

Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.

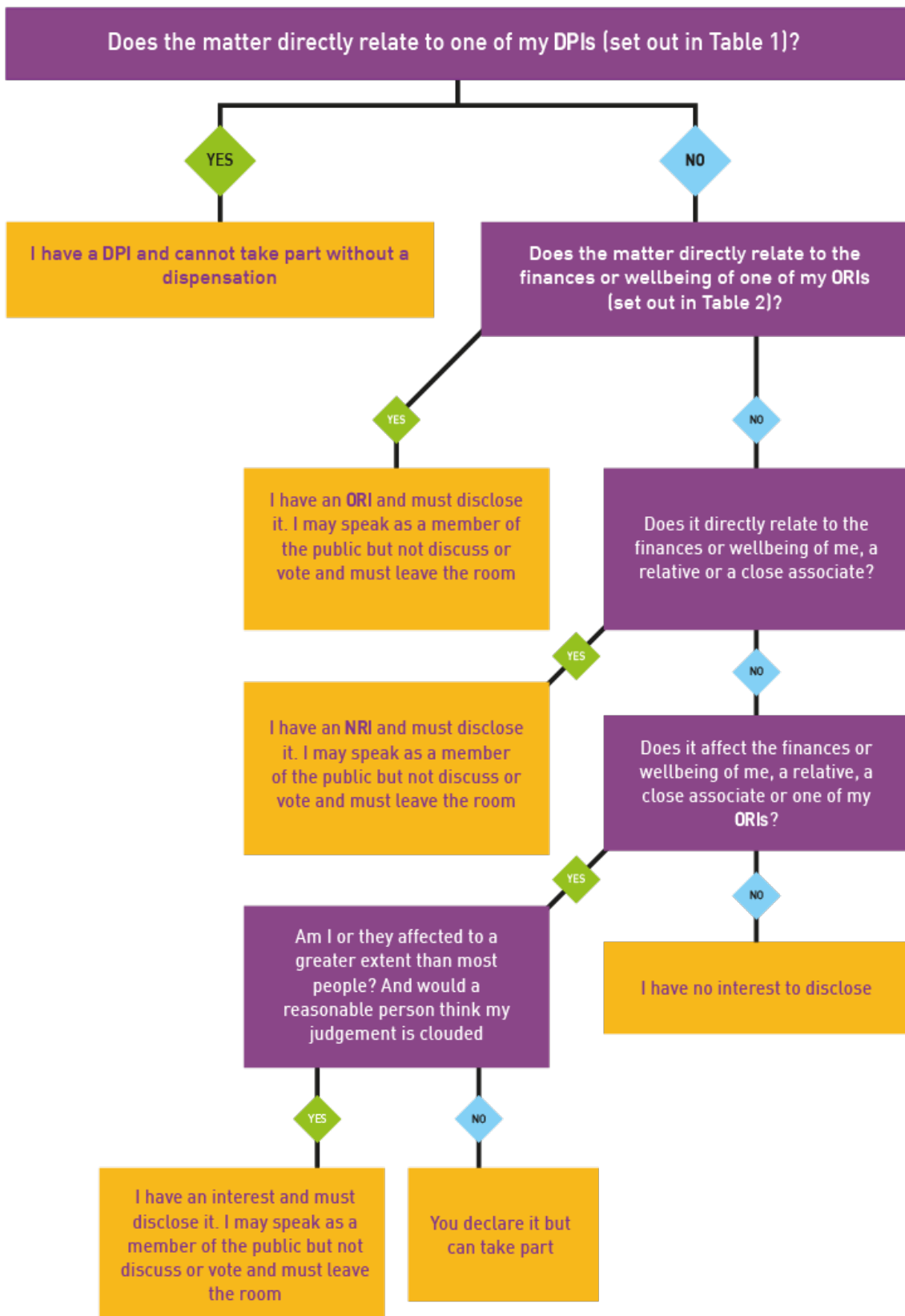


Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

**Minutes of the meeting of the Staffing Committee held on
Thursday 7th November 2024 at 7pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

Present: Cllr L Douglass – Chair of the Committee
Cllr G Britton
Cllr S Gurney
Cllr B Johnson
Cllr A Lock (from 7.05pm)
Cllr D Maidstone (from 7.20pm)

Also in Attendance: Mrs F LeBon – Parish Clerk and Mr H. Clark – Deputy Clerk
The Chairman welcomed members and opened the meeting at 7pm.

