



WHITE COLNE PARISH COUNCIL

WHITE COLNE VILLAGE HALL,
BURES ROAD, WHITE COLNE, CO6 2QA.

WWW.WHITECOLNEPARISHCOUNCIL.GOV.UK
CLERK@WHITECOLNEPARISHCOUNCIL.GOV.UK

RCCE VILLAGE OF THE YEAR 2025

**Minutes of the White Colne Parish Council Meeting held at White Colne Village Hall on
Tuesday 16th September 2025 at 19:30hrs.**

Present: Cllr Paul Batchford
Cllr Jane Taylor (Chairperson)
Cllr John Wilson
Jim Morris, Parish Clerk
Cllr George Courtauld, Colnes Ward
One member of the public
Absent: Cllr Chris Siddall, Halstead Division

047/25 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Jim Bond, Cllr Jason Pryke, and Cllr Gabrielle Spray, Colnes Ward.

048/25 DISCLOSURES OF INTERESTS

Cllr Wilson had an ongoing dispensation, in accordance with Standing Order 13(e), to take part in discussions and any vote regarding Allotments.

049/25 PUBLIC SESSION

No public in attendance.

050/25 MINUTES

The Minutes of the White Colne Parish Council Meeting held on 15.07.2025 were approved as being a true and correct record by council and signed by the Chairperson.

051/25 MATTERS ARISING

Members considered the parish council's list of matters arising and ongoing. An event for Allotment plot holders had been held; issues with parking, unworked Allotment plots, and the canopy adjacent to the Village Hall had been resolved. An issue with a kissing gate, and a request for a new dog bin had been submitted. Neighbourhood Plan had been removed from the council's Action Plan. Christmas lights, and Employment Policies were due to be considered at the meeting. Cllr Batchford offered to represent White Colne, along with Cllr Taylor, at a meeting with Wakes Colne, Earls Colne, and Chappel scheduled for 30th September. Other matters were due to be considered at the meeting or were scheduled for future meetings.

It was RESOLVED: that the matters arising be noted.

052/25 CO-OPTION OF NEW MEMBER

Members considered co-opting a parishioner to the parish council. Cllr Taylor proposed the co-option of Michael Field, unanimously agreed.

It was RESOLVED: that Michael Field be co-opted as a White Colne parish councillor.

Cllr Field completed the Declaration of Acceptance of Office of Parish Councillor and joined the meeting as member of the council.

053/25 REPRESENTATIVES' REPORTS

Colnes Ward Cllr George Courtauld offered a report to the meeting. BDC had met to resolve its position on Local Government Reorganisation and had favoured the proposal for three Unitary Authorities. There was the possibility of four or five. The four options were slightly eccentric, but the

reality was, that it would be decided by home office. Cllr Courtauld had been told that previous discussions were completely irrelevant, which was heartbreaking. The reorganisation was un-local, on the basis that the new Unitary Councillors would be representing between 12 and 16 parishes. It may make parish councils much more important, much more powerful, and maybe get more funding. The District Council will be abolished, and the county council would be abolished at the beginning of April 2028 but for a whole year, the elected unitary council would cover BDC's duties. Cllr Courtauld did write to Yvette Cooper, but didn't get a reply.

Essex County Council had inspected dangerous trees on footpaths and highways, condemning 200. Cllr Courtauld was desperate to get a Tree Preservation Order list published, hopefully within six months. "Other than that, I have very little to report. We've had rather a quiet summer."

Colnes Ward Cllr Gabrielle Spray had offered apologies for absence and had provided a written report for the meeting to consider (attached at Footnote¹).

RESPONSE: the representatives' reports were noted.

054/25 FINANCE

i. Members received and considered quotes for electrical installation works on the Village Green (tabled at meeting). A revised scheme had been sent to the potential contractors, resulting in one of which amending their quotation.

It was RESOLVED: that the work be awarded to AMP Electrical.

ii. Members confirmed the successful contractor appointed to carry out works to the Village Hall's adjacent canopy was Summit Essex, following consideration of two quotes since the previous meeting. Further contractors had declined to offer quotes for the work. Some remedial work had been undertaken, and the canopy had not leaked during subsequent rainfall.

It was RESOLVED: that the awarding of the work to Summit Essex be approved.

iii. Members received and considered information on a Staff Pension Scheme for the Parish Clerk (tabled at meeting). A letter to the pension provider had been prepared.

It was RESOLVED: that the scheme and letter approved. Cllrs Batchford and Wilson signed the letter.

055/25 PLANNING

i. Applications

¹ REPORT FOR PARISH COUNCILS SEPTEMBER 2025

Local Plan: The meetings to look at the Large Sites, those over 500 dwellings, start at the end of this month on 24th September with two to follow on 6th and 13th October; there are 44 sites in total. The Colne Valley Golf Club has been submitted for housing development; as soon as I know which meeting agenda this site is appearing on, I will let the Parish Councils know.

BDC Officers have now confirmed to me that the sites for the North of the District, including Earls Colne, will be on the agenda for 24th September. Agenda will be published on Tuesday 16th.

Subsequent meetings on 20th October and 6th November will be looking at Local Plan Policies and technical documents. I will then bring the first draft copy of the Local Plan to a special meeting of Full Council on Monday 24th November for approval before the Plan goes out to public consultation in December. This is still early stages with another public consultation due in early 2026 before the final draft Plan goes to the Planning Inspectorate.

Local Government Reorganisation (LGR): There will be a meeting of Full Council on Monday 15th September for Braintree District Councillors to decide which Unitary model they prefer for Essex. The other fourteen Essex authorities have held, or will be holding, similar meetings over the next two weeks before the chosen model is submitted to the Ministry for Housing Communities and Local Government (MHCLG) by 26th September. There are four options currently under discussion but, ultimately, it will be a Government decision to decide which one is adopted and goes forward for elections in May 2027.

Bramford-Twinstead Energy Scheme: I attended an online briefing given by National Grid (NG) to update District Councillors on the progress of this scheme which is to upgrade the electricity supply. Along with other Councillors on the briefing, I questioned whether NG felt they had consulted sufficiently with landowners (farmers especially) on how the construction of the haul road will affect their land. I remain unconvinced that this issue has been properly managed by NG despite their assurances that they have fully consulted with residents.

Anti-Social Behaviour: Braintree District Council has launched a new set of dedicated Anti-Social Behaviour (ASB) web pages to support residents and partners e.g. Parish & Town Councils, in understanding, reporting and managing ASB concerns. The website link is: www.braintree.gov.uk/community/antisocial-behaviour The pages are designed to provide a victim-centred approach to tackling ASB, set out clear definitions of ASB and how to report issues. The attached leaflet can be forwarded or printed for reference.

With best regards, Cllr Gabrielle Spray

a) Ref: [25/01895/TPOCON](#) (attached to record Minutes).

Location: 42 Colneford Hill, White Colne, CO6 2PJ.

Proposal: Notice of intent to carry out works to trees in a Conservation Area: T1 English oak - reduce lateral branches by 4m overhanging the road. T2 common ash - request to fell to ground level.

RESPONSE: White Colne Parish Council supports application ref 25/01895/TPOCON. The council agrees that the ash does not look healthy. In the photos it is not clear whether the bracket fungus is on the ash tree or the oak. The oak tree overhangs the road at quite a height and is not causing an obstruction, but to have 4m of lateral branches pruned will not compromise its well-being. The parish council questions why the oak has been singled out for pruning, however. Overhanging branches of hornbeam and yew, which seem to originate on the same property, but might belong to no. 44, are a more pressing matter than the oak itself. The branches of the hornbeam are lower than the oak and overhang the road to a greater extent. The yew branches overhang the pavement and are pedestrian head height.

ii. Decisions – none received.

iii. Appeals – none received.

iv. Members considered and approved the type, location and number of Village of the Year signs (attached to record Minutes). One would be installed coming into the village on the side on the Village Green, and two on the approach from Colchester. The council agreed an aspiration to install Village Gateways.

It was RESOLVED: that three signs be purchased and installed. Procurement of Village Gateways would be added to the council's Action Plan.

v. Footway encroachment on Colneford Hill. A household on Colneford Hill had enclosed the gap between the property and the flood wall. This is effectively an encroachment onto the pavement, possibly stopping access for pedestrians and householders either side behind the flood wall when the gates needed to be closed. The works included the erection of a log store and fencing, erection of a decorative streetlamp, and painting of wooden flood gate black. The Environment Agency maintained the flood gates, which were historically stained with preservative. The issue had been reported to both ECC Highways and BDC Planning Enforcement.

It was RESOLVED: that the item be noted.

vi. Road Safety Week 16.11.2025-22.11.2025. The charity BREAK was running a campaign week in November. It could provide equipment, advertising, and materials, including 20 mile per hour stickers. The council owned a 20 is Plenty banner that could be installed on the Village Green. The item would be discussed with the parishes at the meeting scheduled for 30th September.

