358 High Road
Newton-in-the-Isle
Wisbech
PE13 5HS

Phone - 01945 870083
Email - parishclerk@newtonintheisle.org.uk

For Correspondence to the Chairman:

R Bradley
Ivy Cottage
Cross Drove
Newton-in-the-Isle
Wisbech
PE13 4QF

Phone - 07584 055341
Email - richard.bradley@newtonintheisle.org.uk

nalc
National Association of Local Councils

t: 020 7637 1865
e: nalc@nalc.gov.uk
w: www.nalc.gov.uk
a: 109 Great Russell Street, London WC1B 3LD

NEWTON-IN-THE-ISLE PARISH COUNCIL
GRIEVANCE POLICY

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice.[1] It also takes account of the ACAS guide on discipline and grievances at work.[2] 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)

1. http://www.acas.org.uk/index.aspx?articleid=2174.
2. https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

- 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 Fenland District 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 Council. 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 Council.

6. The Council will appoint a committee of three members to hear the grievance. The committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the committee.

Investigation

7. If the 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 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 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 he/she wants the Council to take
    - any member of the 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 committee.

11. The Chairman will provide the employee with the 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 committee, he/she may submit a written appeal to the Council. An appeal must be received by the Council within five working days of the employee receiving the 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 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 Council who have not previously been involved in the case. There may be insufficient members of the Council 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 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 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 committee or substitute its own decision.

20. The decision of the appeal panel is final.

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Adopted by the Council - November 2024
To be reviewed annually
Latest review - November 2025

NEWTON-IN-THE-ISLE PARISH COUNCIL

DISCIPLINARY POLICY

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice.

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

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

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

5. This policy confirms:

    - Informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance.
    - The council will fully investigate the facts of each case.
    - The council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information, see ACAS Performance Management.
    - Employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case.
    - Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing.
    - Employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case.
    - The council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions.
    - If the employee's 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 seven calendar days of the original meeting date, unless it is unreasonable not to propose a later date.

- Any changes to specified time limits in the council's procedure must be agreed to by the employee and the council.
- Information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the council is confidential to the employee. The employee's disciplinary 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 disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition.
- Employees have the right to appeal against any disciplinary decision. The appeal decision is final.
- If an employee who is already subject to the council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure.
- Disciplinary action taken by the council can include a written warning, a final written warning or dismissal.
- This procedure may be implemented at any stage if the employee's alleged misconduct warrants this.
- Except for gross misconduct, when an employee may be dismissed without notice, the council will not dismiss an employee on the first occasion that it decides there has been misconduct.
- If an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The council will write to the employee to confirm any period of suspension and the reasons for it.
- The council may consider mediation at any stage of the disciplinary procedure where appropriate (for example, where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

Examples of misconduct

6. Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct (the list is not exhaustive):

    - Unauthorised absence.
    - Poor timekeeping.
    - Misuse of the council's resources and facilities, including telephone, email and internet.
    - Inappropriate behaviour.
    - Refusal to follow reasonable instructions.
    - Breach of health and safety rules.

Examples of gross misconduct

7. Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct (the list is not exhaustive):

- Bullying, discrimination and harassment.
- Incapacity at work because of alcohol or drugs.
- Violent behaviour.
- Fraud or theft.
- Gross negligence.
- Gross insubordination.
- Serious breaches of council policies and procedures, e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology.
- Serious and deliberate damage to property.
- Use of the internet or email to access pornographic, obscene or offensive material.
- Disclosure of confidential information.

Suspension

8. If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.

9. While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or discuss this matter with any other employee or councillor.