1. Apologies and acceptance for absence

Apologies were received from Cllr Britcher.
Cllr Maidstone advised he would be late to the meeting.

2. Declarations of Interest and Dispensations

None raised.

3. Approval of minutes of the Committee meeting held on 26th September 2024

Minutes of the meeting of 26th September 2024 had been circulated.

Cllr Gurney raised that, under item 5, she had gone through the records and the Clerk's recruitment had been in accordance with the policy in place which was adopted in 2018.

Cllr Lock Entered the Meeting

The minutes of the meeting, as circulated, were **AGREED** after a proposed from Cllr Johnson and a second from Cllr Britton.

4. Public Participation

No members of the public present

5. To Consider Recruitment and Selection Policies

Draft policies for the recruitment of junior staff and senior staff had been circulated.
Suggested amendments to the draft Recruitment of Junior Staff policy were discussed. These were:

- para (f) under the Procedures for the Vacancy section,
- para (d) in the Appointment section.

The policy was **AGREED**, as amended, and will referred to Full Council for ratification.

Cllr Maidstone Entered the Meeting

Suggested amendments to the draft Recruitment of Senior staff policy were discussed. These were:

- the addition of a section on delegation
- amendments to para (f) of the Procedures for Vacancy section

Approved.....

Date.....

- the section for approval of the advertisement
- para (e) of the Shortlisting section
- the amendment of the Appointment section to match that of the Junior policy
- a footnote to advise that in the event of the role of the Clerk being vacant, the Deputy Clerk should deputise for the roles of the Clerk in the policy.

It was emphasised that applications should only be sent to the Staffing Committee.

The policy for Recruitment of Senior Staff was **AGREED**, as amended, after a proposal from Cllr Johnson and a second from Cllr Britton.

6. To Receive Notification of Updated Legislation on Sexual Harassment

The Clerk provided a report on the updated legislation and recommended that a policy be created which will detail:

- an explanation of what sexual harassment is
- a statement that says Hellesdon Parish Council will not tolerate sexual harassment
- what someone should do if they experience or witness sexual harassment
- how the Parish Council will deal with sexual harassment complaints

This recommendation was **AGREED** after a proposal from Cllr Britton and a second from Cllr Maidstone.

7. To consider resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 8 to 11 in view of the confidential and personal nature of the business to be transacted.

This was **AGREED** after a proposal from Cllr Johnson and a second from Cllr Britton.

The Meeting was Closed to the Press and Public

8. To Receive Report into Job Evaluations

Cllr Douglass thanked Cllr Johnson and Cllr Maidstone for their work in this matter. The recommendations in the paper were **AGREED** and will be referred to PP&R and full council as part of the budget process. Should the evaluations be agreed by full council, they will take effect from 1st April 2025, with the exception of the evaluation which had been requested in February 2024, which should be effective 1st December 2024.

9. To Consider Staffing Budget for 2025/2026

Options for the Staffing budget had been circulated. It was noted that:

- Parish Councils will not receive a credit from the government to cover the Employer's National Insurance increase, despite being directly funded by the taxpayer.
- Parish Councils are not entitled to claim the National Insurance Employer's Allowance.
- The Living Wage Foundation's definition of the Living Wage is to be discussed.
- There needs to be a prudence within the budget, looking at suppliers and economies of scale.
- Apprenticeships should be investigated.

The budget, taking into account the information agreed in the job evaluations was **AGREED** after a proposal from Cllr Maidstone and a second from Cllr Johnson. This will be referred to PP&R and then to full council as part of the full budgeting process.

Approved.....

Date.....

10. To Receive Report into Recruitment of the Deputy Clerk, for Presentation to Full Council

Cllr Douglass acknowledged that mistakes had been made in the process and apologised. Cllr Maidstone thanked Cllr Douglass.