It was RESOLVED: that the council would take part in Road Safety Week and discuss it with adjacent parishes.

056/25 LEISURE & FACILITIES

i. Community Café (attached to record Minutes): A lack of volunteers had led to a recent Café having to be cancelled. Four volunteers were needed for each bi-monthly session. Forthcoming Cafés were covered, however, and Cllr Taylor would continue to seek recruits via social media.

It was RESOLVED: that the report be noted.

ii. Community Garden: Some of the raised beds adjacent to the Village Hall had become unused. It was suggested that they could be let to residents as mini-allotments.

It was RESOLVED: that three of the raised beds be let as “mini-allotments” at £10/year each, with signage to clarify use.

iii. Apple Day: A working party in the Orchard would be held in October, with refreshments.

It was RESOLVED: that an Apple Day working party be held on 21st October.

iv. Tree Survey: The council's previous tree survey had been carried out in 2022. The report noted that high-risk zones should be re-surveyed every three years, with low-risk zones surveyed every five years. A fresh survey was therefore due on high-risk areas that the council owned or managed.

It was RESOLVED: that SD Arboriculture be asked to quote for works to carry out a tree survey. Further quotes would be sought if necessary.

v. Recycled Clothing Banks (attached to record Minutes): It was likely that recycling bins at the far end of the Village Hall site would be removed in 2026, and it was suggested that a clothes recycling facility could be beneficial in their place.

It was RESOLVED: that the proposal be revisited when the recycling facility was removed.

vi. Just Some Theatre Company – *Eyes Down* – 11.04.2026 (attached to record Minutes): A contract with Applause had been prepared for a performance of *Eyes Down*. The council would pay

£375 for the performance, charging £12 per ticket and needing to sell thirty-two tickets to cover the cost. Previous performances had sold around fifty tickets.

It was RESOLVED: that the contract be completed and a Temporary Event Notice be sought.
vii. White Colne Celebration – 50th anniversary of White Colne Village Hall & 21st anniversary of The Meadows – 20.06.2026: Midsummer Eve's mini music fest on the Meadows had been proposed at the Village Picnic held in August. Running from midday to 10pm, it was suggested to budget £1,500 for music acts plus cost of Temporary Event Notice. Securing confirmation from the bands would be crucial, and a contract had been prepared offering a percentage of the fee in the event of cancellation.

It was RESOLVED: that a cancellation fee of 25% be proposed, and preparations for the event be progressed.

057/25 COMMUNITY LIAISON

i. Village Hall Solar Energy Report: The Village Hall had produced 14MWh of solar energy since commissioning its panels, which was 2MWh over the estimation. Scottish Power had backdated the council's income and paid £930 for electricity supplied to the Grid. Urban Chain had not responded to requests to move supply.

It was RESOLVED: that the report be noted.

ii. Essex Climate Action Commission meeting – 09.09.2025: Professor Jules Pretty had attended the Village Hall to talk about progress made by the Commission, and setbacks experienced. Prof. Pretty had been very appreciative of White Colne's Community Energy project. The Commission had produced leaflets about how to cut your carbon, but also how to improve nature (attached to record Minutes).

It was RESOLVED: that the report be noted.

iii. Allotment Plot holders' event – 12.09.2025: A successful holders' meeting was held, and there was interest in reviving the "Best Kept Allotment" competition, although the cup for 'Best Kept Allotment' may be unretrievable.

It was RESOLVED: that the report be noted.

iv Joint meeting with Chappell, Earls Colne, and Wakes Colne Parish Councils – 30.09.2025: An Agenda for the meeting would be produced, to include Road Safety Week and local Planning issues. The other parishes would be asked for further items.

It was RESOLVED: that the item be noted. Cllr Batchford would confirm availability for the meeting.

v. *Community Agents, supporting people in your parish* (attached to record Minutes).

It was RESOLVED: that the item be noted.

vi. Supported Local Bus Services 2025 Consultation (attached to record Minutes).

It was RESOLVED: that the item be noted. A response regarding poor service on the 88 route would be submitted.

058/25 GOVERNANCE

i. Correspondence from the council's website provider: *Exciting news* (attached to record Minutes). Members discussed revamping the council's website and offering an e-newsletter.

It was RESOLVED: that the correspondence be noted. Cllr Field would seek advice from a local website provider.

ii. Policy review: HR & Conduct Policy (attached to record Minutes). The Policy was an amalgamation of existing Policies reviewed in November 2024 and May 2025.

It was RESOLVED: that the HR & Conduct Policy be adopted.

059/25 ITEMS FOR INCLUSION ON THE AGENDA OF A FUTURE MEETING

Finance Q2, and Budget 2026-27 would be included as items on a future Agenda.

060/25 DATE OF NEXT MEETING

The next meeting of White Colne Parish Council was scheduled to take place on Tuesday 18th November 2025 at White Colne Village Hall at 1930hrs.

061/25 EXCLUSION OF PUBLIC & PRESS

In accordance with White Colne Parish Council Standing Order 3(d), members of the public were excluded for the remaining Agenda item.



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RCCE VILLAGE OF THE YEAR 2025

**Minutes of the White Colne Parish Council Meeting held at White Colne Village Hall on
Tuesday 16th September 2025 at 20:45hrs.**

Present: Cllr Paul Batchford
Cllr Michael Field
Cllr Jane Taylor (Chairperson)
Cllr John Wilson
Jim Morris, Parish Clerk

062/25

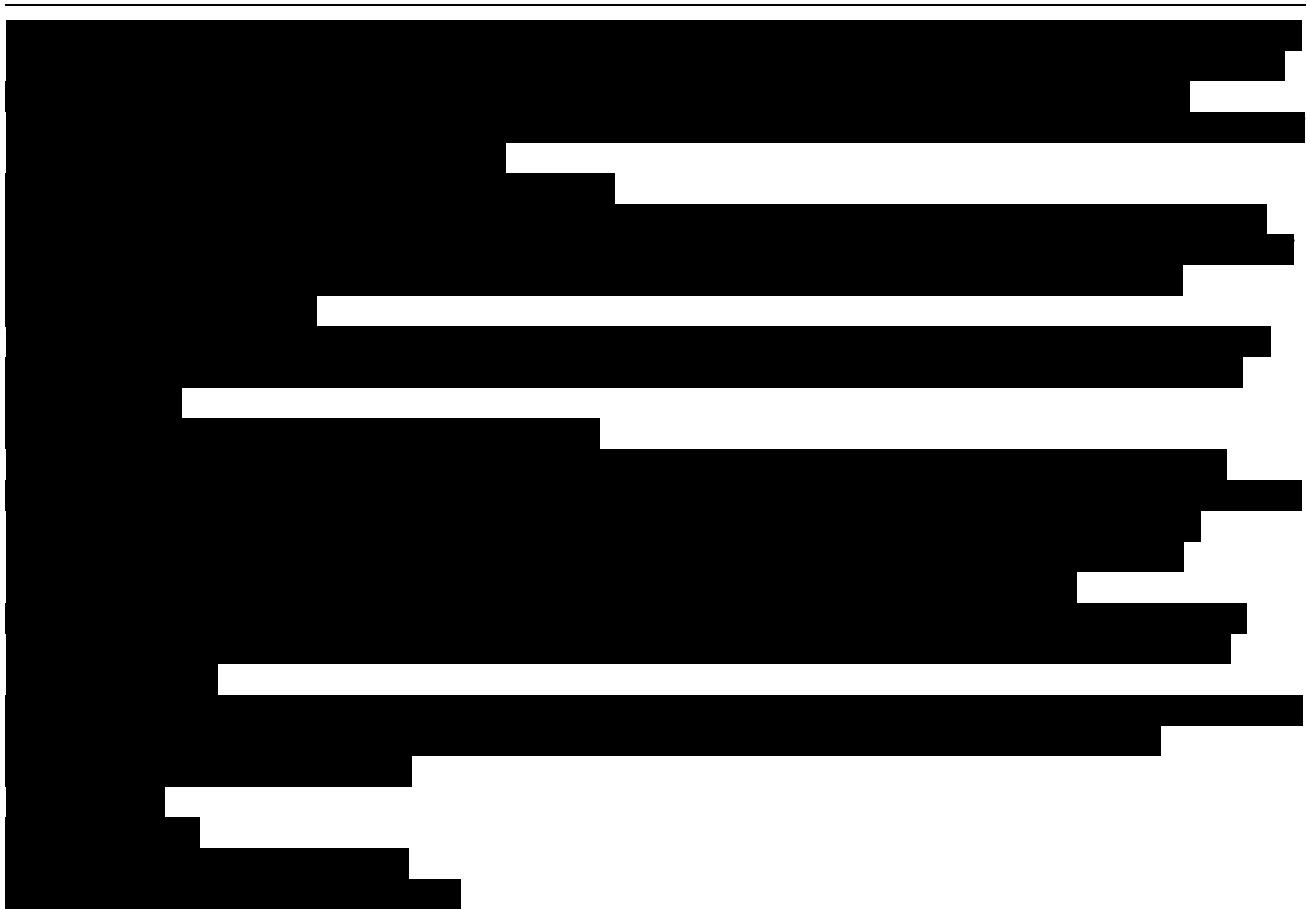
[REDACTED]

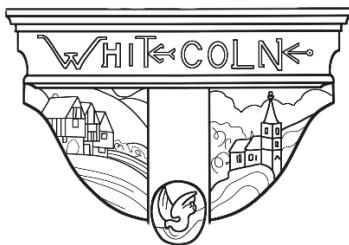
The meeting closed at 21:00hrs.