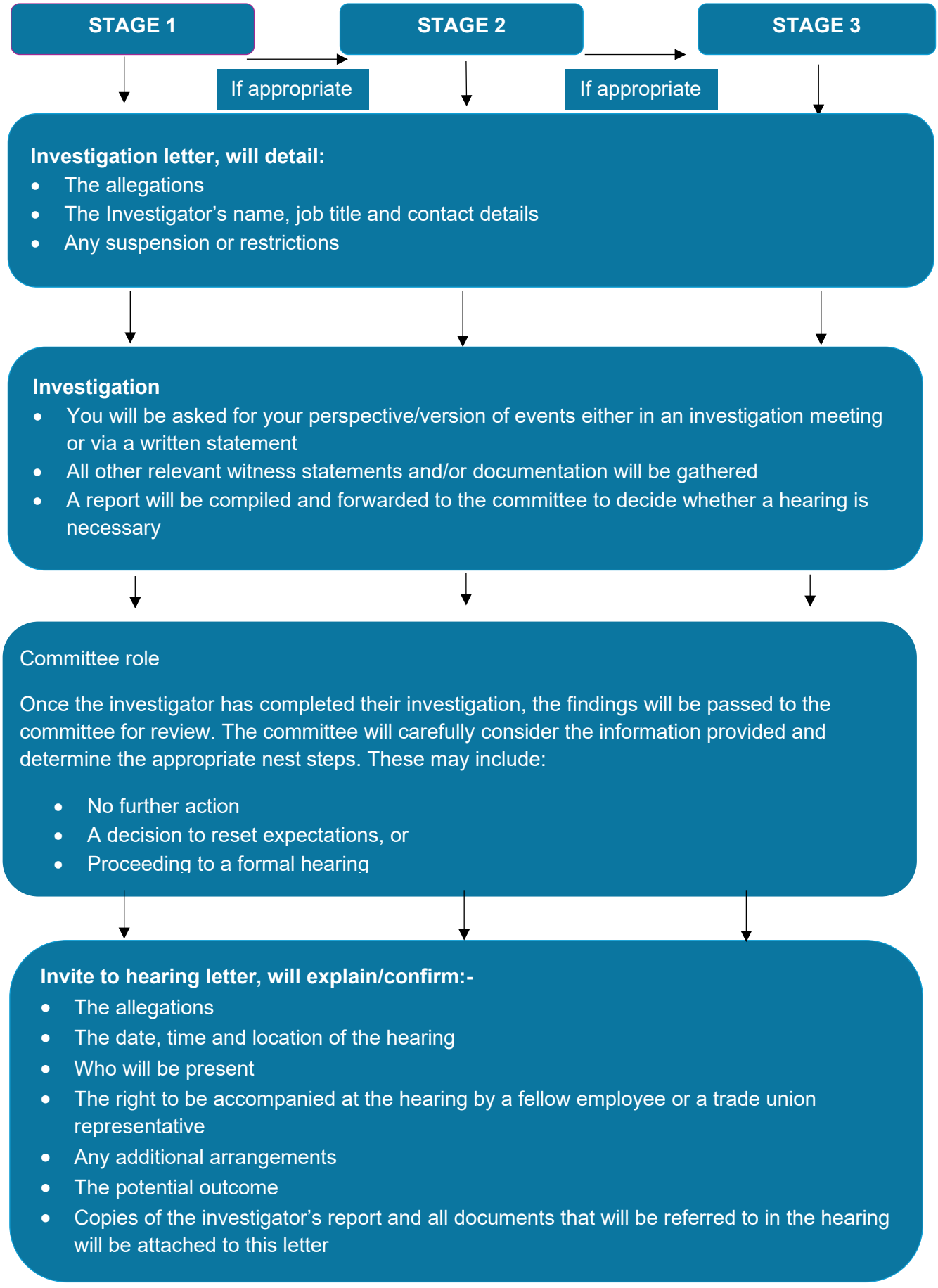
10. The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

11. The following list contains some examples of unsatisfactory work performance (the list is not exhaustive):

    - Inadequate application of management instructions/office procedures.
    - Inadequate IT skills.
    - Unsatisfactory management of staff.
    - Unsatisfactory communication skills.

The procedure



The Hearing

- An appropriate level of management will conduct the disciplinary hearing ('the Chair'), and there may also be a note-taker present. In some cases, a Human Resources Partner will also be present
- The Chair will explain the role of all those in attendance, the allegations and go through the evidence that has been gathered
- You will be given the opportunity to respond in full. This will include time to ask questions and present evidence. If you intend to call any witnesses, you must give us advance written notice that you intend to do this
- The Chair will adjourn at the end to consider their decision
- Where possible, the outcome will be given the same day. Where this is not possible, because for example, the Chair requires further time to consider their decision or complete further investigation, you will be informed
- You will be informed of the outcome verbally (either in person or by phone) and then in writing

Potential outcome: First Written warning

Potential outcome: Final Written warning

Potential outcome: Dismissal (with or without notice/pay in lieu of notice)

Outcome letter will advise:

- The nature of the misconduct that has led to the outcome (including any prior warnings that have been taken into account, if appropriate)
- The action or improvement required
- The timescale for implementing such action (if relevant)
- That this is a first/final written warning and that the next stage may be final written warning/dismissal if there is no sustained improvement or change
- That the warning will remain live for 12 months
- That whilst the warning will not remain active after this time in relation to future disciplinary matters, a record of what has occurred will be kept and may be referred to if relevant
- The right of appeal

Outcome letter will advise:

- The reasons for dismissal
- Any prior warnings that have been taken into account, if appropriate
- The date on which employment will end
- The right of appeal

12. Preliminary enquiries. The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

13. If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

14. Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

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

16. If a formal disciplinary investigation is required, the Council's staffing committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the staffing committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The staffing committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:

    - The allegations or events that the investigation is required to examine.
    - Whether a recommendation is required
    - How the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report.
    - Who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

17. The Investigator will be asked to submit their findings, usually within 35 Calendar days of appointment, where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).

