

Ellisfield Parish Council meeting 18th May 2026, 7pm

Supporting documents for the agenda

A. Review of policies

Ellisfield Parish Council

Disciplinary Policy and Procedure

1. Purpose and scope

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

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

2. Principles

- The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.
- At every stage employees will be informed in writing of what is alleged and have the opportunity to state their case at a disciplinary meeting and be represented or accompanied, if they wish, by a trade union representative or a work colleague.
- An employee has the right to appeal against any disciplinary penalty.

3. The Procedure

To ensure the employee can be granted a fair appeal, the Council should appoint three Councillors to investigate the matter and to form a panel to deal with stages 1 to 4 and to deal with cases of gross misconduct

Stage 1 – Verbal Warning

Verbal Warnings are issued for most first instances of general misconduct, depending on the seriousness of the offence. If the employee is given a Verbal Warning he or she will be warned of the likely consequences of any further disciplinary offences or a failure to improve his or her conduct to the satisfaction of the council. A note confirming the Verbal Warning will be

placed on the employees personnel file and a copy will be provided to the employee. A Verbal Warning will normally remain in force for 6 months.

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

Stage 2 – First Warning

If conduct or performance is unsatisfactory, the employee will be given a written warning or performance note. Such warnings will be recorded, but disregarded after six months of satisfactory service. The employee will also be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change. (Where the first offence is sufficiently serious, for example because it is having, or is likely to have, a serious harmful effect on the council, it may be justifiable to move directly to a final written warning.)

Stage 3 – Final Written Warning

If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given which will include the reason for the warning and a note that if no improvement results, action at Stage 4 will be taken. The note will remain on file for a period of 12 months.

Stage 4 – Dismissal

If the conduct or performance has failed to improve, the employee may suffer dismissal.

4. Gross misconduct

If, after investigation, it is confirmed that an employee has committed an offence of the following nature (the list is not exhaustive), the normal consequence will be dismissal without notice or payment in lieu of notice:

- theft,
- damage to property,
- fraud,
- incapacity for work due to being under the influence of alcohol or illegal drugs,
- physical violence,
- bullying,
- gross insubordination.

While the alleged gross misconduct is being investigated, the employee may be suspended, during which time he or she will be paid their normal pay rate. Any decision to dismiss will be taken by the employer only after full investigation.

5. Appeals

An employee who wishes to appeal against any disciplinary decision must do so to the Chairman within five working days. The Council will appoint a panel of the remaining three Councillors to hear the appeal and decide the case as impartially as possible.

6. Abuse of this policy

Any abuse in the application of this policy will be dealt with in accordance with The Council's Disciplinary Policy and Procedure and may possibly result in disciplinary action being taken, up to and including dismissal.

7. Alterations and amendments to this policy

This policy does not form part of an employee's contract of employment. The Council reserves the right to amend or withdraw this Policy at its absolute discretion, in accordance with the needs of the Council.

Ellisfield Parish Council

Grievance policy and procedure

1. Objective

The objectives of the procedure are: -

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

2. Dealing with grievances informally

If an employee has a grievance or complaint to do with their work or the people they work with, they should, wherever possible, start by talking it over with the Chairman. They may be able to agree a solution informally between them.

3. Formal grievance

If the matter is serious and/or they wish to raise the matter formally they should set out the grievance in writing to the Chairman. They should stick to the facts and avoid language that is insulting or abusive. The Chairman shall arrange the meeting of a Grievance Panel of three Councillors and shall report the written grievance to the Panel meeting, held in the absence of the public and the press.

Where the grievance is against the Chairman and the member of staff feels unable to approach him or her, they should talk to the Vice Chairman. If the grievance is against the Chairman or any other specific Councillors, they should not be involved in the Grievance Panel.

Councillors not on the Panel should not be involved in this Panel meeting, as unbiased Councillors will be needed if there is to be an appeal.

4. Grievance hearing

The Grievance Panel will call the staff member to a meeting, normally within five days, to discuss the grievance. They have the right to be accompanied by a work colleague or trade union representative at this meeting if a reasonable request is received.

After the meeting The Grievance Panel will give a decision in writing, normally within 24 hours.

5. Appeal

If the staff member is still unhappy with The Grievance Panel's decision and they wish to appeal, they should let The Appeal Panel know, formed of the other three Councillors.

The staff member will be invited to an appeal meeting, normally within five days, and the appeal will be heard by The Appeal Panel. They have the right to be accompanied by a colleague or trade union representative at this meeting if a reasonable request is received.

After the meeting The Appeal Panel will give a decision, normally within 24 hours. The Appeal Panel's decision is final.