Signed.....

Date.....

[REDACTED]





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RCCE VILLAGE OF THE YEAR 2025

MATTERS ARISING & ONGOING

065/24 LEISURE & FACILITIES

ACTION ARISING: Formal event for Allotment plot holders to be held.

066/24 COMMUNITY LIAISON

ACTION ARISING: Local Council Award to be considered at a future meeting.

009/25 MATTERS ARISING

ACTION ARISING: Members to state availability for meeting with Wakes Colne Parish Council.
ACTION ARISING: Cllrs Pryke & Siddall to assess possible SID sites in Bures Road.

011/25 FINANCE

ACTION ARISING: Clerk to contact potential Christmas lights contractors with revised scheme.

021/25 REVIEW OF FREEDOM of INFORMATION and DATA PROTECTION PROCEDURES

ACTION ARISING: Clerk to add further detail.

023/25 REVIEW OF EMPLOYMENT POLICY & PROCEDURES

ACTION ARISING: Clerk to add further detail.

038/25 FINANCE

ACTION ARISING: Clerk to revise misattributed spending and earmarked reserves in accounts software.

ACTION ARISING: Council to budget for member allowances in 2026-27.

039/25 PLANNING

ACTION ARISING: Contact Earls Colne and Wakes Colne regarding road awareness.

ACTION ARISING: Cllr Taylor to liaise with resident over parking space signage.

040/25 LEISURE & FACILITIES

ACTION ARISING: Write to Anglian Water re kissing gate.

ACTION ARISING: Request dog bin for footpath on Boley Road.

ACTION ARISING: Pass task list to Stephen Holt.

ACTION ARISING: Write to holders of unworked Allotment plots; update Allotment Agreement.

ACTION ARISING: Seek further quotes for canopy repairs and resolve via secure messaging.

ACTION ARISING: Enter application for outdoor gym to Enovert Community Trust.

042/25 GOVERNANCE

ACTION ARISING: Neighbourhood Plan to be removed from WCPC Action Plan 2025-26; other Policies & Procedures to be updated and published.



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RCCE VILLAGE OF THE YEAR 2025

To: Planning Department

Braintree District Council

Date: 04/09/2025

Ref: 25/01895/TPOCON

Details: Notice of intent to carry out works to trees in a Conservation Area- T1 english oak reduce lateral branches by 4m overhanging the road. T2 common ash request to fell to ground level. - 42 Colneford Hill, White Colne, Essex

White Colne Parish Council response:

Jim Morris

Parish Clerk

White Colne Parish Council

Email: clerk@whitecolneparishcouncil.gov.uk

Website: www.whitecolneparishcouncil.gov.uk

Between centres

83cm

26cm

Essex Village of the Year 2025

L

129cm

7

22

Appendix E

Community Café

01.09.2025 08:30

Hi all,

This month is the fourth anniversary of the opening of our community cafe. For all this time the PC has supported the cafe by not charging venue hire.

We have had a strong team of volunteers to help us run the event and it has been extremely popular, leading us into opening the winter and summer hubs to support our residents.

Sadly, our volunteer group has diminished, due to ill health, moving away, or new work and family commitments. Despite advertising for new volunteers over the last two months no one has come forward and we are faced with having to cancel our first session on Sept 12th due to this lack of help. As it is, I am always on site from 7.30am to 1pm which is a huge commitment on my part with no one else available to take over at any time.

We did try to get a small grant to cover the cost of a member of staff for each session, which would relieve the pressure, but we were unsuccessful, (not surprisingly because it is not sustainable.) We may have to rethink the whole ethos of the cafe. In the meantime, we will probably cancel the first September session. Sept 26th and Oct 10th are covered. Perhaps move to a monthly opening instead of bi-monthly?

Thoughts?

Jane

Appendix F

Recycled Clothing Banks

11.08.2025 08:00

Could your village hall benefit from an extra £300+ per annum per bin?

Recycled Clothing Banks makes this so easy to do by simply installing a FREE personalised and branded clothing bin on your village hall site for your local residents to make donations of clothing, paired shoes/trainers and household textiles.

We are incredibly passionate about recycling unwanted clothes and reducing environmental damage and minimising landfill use by 94% and we are working hard with village halls and the local community across the region to raise much-needed funds to support village halls.

Benefits of working with Recycled Clothing Banks!

- You can earn up to a whopping £300 per bin, per annum.
- We are truly passionate about recycling unwanted clothes and reducing environmental damage as much as possible.
- Working incredibly hard to collect clothes donations, we can give you a financial boost to help support your village hall community projects.
- Are you worried about fly-tipping? Don't be, because we offer a 24-hour helpline on every bin and can guarantee the bin or any rubbish left outside will be removed within 48 hours.

All of our collection team members are uniformed, DBS checked and wear ID for everyone's safety. Our professional and efficient service is second to none and hassle-free, and our expertly trained team take care of the maintenance for you. All of our bins are emptied and cleaned, chemically sprayed, dried and the surrounding area swept and any rubbish is taken away. We endeavour to keep all of our bin sites in pristine condition to encourage your community to make textile donating a rewarding and positive experience.

Some of our clients who are already onboard and are successfully earning money for their village are:

- *Ryarsh Village Hall*
- *Eastling Village Hall*
- *Coxheath Village Hall*
- *Boughton Mon Chelsea Village Hall*
- *Chart Sutton Village Hall*
- *Maylandsea Village Hall*
- *Southminster Village Hall*
- *Steeple Village Hall*
- *Adisham Village Hall*
- *Herne Hill Village Hall*
- *Along with over 600 schools, prisons, scout and girl guide groups*

How it works

We will be collecting on a weekly basis; but we are also aware that sometimes people have a good clear out and the bin can be filled very quickly. On each bin the phone number to arrange collection is clearly visible. We are only a phone call away and we pride ourselves on our fast 24-hour response time giving you added peace of mind that we are here to provide you with customer service excellence at all times.

You can also earn an EXTRA cash boost of £100 by referring us to other organisations who successfully install one of our bins!

If you would like to take advantage of this inspiring new environmental initiative for your village hall and generate funds for your projects, contact Terry, Sam or one of our friendly team at Recycled Clothing Banks today on **020 3903 9933**, or email enquiries@recycledclothingbanks.co.uk.

Indoors 2026

Just Some Theatre

Eyes Down

Mayhem, murder and real games of bingo!

It's Bingo Night at The Stairway To Heaven Social Club and that can only mean one thing: 'Mr Razzle Dazzle' himself, Bertie Bingo is ready to host an evening of dabbers, Droopy Drawers... and death!

As games are played, houses are called, tension mounts, and before long a body is discovered... but whose number is up? How culpable are the audience? What really happened to the previous caller? And more importantly... who will win the novelty Toblerone?

Eyes Down is a truly interactive comedy thriller where the audience plays actual games of bingo, with real prizes! Who will emerge as Top Of The Shop and who will end up the victim of The Unlucky For Some Killer?

Fresh from their hit tour of The Plot Thickens (Autumn 2024), Manchester based Just Some Theatre are thrilled to be bringing this new, exciting experience to audiences. Writer David Payne's witty, rollercoaster writing has had audiences on the edge of their seats since The Killer Question (Autumn 2022) and he's excited to be working with Just Some Theatre for the fourth time!

For more information visit: www.justsometheatre.co.uk



“ Sam says:

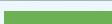
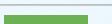
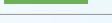
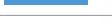
Perfect for those looking for something unique for their hall, think 'whodunnit bingo'. This special piece is the second show touring as part of the Create Tour Connect programme, an innovative partnership project commissioning, developing and touring theatre across the rural touring network in England. Dates are limited so make sure to book quickly for this one!