18. The Staffing Committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that they have a reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the council's disciplinary procedure. The council will also inform the employee that

when they meet with the Investigator, they will have the opportunity to comment on the allegations of misconduct.

19. Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.

20. If there are other persons (e.g. employees, councillors, members of the public or the council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.

21. The Investigator has no authority to take disciplinary action. Their role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Staffing Committee whether or not disciplinary action should be considered under the policy.

22. The Investigator's report will contain their recommendations and the findings on which they were based. They will recommend either:

    - The employee has no case to answer, and there should be no further action under the council's disciplinary procedure.
    - The matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally.
    - The employee has a case to answer, and a formal hearing should be convened under the council's disciplinary procedure.

23. The Investigator will submit the report to the staffing committee, which will decide whether there is no case to answer; the matter should be considered informally, or a formal Disciplinary Hearing should be convened. If the Investigator is a member of the Committee making the decision, they should recuse themselves from any formal votes or decision-making regarding their findings as to whether there is a case to answer at a Disciplinary Hearing.

24. If the council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

25. If the Staffing Committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors to formally hear the allegations. The staffing sub-committee will appoint a Chair from one of its members. The Investigator shall not sit on the sub-committee. The staffing sub-committee will be given the delegated authority to make a decision in relation to the Disciplinary.

26. No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub–committee's letter will confirm the following:

    - The names of its chair and the other two members.
    - Details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting.
    - A copy of the information provided to the sub-committee, which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure.

- The time and place for the meeting. The employee will be given reasonable notice of the hearing so that they have sufficient time to prepare for it.
- Whether witnesses may attend on the employee's and the council's behalf, and if they may, both parties should inform each other of their witnesses' names at least two working days before the meeting.
- The employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

27. The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

    - The chair will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing.
    - The chair will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation).
    - The chair will invite the employee to present their account.
    - The employee (or the companion) will set out their case and present evidence (including any witnesses and/or witness statements).
    - Any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness.
    - The employee (or companion) will have the opportunity to sum up.

28. The chair will provide the employee with the sub-committee's decision with reasons, in writing, within 7 calendar days of the meeting. The chair will also notify the employee of the right to appeal the decision in the event that formal action is taken.

29. The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

Disciplinary action

30. If the sub-committee decides that there should be disciplinary action, it may be any of the following:

First written warning:

31. If the employee's conduct has fallen below acceptable standards, a first written warning will be issued. A first written warning will set out:

    - The reason for the written warning, the improvement required (if appropriate) and the time period for improvement.
    - That further misconduct/failure to improve will result in more serious disciplinary action.
    - The employee's right of appeal.
    - That a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Final written warning:

32. If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

    - The reason for the final written warning, the improvement required (if appropriate) and the time period for improvement.
    - That further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal.
    - The employee's right of appeal.
    - That a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal:

33. The council may dismiss:

    - For gross misconduct.
    - If there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning.
    - If another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

34. The council will consider very carefully a decision to dismiss. If an employee is dismissed, they will receive a written statement of the reasons for their dismissal, the date on which the employment will end and details of their right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal:

35. An employee who is the subject of disciplinary action will be notified of the right of appeal. Their written notice of appeal must be received by the council within seven calendar days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

36. The grounds for appeal include:

    - A failure by the council to follow its disciplinary policy.
    - The sub-committee did not support the sub-committee's disciplinary decision.
    - The disciplinary action was too severe in the circumstances of the case.
    - New evidence has come to light since the disciplinary meeting.

37. Where possible, the appeal will be heard by a panel of 3 members of the staffing committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of 3 members of the council who may include members of the staff committee. The appeal panel will appoint a chair from one of its members.

38. The employee will be notified, in writing, within 14 calendar days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that they may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

39. At the appeal meeting, the chair 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 disciplinary decision.
    - Explain the action that the appeal panel may take.

40. The employee (or companion) will be asked to explain the grounds for appeal.

41. The chair will inform the employee that they will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.

42. The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained in the employee's personnel file.

43. If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.

44. The appeal panel's decision is final.

Important notice

This is an example of an employment policy designed for a small council, adhering to statutory minimum requirements, and does not constitute legal advice. As with all policies, it should be consistent with your terms and conditions of employment.

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Adopted by the Council on 10.11.2026

To be reviewed annually