6. Abuse of this policy

Any abuse in the application of this policy e.g. if an employee's grievance is found to be malicious or to have been made in bad faith, will be dealt with in accordance with The Council's Disciplinary Policy and Procedure and may possibly result in disciplinary action being taken, up to and including dismissal.

7. Alterations and amendments to this policy

This policy and procedure does not form part of employees' contractual rights. The Council reserves the right to revise the contents of this Policy and Procedure from time to time or withdraw it at its absolute discretion, in accordance with the needs of the council.

8. Additional information

For further information, please contact The Chairman.

B. Noticeboard Costs and Configurations

This document considers the cost and configuration options for the noticeboard on Bell Lane. Whilst the Council has provisional intentions to replace it with a Greenbarnes wood-effect noticeboard of similar dimensions, this document compares it to the other ones we have and also lays out the costs for the various configuration options.

1. Closest match to wooden noticeboard at Bell Lane

Greenbarnes, 2 bays, each 6xA4 model, 1204mm wide x 1057mm high without header).
(The old wooden one is a few centimetres wider and higher than this)



Feature	Cost
Base Cost	£1223.81
Extras	
Magnet backing	£203.34
Header	£70.18
Vinyl lettering (White or gold) OR Engraved lettering (white or gold)	£80.50 or £197.80
Post kit (2 x posts)	£265.00
Extra Magnets	£13.47
Total	£1856.30 or £1973.60

2. The same as at Green Lane / Church Lane (Bus Stop) and Bottom of Green Lane (Bus Stop)

Greenbarnes, 1 bay, 8xA4 model, 1046mm wide x 760mm high (without header).



Feature	Cost
Base Cost	£813.47
Extras	
Magnet backing	£103.87
Header	£59.97
Vinyl lettering (white or gold) OR Engraved lettering (white or gold)	£80.50 or £197.80
Post kit (2 x posts)	£265.00
Extra Magnets	£13.47
Total	£1336.28 or £1453.58

3. The same as at Cannon Close

Greenbarnes, 2 bays, each 6xA4 model, 1880mm wide x 868mm high (without header).



Feature	Cost
Base Cost	£1214.10
Extras	
Magnet backing	£203.34
Header	£87.26
Vinyl lettering (White or gold) OR Engraved lettering (white or gold)	£80.50 or £197.80
Post kit (2 x posts)	£265.00
Extra Magnets	£13.47
Total	£1863.67 or £1980.97

4. Pictures of the actual noticeboards



5. Points to consider when finalising the configuration and costs

- The BDBC Councillors grant is £500. The rest will need to come from general reserves, as noticeboards were not in earmarked reserves in the budget.
- I would recommend magnetic boards if you are happy to pay the extra as pin boards go tough over time (although can be replaced). These come with ten magnets, so we will need an additional set. (We should also buy a second set as the other noticeboards are very sparse with magnets).
- All noticeboards currently have a header, so it would be good to match with the new one, but it cuts out a significant amount of cost if you want to pare things down.
- There are two options for the lettering – engraved writing (unfilled or filled with white or gold) or precision-cut vinyl lettering in white or gold. The latter is significantly cheaper and what Medstead uses and looks good and lasts well. From my photos it looks like Ellisfield maybe uses the same, but I didn't look close up when I visited the noticeboards. (I will try to look before the meeting, but if anyone is passing a noticeboard, please have a look). Either way, we should go with gold lettering to match existing noticeboards. There is a choice of Arial or Times fonts on the lettering, and we should pick Times to match the existing ones.
- You need to work out whether you want a key or just knobs to open the doors (I would suggest keys to reduce unauthorised use). I believe that this is just the square cut key but the website is unclear. If it is anything bespoke, we should buy some extra copies.
- Although all noticeboards generally have sufficient space, we run out of space when we need to put the financial information up in June/July. Therefore, it is reasonable to consider going for 2x6xA4 if you want to stretch to that to replace what is already there. But that is £500 more than the one door 8x4 door noticeboards at the two bus stops, and if you want to cut down the cost, we can cope fine with that if needs be. For that couple of months, we will probably need to cover generic adverts for the short period when agendas are posted and use only succinct versions of the agenda. (I think that we should add a one pager to the noticeboards with the names of Councillors and the yearly schedule for meetings, as that is good practice, but that can be covered when we have agendas out, if needs be).
- If going for 2x6xA4, the taller, thinner version like the one already at Bell Lane fits the space better than the variant at Cannon Close.
- You need to factor in additional cost to get someone to fix the posts into the ground and to fix the noticeboard onto the posts. It would be good if Shaun could give a steer on what this is likely to cost.
- The noticeboards come in darker and lighter wood-effect, but the ones we have are all dark brown.