Key Information

Available Dates 9-12 April 2026	Target Audience Aged: 14+	Promoter Minimum Fees £375 Full Price: £750	Minimum Rec Ticket Price Adults 12 Child/Concs 10
Show Duration 105 mins + 10 min interval (required)	Set Up Times / Take Down Times Set Up: 3hrs Take Down: 1hr	Company Size 2 Performers	Workshops No
Stage Requirements Can perform on floor	Space Required W4.5 x D4.5 x H2.4	Sound Requirements none	Lighting Needs none

THIRTY FOR 30:

Thirty Actions for Nature Recovery by 2030

	Nature recovery and improving biodiversity	Improve your health	Reduce carbon emissions	Lower household costs	Increase togetherness
In Your Garden and Home					
Let part of your garden go wild (stop mowing)					
Provide new water habitat with pond, bowl or bath					
Protect wildlife by cutting out all pesticides and herbicides					
Add native wildflowers and hedge species to your garden or plot					
Make your own compost from food and green waste					
Grow your own herbs, vegetables, fruit					
Put up a bird box, bat box, bee hotel					
Create a deadwood pile for insects and larvae					
Be kind to birds: give your cat a bell					
Save and use rainwater: install a water butt					
Put up window boxes: create a vertical habitat with neighbours					
Add corrugated tin for reptiles; cut a hedgehog highway in fences					
With Your Community					
Ensure local veteran trees are protected: for carbon and species habitat					
Help your primary school connect kids to nature, a forest school, grow food					
Be an ambassador and speak out; talk to a neighbour					
Get your grandchildren to talk or write about a nature encounter					
Persuade your local council to set aside more land for allotments					
Improve mental health by going for a walk: count, watch, care, smile					
Go for a wild swim, canoe or paddle-board; take a boat trip					
Visit a different nature reserve each month for a year					
Take part in local litter picking or river/beach clean up					
Changing How the System Works					
Eat less meat, eat certified fish, buy nature-friendly food, go vegetarian					
Buy local and sustainable foods, support regenerative agriculture					
Join a local conservation or wildlife charity (volunteer if you can)					
Tell elected councillors and MPs you want more nature (be nice)					
Help form a local nature recovery, climate action or energy group					
Join or take part in a clean river campaign					
Join a marine citizen science project to renew seagrass and saltmarsh					
Help establish a 15-minute neighbourhood in your town/city					
Install solar panel/heat pump at home; switch electricity supply to renewables					

THIRTY FOR 30: Here's What You Can Do

The world's economies, societies, and cultures face unprecedented and connected crises of climate instability, nature loss, and social inequality.

There is much that you as an individual, household and community can do. Here are 30 ideas.

We call this 30 for 30 – to encourage taking actions between now and 2030.

Many organisations are supporting the transition to 30% of land area being positively managed for nature by 2030.

There are many other actions (policies at all levels, technologies, business actions) that can only be undertaken by public, private and third-sector organisations, but these do not feature here.

Some of these actions focus on making connections with nature, thus establishing a foundation for action and care.

Each action is scored for its impact on nature, species and habitats. Four key side-effects are also featured: how nature affects your health, well-being and longevity; how it reduces carbon emissions; how it cuts your household costs; and how it increases togetherness (social capital).

ADVICE

1. Choose one action this year, and do it as soon as you can. After a year, choose another one.
2. Or - start by selecting one action from each of the three groups.
3. Persuade someone you know to begin this journey too. Tell a friend, spread the word.
4. You do not need to worry about actions you are unable to undertake or those you disagree with. Just focus on those that look feasible and interesting.

This leaflet and guidance has been created by: **Jules Pretty, James Canton, Leanne Hepburn, Amy Isham, Susie Jenkins, Simon Lyster, Nell Miles, E J Millner-Gulland, Lloyd Peck, Tim Simpson, Graham Underwood, Elias Watson, Rich Yates.**

From the Universities of Essex, Cambridge, Oxford and Swansea; Essex Wildlife Trust; the Essex Local Nature Partnership and Essex Local Nature Recovery Strategy; the Essex Climate Action Commission.



Key Paper

How the Concept of "Regenerative Good Growth" Could Help Increase Public and Policy Engagement and Speed Transitions to Net Zero and Nature Recovery
Pretty, Hepburn, Isham, Lyster, Milner-Gulland, Peck (29 co-authors) (2025).
Sustainability 17(3), 849

Available
free
here:



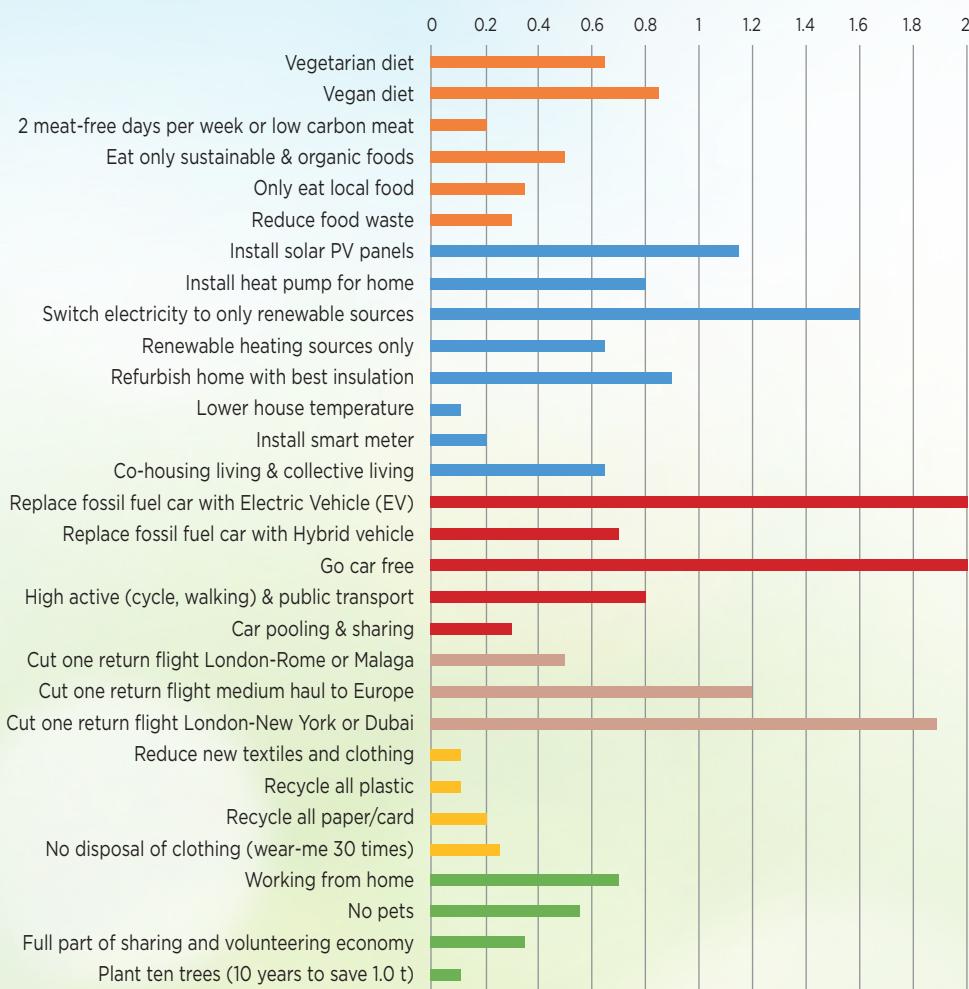
The 30 for 30 image was created by Freya Boardman-Pretty.

Designed and printed on white 100% recycled uncoated 160gsm by Green Square www.greensquare.me

THIRTY FOR 30: CUTTING YOUR CARBON

Thirty for 30:

Thirty personal behaviours to reduce your annual carbon footprint
for 2030 (tonnes C saved per person per year)



The data is adapted from key references on carbon by behaviours: Institute for Global Environmental Strategies, Aalto University and D-mat Ltd. 2018. 1.5-Degree Lifestyles: Targets & options for reducing lifestyle carbon footprints; <https://www.iges.or.jp/en/pub/15-degrees-lifestyles-2019/en>; Ivanova D et al. 2017. Mapping the carbon footprint of EU regions. *Environ Res Letters*, 12(5), p.054013; Ivanova D et al. 2018. Carbon mitigation in domains of high consumer lock-in. *Global Environ Change*, 52, 117-130; Ivanova D & Wood R. 2020. The unequal distribution of household carbon footprints in Europe and its link to sustainability. *Global Sustainability*, 3; Ivanova D et al. 2020. Quantifying the potential for climate change mitigation of consumption options. *Environ Res Letters*, 15(9), p.093001; Project Drawdown. 2020. *The Drawdown Review*. <https://www.drawdown.org/drawdown-review>

CUT YOUR CARBON BY 2030

UK average 7.7 tonnes
CO₂e per person

TARGET: 1 TONNE PER PERSON

- Safe place for humanity
- Stops climate crisis
- Our challenge: cut carbon by 50% by 2030