The report was **ACCEPTED** and will be presented to full council after a proposal from Cllr Maidstone and a second from Cllr Britton.

11. To Receive Update on Actions Regarding Advice from Monitoring Officer

Cllr Johnson advised that, to date, one party had agreed to the decision made by full council and the other party had not. This will be reported back to Full Council.

The Meeting was Reopened to the Press and Public

12. To Agree Councillors to Conduct Clerk’s Appraisal

It was **AGREED** that this should be Cllrs Johnson, Britton and Douglass.

13. Items for the Next Agenda

Feedback from PP&R and Full Council on the Budget.

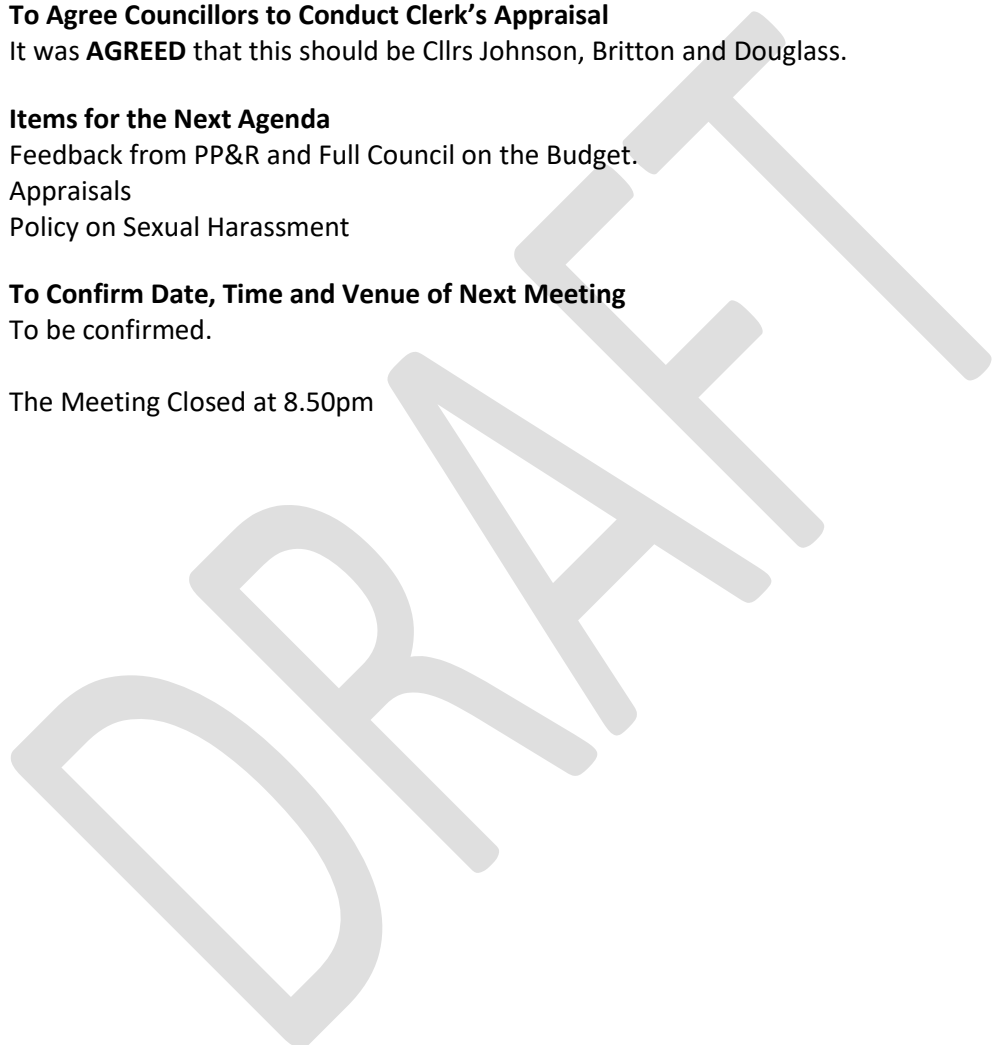
Appraisals

Policy on Sexual Harassment

14. To Confirm Date, Time and Venue of Next Meeting

To be confirmed.