Choose one new behaviour per year | Start where you feel comfortable

After one year, select another | Tell someone else

THE GOOD LIFE IS 7 THINGS

Healthy food • Togetherness • Connected to nature
Physical activity/mobility • Personal growth & learning
Ethical/spiritual framework • Sustainable consumption

THE GOOD LIFE IS LOW-CARBON

- Local & national governments and businesses have key role to play



www.julespretty.com

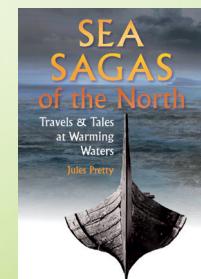
@JulesPretty1

jpretty@essex.ac.uk

Podcast host

Louder Than Words

A new podcast from the
Centre for Public and Policy Engagement



Appendix I

Community Agents, supporting people in your parish

23.07.2025 15:13

Dear Sirs,

Community Agents are employed by Rural Community Council of Essex (RCCE) and are part of Essex Wellbeing Service. We offer a free confidential home visiting service to residents across the whole of Essex (excluding Southend and Thurrock) who may be struggling to access services or find the support they need. An agent will visit the person in their home, taking time to chat about their daily living and anything they may find difficult, some of the things we support with include, blue badge and bus pass applications, assessing for equipment/adaptations to help with poor mobility, carers support, community connections to local clubs and activities to help ease social isolation, travel and transport options, hot meal delivery options and lots more. I have attached our leaflet which gives you more information about our service.

We feel parish magazines would be a good way of reaching these particularly vulnerable residents, please could you let us know whether there is a publication in your parish that would be suitable for us to include the attached advert. Please note we are a non-profit service, therefore we do not have an advertising budget but feel our service would greatly benefit your parishioners.

Many thanks for your time, should you require any further information please don't hesitate to ask.

Kind regards,

Community Agents

www.essexwellbeingservice.co.uk
www.essexrcc.org.uk
www.communityagentsessex.org.uk



Essex
Wellbeing Service



Community Agents part of the Essex Wellbeing Service

Community Agents is a free to access home visiting service, helping people to live independently in their own home. We can help anybody over the age of 18 that is in particular need of a home visit in order to source the support needed. We are not carers, but Community Agents can assist with:

Equipment

Assess and arrange installation for grab rails, bed rails, steps, toilet aids, bathing/showering aids, furniture raisers.

Blue Badges & Bus Passes

Complete applications and renewals.

Benefits

Assist with benefit form completion or signpost to the relevant, local service.

Social Opportunities

Community Agents know many local clubs and activities and have details of what's on in your local area.

Transport

Advise on community and hospital transport links.

Meals & Shopping

If preparing meals or shopping is becoming difficult we have details of options that may be suitable.

Carers Support

Provide support to unpaid carers including sourcing respite options and carers support groups.

Please call EWS direct 0300 303 9988 to refer yourself, family member, friend or neighbour to Community Agents. Please note you must have the referrer's permission. Lines open Monday to Friday 8am-7pm and Saturday 9am-12pm.



**Essex
Wellbeing Service**



A Better Connected Essex - Public consultation on Essex transport strategy

22.08.2025 13:52

Good afternoon,

We are writing to inform you of our ongoing public consultation on the second phase of our Essex Transport Strategy: 'A Better Connected Essex'.

The consultation is now open and will run until **Wednesday 24 September**.

To view the strategy and give your feedback please visit <https://consultations.essex.gov.uk/essex-highways/better-connected-essex/>

The second phase of consultation on the strategy, also known formally as a Local Transport Plan, will build on public feedback that saw support for the proposed key themes and outcomes.

We are seeking feedback on our newly published draft transport strategy, which includes:

- The full draft strategy
- 13 area-specific implementation plans

Your feedback is important and will help inform our future decisions and unlock future funding opportunities to support us in providing the transport network our county needs.

We also ask you to share the public consultation and project webpage link across your networks to help us promote the consultation and encourage as much feedback as possible from local residents.

Attached to this email you will find a communications toolkit including a press release, newsletter copy, social media copy, imagery and videos to help you do this.

Following this consultation and a review of feedback 'A Better Connected Essex' is expected to be formally adopted by Essex County Council later this year.

If you have any questions about the consultation, or its promotion, you can contact us at engagementhub@essexhighways.org

Thank you in advance for your support.

Kind regards,
The Essex County Council Transport Team



Essex County Council



Bus Network Consultation 2025

**We would like to invite you to participate
in an ongoing consultation regarding
local bus services.**

To have your say please **scan** the QR code
or visit the link below:



<https://consultations.essex.gov.uk/iptu/localbus2025>

Bus Network Consultation 2025

Overview

Introduction

Essex County Council (ECC) is reviewing its support for 46 local bus services. We want your help to ensure that our future bus network is ready to meet new levels of passenger demand and is providing value for money. ECC is therefore carrying out this public consultation regarding these local bus services.

This consultation will commence Monday 04 August and close on Sunday 26 October 2025.

As set out in the accompanying questionnaire, ECC is undertaking a review of local bus services which are paid for by Essex taxpayers. **It does not cover services/journeys operated commercially by transport providers.** This review covers all 12 districts in Essex with the view of assessing whether to continue providing the service.

Background

We know that buses are important to many people. For example, they help people reach employment, education, visit friends and to get to health appointments. The majority of the bus network in Essex (around 85%) is run commercially. The remaining 15% of services are not commercially viable and the transport providers will therefore not run them.

As Essex's local transport authority, when no commercial service is provided, the County Council has a duty to consider whether one is needed, and if, in the Council's view it is, then to provide it.

How the Council decides whether a service is needed and what services it will support are set out in its Local Bus Service Priority Policy, which can be found on www.essexhighways.org/bus-strategy. The Local Bus Service Priority Policy now forms part of the Bus Service Improvement Plan so has been extended from 2020 to 2026.

ECC has a strong record for supporting local bus services and ECC remains committed to supporting an effective and efficient bus service network offering value for money to the taxpayer in the services it provides.

However, the strong financial pressures on all local government funding means that ECC must look very carefully at how it will provide all its services to make sure that the limited funding available is focused where it will be of most benefit to the public.

The services provided under this policy are paid for by Essex taxpayers. The supported network mainly operates in rural areas, and at less popular times for travel, such as in the evenings and on Sundays. At present ECC spends around £10m of taxpayer's money on these services each year. The local bus service priority policy includes a value for money measure to ensure that taxpayers are not funding services that are not used much or have a high cost. This measure is currently valued at £5 per passenger journey. If the cost to the taxpayer is over £5 per journey made, then ECC will review the service.

The value for money measure was suspended during Covid-19 because of changing government advice on travel during the various lockdowns and then because ECC wanted to allow services time to recover. Patronage has indeed been increasing. But there are several services which were either struggling to attract passengers even before Covid-19 or where passengers have not returned. ECC is not proposing to re-introduce the £5 measure immediately because there is still some growth in patronage. However, there are several services which are substantially over the £5 measure – in fact they are costing taxpayers more than £10 cost per passenger journey to support.

These services are detailed later in this document alongside details of any changes or proposals.

What are we Consulting on?

We are consulting on:

- Continuing services as they are now.
- Redesigning services to better reflect how they are used (for example the days of operation; routes; the number of journeys and/or the timetable); or
- Returning some services to commercial operation.

We would expect to make an announcement on the outcome of the consultation later this year. This means we will be using the most up to date passenger data available in any final decisions.

The outcome of the consultation may differ from the proposed changes specifically listed in the consultation tables following analysis of the response from the public.

Why your views matter?

In order for us to consider your views, we are seeking your responses on these proposals. ECC will collate all the responses from the survey and summarise them as part of our report. This report will be used to help decide whether the proposal should be implemented. We will not identify individual people and your name will not be mentioned in any reports we write for this purpose. You do not have to take part if you don't want to - this is a voluntary activity.

Together, we can create a transportation network that is efficient, accessible, and tailored to the diverse needs of passengers. Thank you for your valuable contribution in helping us shape the future of public transport.

Please note the following consultation only covers ECC supported services as specified in the tables on the following survey pages.

Services that have grown.

There are 16 services in this section. These services are being reviewed with consideration to either continue as they are; a re-design (for example: reducing frequency of days or times of operation, changing routes or replacing with an alternative service).

Please view the full list of services in this category in the table below.

If you do not wish to comment on these services, continue to the next page

Service Number	Origin	Destination	Days of Operation	District	Current Transport Provider	Proposed Change
2 / 2A	Clacton	Mistley	Monday to Saturday	Tendring	Konectbuses	No Change
7	Hockley	Rayleigh	Monday to Saturday evening	Rochford	First Essex Buses	Remove all journeys apart from the 2200, 2215 and 2300. Retime the 2200 journey to start at 2130
7 / 7A	Bishop's Stortford	Stansted Airport	Monday to Saturday	Uttlesford	Stephensons of Essex	Adjust timing of 7A journey at 1330 to depart at 1400. The later 7A journeys will depart later by 30 minutes. Some early morning and late departures will also be removed. The 0849 departure from Stansted airport will also be removed.
10	Shotgate / Wickford	Basildon	Monday to Saturday	Basildon	Central Connect	Remove Saturday departure at 0805 and also the 100 and 1737 departures from Wickford, from Basildon the 1645 and 1822 journeys will be removed.
14	Harlow	Pinnacles	Monday to Saturday	Harlow	First Essex Buses	Remove Saturday service and the Monday to Friday departure at 1825

Service Number	Origin	Destination	Days of Operation	District	Current Transport Provider	Proposed Change
17 / 17A	Debden	Loughton	Monday to Saturday	Epping Forest	Central Connect	Revised timetable Monday to Saturday
48	Temple Grove	Pleshey	Monday to Friday	Chelmsford	Central Connect	Remove journeys at 0835 and 1555
59/590/319 320/321	Haverhill	Saffron Walden / Newport	Monday to Saturday	Uttlesford	Stephensons of Essex	Only retain section 106 funded journeys
85 / 92	Colchester	Tollesbury / Layer Breton	Wednesday Only	Colchester / Maldon	First Essex Buses	Service will become one return journey and renumbered as 85 and will not serve Tollesbury
90	Maldon	Witham	Monday to Saturday	Braintree / Maldon	Stephensons of Essex	No change
94 / 94A / 94B	South Woodham Ferrers	Basildon	Monday to Saturday	Basildon / Chelmsford	NIBS Buses	Remove Monday to Friday journeys on 94 from Asda @0600, 0637 and 0721. Remove Monday to Friday journeys on 94A from SW Ferrers Railway Station @0624, 0708 and 0747. Remove Monday to Friday journeys on 94A from Asda @0612, 0650, 0734. Remove Saturday only journey 94A from Asda @1802 from The Swan @1833
102	Harwich	Colchester	Monday to Saturday evening	Tendring / Colchester	First Essex Buses	No Change
316 / 318	Stansted Airport	Saffron Walden	Monday to Saturday	Uttlesford	Stephensons of Essex	No Change
D1 / D2	Maldon	Bradwell on Sea	Monday to Saturday	Maldon	Konectbuses	No Change
SB28	Stisted	Braintree Freeport	Wednesday Only	Braintree	Braintree Community Transport	No Change

Service Number	Origin	Destination	Days of Operation	District	Current Transport Provider	Proposed Change
DigiGo	Flexible service anywhere A to B within operational Zone	Flexible service anywhere A to B within operational Zone	Monday to Sunday	Braintree / Chelmsford / Uttlesford	DigiGo	Two changes are proposed, which relate to times and areas of operation.

Questions regarding DigiGo are separated out and can be found below the main set of questions.

Services which are lower use.

There are 16 services in this section. These services are being reviewed with consideration to either continue as they are; a re-design (for example: reducing frequency of days or times of operation, changing routes or replacing with an alternative service).

Please view the full list of services in this category in the table below.

If you do not wish to comment on these services, continue to the next page

Service Number	Origin	Destination	Days of Operation	District	Current Transport Provider	Proposed Changes
15	Marks Tey	Marks Tey	Monday to Friday	Colchester	First Essex Buses	Revised timetable to ensure connections with train departures at Marks Tey
16	Weathersfield	Chelmsford	Monday to Saturday	Braintree / Chelmsford / Uttlesford	Konectbuses	No Change
17 / 18	Great Dunmow	Chelmsford	Tuesday, Thursday, Friday and Saturday	Chelmsford / Uttlesford	J W Lodge	No Change
28	Harlow	Harlow	Monday to Saturday evening	Harlow	Central Connect	Revised timetable to remove Saturday only journeys
45	South Woodham Ferrers	Bradwell on Sea	Monday to Friday	Chelmsford / Maldon	NIBS Buses	Reversal of all four timetabled journeys. The 0900 journey will operate from Bradwell on Sea and other journeys will follow suit.
50B	Colchester	Colchester	Monday Only	Colchester	First Essex Buses	Revised timetable and service will be Peldon – Colchester

Service Number	Origin	Destination	Days of Operation	District	Current Transport Provider	Proposed Changes
63	Rayleigh	Great Wakering / Landwick	Wednesday and Friday Only	Rochford	First Essex Buses	Remove 0900, 1200 & 1425 journeys. The 1025 departure will be moved to 1000, Days of operation will be increased
69	Colchester	East Mersea	Tuesday Only	Colchester	First Essex Buses	Revised timetable and route East Mersea – Shrub End
99	Chelmsford	Woodham Walter	Monday to Friday	Chelmsford / Maldon	Konectbuses	Remove Monday and Thursday operational days and remove 1115 & 1730 journeys.
305 / 315 / 325	Bishop's Stortford	Stansted Airport	Monday to Saturday	Uttlesford	Central Connect	Remove services 315 & 325
313 / 314	Great Dunmow	Saffron Walden	Monday to Saturday	Uttlesford	Stephensons of Essex	No Change
322 / 323 / 324	Bishop's Stortford	Great Dunmow	Monday to Saturday	Uttlesford	Central Connect	No Change
407 / 417	Harlow	Harlow	Monday to Saturday	Harlow	First Essex Buses	Remove Saturday services on both 407 / 417
DaRT 3	Braintree	Braintree	Monday to Saturday	Braintree	Flagfinders	Replace with timetabled services, or a digital DRT service
DaRT 299	Uttlesford	Braintree	Monday to Saturday	Uttlesford / Braintree	Flagfinders	Replace with timetabled services, or a digital DRT service

Questions regarding DaRT 3 & DaRT 299 are separated out and can be found below the main set of questions.

Services which were formerly commercial and were supported for a time limited period after Covid to allow for their recovery.

There are 9 services listed below, and these services were formally operated on a commercial basis but which the Council has supported since the pandemic.

Service Number	Origin	Destination	Days of Operation	District	Current Transport Provider	Proposed Changes
31 / 332	Chelmsford	Burnham on Crouch	Sunday and Public Holidays	Chelmsford / Maldon	First Essex Buses	N/A
336	Chelmsford	South Woodham Ferrers	Saturday Only	Chelmsford	First Essex Buses	N/A
351	Chelmsford	Brentwood	Saturday Only	Brentwood / Chelmsford	First Essex Buses	N/A
B2	Basildon	Laindon	Sunday and Public Holidays	Basildon	First Essex Buses	N/A
C3	Chelmsford	North Melbourne	Monday to Saturday evenings	Chelmsford	First Essex Buses	N/A
C3	Chelmsford	North Melbourne	Sunday and public holidays	Chelmsford	First Essex Buses	N/A
C8	Chelmsford	Beaulieu Park	Chelmsford	Chelmsford	First Essex Buses	N/A
C11	Chelmsford	Beaulieu Park	Chelmsford	Chelmsford	First Essex Buses	N/A
C11	Chelmsford	Beaulieu Park	Chelmsford	Chelmsford	First Essex Buses	N/A

Survey

We would like to hear your views on the services listed above. We have allowed 2 sets of questions to allow you to comment on 2 Services. If you wish to comment on more than 2, please use a separate piece of paper:

Please write the Service Number, District and the Table Header, you wish to answer the survey for. Please answer all required questions.

Service Number:

District:

Table:

Question 1

Do you agree with the proposed changes to your service? *(Required)*

Yes

No

Question 2

What would be the impact of the proposed change to your service? *(Required)*

I could not make my journey

I could still make my journey, but it would be less convenient

I could still make my journey

Question 3

If your service has no proposed change the box below allows space for you to suggest of how to reduce the cost and/or increase the usage of the service, should you wish to do so. If you have no suggestions, please leave the box empty.

Service Number:

District:

Table:

Question 1

Do you agree with the proposed changes to your service? *(Required)*

Yes

No

Question 2

What would be the impact of the proposed change to your service? *(Required)*

I could not make my journey

I could still make my journey, but it would be less convenient

I could still make my journey

Question 3

If your service has no proposed change the box below allows space for you to suggest of how to reduce the cost and/or increase the usage of the service, should you wish to do so. If you have no suggestions, please leave the box empty.