The Meeting Closed at 8.50pm



Approved.....

Date.....

Hellesdon Parish Council

Sexual Harassment Policy

Definition of Sexual Harassment

Sexual harassment is any unwanted behaviour of a sexual nature that makes someone feel offended, humiliated, or intimidated. It can include, but is not limited to:

- Unwelcome sexual advances.
- Inappropriate touching or physical contact.
- Sexual jokes or comments.
- Displaying sexually explicit materials.
- Sending sexually explicit emails or messages.

Duty to Prevent Sexual Harassment

In accordance with the Worker Protection (Amendment of Equality Act 2010) Act 2023, effective from 26 October 2024, we have a duty to take reasonable steps to prevent sexual harassment in the workplace. This includes:

- Implementing preventive measures such as regular training and clear communication of this policy.
- Creating a culture of respect and inclusion.
- Taking proactive steps to identify and mitigate risks of sexual harassment.

Reporting Procedure

If you experience or witness sexual harassment, you should report it to your line manager or the Chair of the Staffing Committee in accordance with the Grievance Procedure.

Reports of sexual harassment from a councillor should be reported to the Monitoring Officer and the line manager or Chair of the Staffing Committee be made aware.

Handling Sexual Harassment Complaints

All complaints will be taken seriously and handled promptly and sensitively. If proven, we will take prompt and effective action. Any employee found to have engaged in sexual harassment may face disciplinary action, which may include dismissal. Volunteers may also be subject to appropriate actions.

Subject to the outcome of an investigation, we may consider a range of formal and, potentially, informal options where both the council and the person making a complaint think this is appropriate. Options for staff are detailed in our Disciplinary Procedure.

Informal Action. For example, this might include:

- Explaining to the person who's been complained about why their behaviour was not acceptable and that it needs to change.
- Arranging mediation between the people involved.

Formal Action. A formal procedure will be followed either:

- When informal options have not or would not work or be appropriate or.
- A formal complaint is made at the outset.

Disclosure of Sensitive Communications

We will handle sensitive communications with the utmost care. This includes:

- Maintaining the confidentiality of all parties involved
- Ensuring that any sensitive information disclosed during the investigation is protected
- Following legal guidelines on privilege and disclosure to ensure that sensitive communications are only shared with those who need to know.

Supporting People in Speaking Up About Sexual Harassment

We recognise the importance of supporting individuals in speaking up about sexual harassment. We recognise that creating and maintaining an open, respectful culture is key to doing so and, to foster a safe environment for reporting, we will:

- **Reduce Psychological Barriers:** Acknowledge the difficulty of speaking up and provide reassurance that reports will be taken seriously and handled with sensitivity.
- **Lessen Social Threats:** Make it clear that the intention of reporting is to improve the workplace environment, not to target individuals.
- **Provide Clear Reporting Channels:** Ensure that people know how and where to report incidents, and that they can do so without fear of retaliation.
- **Offer Support and Resources:** Provide access to counselling and support services for those who report harassment.
- **Encourage a Speak-Up Culture:** Regularly communicate the importance of speaking up and, if reasonably possible, provide training on how to do so effectively.

Additional Steps for Management

To further ensure a harassment-free workplace, management will:

- **Include in Policies and Training:** Ensure that our zero tolerance of sexual harassment is properly reflected in other policies, induction and on the job training.
- **Lead by Example:** Demonstrate zero tolerance for sexual harassment through their own behaviour and actions.
- **Communicate Clearly:** Communicate the importance of a harassment-free workplace and the steps being taken to ensure it.
- **Report Instances:** Any complaints about sexual harassment will be reported to the chair and, if appropriate, other reporting action taken, such as to regulators.

Support for Affected Individuals

We will provide support to anyone affected by sexual harassment, including access to counselling services and adjustments to work arrangements if needed.

UK Sexual Harassment Resources

Equality and Human Rights – [Workplace Sexual Harassment Guidance](#).

Harvard Business Review – [How to speak up when it matters](#).

Acas: [Sexual harassment](#).

Bates Wells: [Investigations and disclosure of sensitive communications](#) (Jun 24).

DRAFT