Questions for DigiGo, DaRT 3 and DaRT 299

Service Number:

District:

Question 1

Do you agree with the proposed changes to your services? *(Required)*

- I only agree with proposal 1
- I only agree with proposal 2
- I agree with both proposals
- I disagree with both proposals

Question 2

What would be the impact of the proposed change to your service? *(Required)*

- I could not make my journey
- I could still make my journey, but it would be less convenient
- I could still make my journey

Service Number:

District:

Question 1

Do you agree with the proposed changes to your services? *(Required)*

- I only agree with proposal 1
- I only agree with proposal 2
- I agree with both proposals
- I disagree with both proposals

Question 2

What would be the impact of the proposed change to your service? *(Required)*

- I could not make my journey
- I could still make my journey, but it would be less convenient
- I could still make my journey

About You

The following questions will help us to:

- Identify and assess any disadvantage within our communities and plan improvements to our policies and services.
- Check that any consultation or engagement exercise has reached a representative section of the community so that all views are fairly represented.
- Demonstrate that Essex County Council is complying with its Public Sector Equality Duty – to prevent discrimination, promote equality of opportunity and foster good relations between all residents.

Your answers will be kept completely confidential and won't be collated with any information that makes you identifiable.

It is voluntary to disclose this information. If you choose not to answer these questions, it will not affect your participation.

To which gender identity do you most identify?

Male Female Non-Binary Prefer not to say
 Prefer to self-describe (please state):

Which age group do you belong to? (Please select one that applies)

Under 16 (requires consent from parent) 16-17 18-24
 25-34 35-44 45-54 55-64 65-74 75+
 Prefer not to say

Do you consider yourself to have a health condition, disability, or impairment?
Please tick all that apply.

No Impairment Hearing Impairment/deaf Visual Impairment/blind
 Deafblind Mental health needs Physical Impairment
 Learning difficulties/disabilities Autism Spectrum Disorder
 Prefer not to say Other, please specify:

To which of these ethnic groups do you consider you belong?

White:

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy/Irish Traveller
- Other, please describe

Asian/Asian British:

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other, please describe

Mixed/Multiple:

- White and Black Caribbean
- White and Black African
- White and Asian
- Other, please describe

Black/African/Caribbean:

- African
- Caribbean
- Other, please describe

Other Ethnic Group:

- Arab
- Other, please describe

Prefer not to answer the question

Do you have a religion or belief? (Please select one that applies)

<input type="checkbox"/> No Religion	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu
<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Other, please specify:			

I live in, please select all that apply

<input type="checkbox"/> A household with an income of £17,100 a year or less	<input type="checkbox"/> Rural North Braintree
<input type="checkbox"/> An area of high deprivation	<input type="checkbox"/> Colchester Town Housing Estate
<input type="checkbox"/> A rural or isolate area	<input type="checkbox"/> Harlow
<input type="checkbox"/> A coastal Area	<input type="checkbox"/> Jaywick
<input type="checkbox"/> None apply	<input type="checkbox"/> Harwich
<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Basildon Town Housing Estate
	<input type="checkbox"/> Canvey Island

Once you have completed the Consultation please send to the following address:

Essex County Council
IPTU Consultation
Floor 2 Zone 2
County Hall
CHELMSFORD
CM1 2QH

Please return postal surveys to the above address so they are received no later than **Friday 11 October 2025**.

We would like to take this opportunity to thank you for taking the time to complete this consultation

Exciting news

19.08.2025 11:46

Dear Parish Clerk

It has been quite a while since I last emailed with the exciting news of suffolk.Cloud joining Freethought, and I felt it was time to give you an update on what this means for you as one of our loyal customers, and what we've already accomplished.

Firstly, we have been working hard to move websites into Freethought servers where they can be monitored and supported by our 24/7 technical staff. At the same time, we've been working on upgrading, updating and testing our software to use the latest version of Silverstripe to ensure maximum stability and security of your websites for the future.

Additionally, we have been collaborating with the other companies within the Freethought group to make available a range of new and exciting services to support you in your work

- **Cloud Storage**

We know that many councils handle large numbers of files and need to be able to share them easily and securely or need to create an archive of documents so our new cloud storage service will help you do this. Starting from just £70 for 1TB of storage.

- **Accessibility Audits**

The Government Digital Service which is part of the Department for Science, Innovation, and Technology is extremely focussed on accessibility of government domains and websites. We are pleased to now offer comprehensive accessibility audits either as a one-off report or continuing monitoring of your website and content including PDFs such as meeting minutes to ensure you meet your equality and accessibility obligations.

- **Microsoft 365**

If you need a more comprehensive email and collaboration solution then we can now provide the full range of Microsoft 365 email and Office licenses, as well as Microsoft Teams for remote video meetings and OneDrive for file sharing.

The above is just what we're ready to offer right now, there is so much more to come, here are just a few coming soon:

- **Upgraded software**

We are busy testing the latest version of Silverstripe which will be available later this year. We will keep you updated and let you know when your website will be changing to the new version.

- **New website templates**

Brand new templates based on the instantly recognisable and trusted Government Design System you will know from www.gov.uk to make your website instantly recognisable as an official government site that is accessible and flexible.

- **IT Support**

We know how busy clerks are and the last thing you need is IT woes getting in the way, our support services will ensure prompt and efficient resolution of anything that you might need help with for affordable peace of mind. This can also include anti-virus and cybersecurity services, online backup of your computers and important data, and even broadband

services.

- **Laptop and computer hardware**

Buying a new laptop can be complicated to get everything installed and configured. We'll soon be able to offer laptops and computers delivered to you or your councillors pre-configured with all your email, software, and security needs against online threats with support included.

As you can see this is an exciting time for Suffolk.cloud and we're thrilled to begin offering a wide array of solutions to help meet all your IT and online needs, not just your website and emails.

If you think your parish council would like to take advantage of any of the above services please get back to me.

Watch this *space* as well for a brand new name to better reflect our national reach!

Warm regards,

Ro Williams
Suffolk.cloud





WHITE COLNE PARISH COUNCIL

White Colne Village Hall, Bures Road, White Colne, CO6 2QA.

www.whitecolneparishcouncil.gov.uk

clerk@whitecolneparishcouncil.gov.uk

HR & Conduct Policy

Contents:

Staff Recruitment & Employment: Policy & Procedure	2
Equal Opportunities Policy	7
Dignity at Work Policy	10
Grievance Policy	19

i. Staff Recruitment & Employment: Policy & Procedure

1. Introduction

- 1.1 This policy provides guidance to those involved in selecting staff for the Council.
- 1.2 The Council has made clear its commitment to equal opportunities for all by the adoption of an Equal Opportunities Statement (see Section 7).
- 1.3 All selection processes should take place within the framework laid down by this policy.
- 1.4 The council may, by resolution, choose to use an alternative approach, but must pay due regard to the procedures laid out in this Staff Recruitment Policy.
- 1.5 All those involved in selecting candidates for employment should be aware that legislation increasingly regulates employment behaviour. Failure to follow certain basic steps can lead to an aggrieved candidate referring a matter to an employment tribunal.

2. Aims

- 2.1 The key aims of the Council's recruitment policy are:
 - To maximise the effectiveness of the recruitment and selection process
 - To ensure the recruitment and selection processes are consistent, fair and transparent, and in accordance with legislation
 - To ensure the recruitment and selection processes are in accordance with the councils' Equal Opportunities Statement

3. Applications

- 3.1 The Council will provide a job description and person specification for each vacancy, and these documents will form the basis for the selection process. The Clerk will be responsible for ensuring these are reviewed and reflect the current responsibilities of the role.
- 3.2 The person specification will include a list of skills, experience and qualifications which are essential and/or desirable for the role. Candidates will be assessed and selected for interview against the person specification criteria.
- 3.3 The job description and person specification will be included in the recruitment pack, which will also provide details of working hours, pay scales and type and length of contract.
- 3.4 Vacancies will be advertised internally and externally, except where the Council are amending a temporary or fixed-term contract to a permanent position, where the existing post-holder (assuming their performance is satisfactory) may be offered the position prior to any other advertising.
- 3.5 The Council will consider the viability of part-time and/or job share candidates for each role, and will make clear in its advertisement if this will be considered.
- 3.6 The Council may use application forms for recruitment in respect of all staff, and may not accept CVs alone. All potential applicants should be directed to apply formally through the official contact named in the advertisement.

4. Shortlisting

- 4.1 The Council will agree a shortlisting panel to assess the applications. The composition of the panel will vary according to the type of post being filled.
- 4.2 Any Member with a personal connection to any of the candidates will be excluded from the entire selection process.
- 4.3 As soon as possible after the closing date for applications, the shortlisting panel will select candidates for interview by assessing the information in their application form against the job description and person specification.

5. Interviews

- 5.1 The Council will agree the composition of the interview panel, which will normally comprise the members of the shortlisting panel.
- 5.2 To ensure a consistent and fair approach, all candidates will be asked similar questions, with supplementary questions structured around each candidate to enable individuals to demonstrate their relevant skills and abilities. The questions will vary depending on the vacancy.
- 5.3 The interview panel must take every care to ensure they do not imply discrimination by asking questions about personal circumstances which are unrelated to the job. Such questions are contrary to the council's Equal Opportunities Statement.
- 5.4 Each member of the interview panel will take notes to support their assessment of the candidates' suitability of the role, and the panel may agree a scoring system to help objectively assess the candidates.

5.5 Once all of the candidates have been interviewed, the panel members should compare their notes and agree the most suitable candidate, ensuring their decision is based on the criteria in the job description and person specification.

6. Notification and Appointment

6.1 Post interview arrangements are the responsibility of the Clerk, or where the vacancy is for the Clerk role, the Council Chairman.

6.2 Candidates should be notified as soon as possible of the outcome. A verbal offer of appointment may be made to the successful candidate, but must be formally confirmed in writing. The offer is conditional on obtaining satisfactory references and, where applicable, proof of eligibility to work in the UK and any copies of qualification certificates.

6.3 If unsatisfactory responses to references are received, the Council may reconsider the offer of appointment. If the offer is subsequently withdrawn, the Council may make an offer to one of the original unsuccessful candidates, or decide to begin the recruitment process again.

7. Equal Opportunities

7.1 Our commitment

7.1.1 The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

7.1.2 This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

7.1.3 Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

7.1.4 White Colne Parish Council's Dignity at Work Policy is attached at Appendix i.

7.2 The law

7.2.1 It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

7.2.2 Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

7.3 Types of unlawful discrimination

7.3.1 Direct discrimination is where a person is treated less favourably than another because of a protected characteristic. In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

- 7.3.2 Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.
- 7.3.3 Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.
- 7.3.4 Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.
- 7.3.5 Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when they don't, in fact, have that protected characteristic.
- 7.3.6 Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.
- 7.3.7 Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because they made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so. However, an employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.
- 7.3.8 Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

7.4 Equal opportunities in employment

- 7.4.1 The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.
- 7.4.2 Recruitment
Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.
- 7.4.3 Working practices
The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations.

The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

7.4.4 Equal opportunities monitoring

The council will monitor the ethnic, sex/gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

7.4.5 The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

7.5 **Dignity at work**

7.5.1 The council has a separate Dignity at Work Policy (Appendix i) concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

7.6 **Training and prevention**

7.6.1 The council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

7.6.2 The council will raise awareness with all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

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

7.7 **Employee responsibilities**

7.7.1 Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

7.7.2 Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

7.8 **Grievances**

7.8.1 White Colne Parish Council's Grievance Policy is attached at Appendix ii.

7.8.2 If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

7.8.3 The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

7.9 Monitoring and review

- 7.9.1 This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law. In particular, the council will monitor the treatment and outcomes of any complaints of harassment, sexual harassment or victimisation we receive to ensure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed; the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the council will implement them.
- 7.9.2 Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.

8. Staff training

- 8.1 Employees of the council are fundamental in all areas of service delivery and development. It is essential that they are fully trained to carry out their duties as efficiently and effectively as possible.
- 8.2 Employees of the council will have an annual appraisal and training & development needs will be discussed. The annual appraisal will be used to highlight any training & development requirements.
- 8.3 The Clerk & Responsible Financial Officer is expected to be proficient in administering and discharging their duties, and may attend any training & development events aimed at furthering their understanding of legal and financial requirements, IT, the planning system, or any other areas identified.
- 8.4 White Colne Parish Council will give an annual budget to staff training & development, to include the purchasing of printed materials.

9. White Colne Parish Council Policies & Procedures

- 9.1 Further Policies & Procedures regarding Staff Recruitment, and general employment practice:
 - Dignity at Work Policy (see Chapter iii)
[Disciplinary Policy](#)
 - Equal Opportunities Policy (see Chapter ii)
 - Handling Aggression at Work Policy
[Health & Safety Policy](#)
 - Lone Working Policy
 - Performance Management Policy
 - Poor Performance & Improvement Policy
[Privacy Policy](#)
 - Sickness & Absence Policy
 - Staff Expenses Policy
 - Stress Management Policy
 - Whistleblowing Policy

Adopted: May 2025; Minute ref: 023/25

Next review: May 2026

ii. EQUAL OPPORTUNITIES POLICY

10. Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

11. The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

12. Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic. In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when they don't, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

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

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

13. Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, sex/gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

14. Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

15. People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

16. Training and prevention

The council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise. The council will raise awareness with all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

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

17. Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

18. Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy. The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

19. Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law. In particular, the council will monitor the treatment and outcomes of any complaints of harassment, sexual harassment or victimisation we receive to ensure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted

where needed; the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the council will implement them. Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.

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

Date of policy: November 2024

Date for next review: May 2026

iii. DIGNITY AT WORK POLICY

20. Introduction

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

21. Purpose

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

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

This document:

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

22. Scope

This policy covers bullying and harassment of and by clerks/chief officers and all employees, volunteers and sub-contractors engaged to work at White Colne Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with the Council, this should be raised to their nominated contact, manager, or the Chairperson of the Council, in the first instance. Should the complaint be about the Chairperson of the Council, the complaint should be raised to the Vice-Chairperson or Clerk to the Council.

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

Complaints about other employment matters will be managed under the council's Grievance Policy.

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

23. The position on bullying and harassment

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

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

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

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

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

Harassment

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

Bullying

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

24. What Type of Treatment amounts to Bullying or Harassment?

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

Examples of bullying and harassment include:

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

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

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

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

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

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

25. **Victimisation**

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

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

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

26. **Reporting Concerns**

26.1 What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague): If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

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

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

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

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

Informal resolution

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

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

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

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

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

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

Raising a formal complaint

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

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

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

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged

perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

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

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

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

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

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

27. The use of the Disciplinary Procedure

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

28. Notes:

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

28.1 Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, [disability](#), sex, [gender reassignment](#), pregnancy and maternity, race, [sexual orientation](#), [religion or belief](#), and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.

- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant persons stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.
A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.
- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

28.2 Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

28.3 Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or

they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

28.4 Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

28.5 Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the Clerk, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the Clerk, and for the Clerk officer this could be the Chairperson/Vice-Chairperson, or possibly an individual councillor.

28.6 Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

28.7 Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

28.8 During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

28.9 Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how the deal with the matter may be required.

28.10 Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

28.11 False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would potentially be gross misconduct.

28.12 Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

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

Date of policy: November 2024

Date for next review: May 2026

iv. GRIEVANCE POLICY

29. Introduction

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 also takes into account relevant law affecting Councils.

This policy 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.

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.

This policy confirms that:

- employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for their grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case.
- the 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 their grievance. The appeal decision is final
- information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if they raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can only use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the 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 Braintree District Council which 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)
- the Council may engage external investigators, grievance or appeal panels for the purposes of the process.
- if the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the 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 their safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with their line manager at the informal stage of the grievance procedure. The 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

30. Informal grievance procedure

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 their manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with their manager (for example, because it concerns the manager), the employee should contact the Chairperson of the Council or, if appropriate, another member 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.

31. Formal grievance procedure

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 Chairperson of the Council.

The Council will appoint a sub-committee of 3 members to hear the grievance in the event that the grievance is raised by or relates to the Clerk. Where the grievance is not raised by or relates to the Clerk, the Council may appoint the Clerk to hear the Grievance. The sub-committee will appoint a Chairperson from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

32. Investigation

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

The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

33. Notification

Within 14 calendar 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 Chairperson and other members
- the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 35 calendar days of when the 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 their 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).

34. The grievance meeting

At the grievance meeting:

- the Chairperson 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 Chairperson will ask the employee questions about the information presented and will want to understand what action do they want 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.

The Chairperson will provide the employee with the sub-committee's decision, in writing, usually within 7 calendar days of the meeting though may be longer e.g. where further investigations are required. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

35. The Appeal

If an employee decides that their grievance has not been satisfactorily resolved by the sub-committee, they may submit a written appeal to the staffing committee. An appeal must be received by the Council within 7 calendar days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.

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.

The appeal will be heard by a panel of 3 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 which may include members of other parish councils, the District Council, or the County Council. The appeal panel will appoint a Chairperson from one of its members.

The employee will be notified, in writing, usually within 14 calendar days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 35 calendar days of the Council's receipt of the appeal. The employee will be advised that they may be accompanied by a workplace colleague, a trade union representative or a trade union official.

At the appeal meeting, the Chairperson 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 sub-committee
- explain the action that the appeal panel may take.

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

The Chairperson will inform the employee that they will receive the decision and the panel's reasons, in writing, and when they are likely to receive the letter. This may be within 14 calendar days of the appeal meeting, however will be longer where further investigations are required.

The appeal panel may decide to uphold the decision of the sub-committee or substitute its own decision.

The decision of the appeal panel is final.

Date of policy: November 2024

Date for next review: May 2026

Appendix M

THE JOURNAL OF CLIMATE

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For more information, visit www.ams.org.

For more information, contact the Office of the Vice President for Research and Economic Development at 319-273-2500 or research@uiowa.edu.

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11. **What is the primary purpose of the *Journal of Clinical Endocrinology and Metabolism*?**

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