

**Agenda item: OC 51/22**

**WOUGHTON COMMUNITY COUNCIL**

**Operations Committee**

**Monday 28<sup>th</sup> February 2022**

**PURPOSE OF REPORT:**

To inform the committee of discussions with Came & Company regarding the upcoming insurance renewal in April 2022.

**RECOMMENDATION:**

**That the Committee notes the report.**

**MAIN ISSUES AND CONSIDERATIONS:**

This is a note mainly to inform the committee that due to the current economic climate our broker (Came & Company) has informed us that they will only be able to provide one insurance provider for a quote for our renewal period by 1<sup>st</sup> April 2022.

Our current provider (for public liability) is Axa who have withdrawn from our sector and due to the hardened insurance market, this year they will only be working with one provider - Hiscox. (We do currently have professional indemnity with Hiscox.)

Hopefully next year we will be able to obtain three (3) quotes as standard but due to the current situation we are awaiting to review the quote from Hiscox. The renewal form was reviewed, and I have signed and submitted the questionnaire which the quote will be based on.

As per writing this report there has been no quote returned for review, I have requested it is submitted latest in time for the next Full Council meeting (Monday 7<sup>th</sup> March).

**FINANCIAL IMPLICATIONS:**

Potential for an increase in our insurance costs.

**STAFFING IMPLICATIONS:**

None Perceived.

**OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

None.

**AUTHOR**

Samone Winsborough  
RFO

**Agenda item: OC 52/22**

**WOUGHTON COMMUNITY COUNCIL**

**Operations Committee**

**Monday 28<sup>th</sup> February 2022**

**PURPOSE OF REPORT:**

To update the committee on policy review for February 2022.

**RECOMMENDATION:**

- 1. That the Committee notes the report.**
- 2. That the Committee ratifies the Redundancy policy (Feb 2022).**
- 3. That the Committee ratifies the Officers allowance and expenses policy (Feb 2022).**
- 4. That the Committee ratifies the Volunteer policy (Feb 2022).**
- 5. That the Committee ratifies the Disciplinary policy (Feb 2022).**
- 6. That the Committee agrees to ratify the new Grievance policy (Feb 2022).**
- 7. That the Committee agrees to the amendments of the staff handbook (February 2022).**

**MAIN ISSUES AND CONSIDERATIONS:**

**Redundancy policy – February 2022**

General introduction added:

These procedures are provided for information only and do not form part of your contract of employment, although these procedures may be referred to in your Contract of Employment (or Terms and Conditions).

Format amended to the most up to date template (2020 onwards) was in an outdated format.

Context – one amendment made to body of policy noting that weekly pay should be calculated as the gross as opposed to net, checked and payments are still as per internal policy.

- (i) one weeks pay for each complete year of service up to the age of 21
- (ii) two weeks pay for each complete year of service between the age of 22 and 40;
- (iii) three weeks pay for each complete year of service at age 41 and over;
- (iv) pro-rata of (i) and (ii) for any incomplete years of service

**\*when referring to weekly pay this means your gross weekly wage (before tax and deductions) – amendment added to policy.**

For calculating (i)-(iii) above, a week's pay is based on the maximum statutory weekly rate of pay in force at the time or the employee's normal rate of pay, whichever is lower.

All redundancy payments are 'capped' at a maximum of 20 years' service, at the highest applicable rate (see examples below).

### **Officers allowance and expenses policy – February 2022**

General introduction added:

These procedures are provided for information only and do not form part of your contract of employment, although these procedures may be referred to in your Contract of Employment (or Terms and Conditions).

Format amended to the most up to date template (2020 onwards) was in an outdated format.

Context – no amendments made to body of the policy, checked mileage for the UK and still 0.45 per mile. No changes needed, will review annually so next review due February 2023.

### **Volunteers' policy – February 2022**

Format amended to the most up to date template (2020 onwards) was in an outdated format.

Context – no amendments made to the body of the policy.

### **Disciplinary policy – February 2022**

No amendments have been made to this policy – reflective of procedure and employee handbook. Next review February 2024, or if legislation changes.

### **\*Grievance policy (February 2022)**

I have created a standalone Grievance policy to outline the process behind staff raising any work-related complaints. Whilst the Grievance policy is briefly mentioned in the staff handbook this composes of one paragraph around the policy. Therefore this procedure has been created to ensure our officers have a more robust version should they need to refer to it.

The policy explains the three main stages of a grievance.

#### **i. Statement of Grievance**

How the employee should raise the matter formally if informal mediation is not possible/appropriate.

In the first instance this would be to the Line manager, should this not be appropriate/the Line manager is the focus of the grievance this should then be submitted to the Council manager and/or the Operations manager.

Should the Council manager be subject of the grievance this would be submitted to the Chair of council.

## **ii. Grievance meeting**

Discusses timescales, and process that occurs once a formal grievance has been made/filed.

Within five (5) working days the grievance should be responded to / acknowledged in writing by recipient.

Meeting will be arranged and held, with the complainant (right to be accompanied applies)

Investigation may incur and in these instances the meeting will be adjourned, and due diligence will take place. Meeting to be reconvened afterwards.

Complainant informed of the decision in writing within ten (10) working days of meeting.

(In all instances we will try to work to these timescales unless there is unforeseen delay due to sickness, annual leave, circumstance etc. in these instances the complainant will be informed in writing of the delay and the reason behind it.)

## **iii. Right to appeal**

If employee is unhappy with the decision, then they may appeal in writing to a manager more senior to the manager who conducted the grievance.

An appeal meeting will take place where possible with a more senior manager conducting the appeal.

Notified to response of appeal/decision within ten (10) working days of the appeal hearing being sat.

### **\*Employee Handbook (February 2022)**

The following has been added to our employee handbook for transparency in line with our current sickness policy.

#### **Woughton Community Council sick pay**

Employees who have followed the reporting procedures will receive basic salary that will be inclusive of Statutory Sick Pay where applicable, as follows:-

During 1 <sup>st</sup> year of service	1 month's full pay and (after completing 4 months service) 2 months half pay
During 2 <sup>nd</sup> year of service	2 months full pay and 2 months half pay
During 3 <sup>rd</sup> year of service	4 months full pay and 4 months half pay
During 4 <sup>th</sup> and 5 <sup>th</sup> year of service	5 months full pay 5 months half pay
After 5 years of service	6 months full pay 6 months half pay

**FINANCIAL IMPLICATIONS:**

None Perceived.

**STAFFING IMPLICATIONS:**

To be uploaded on Brightpay once ratified and sent via email to all staff for their reference.

**OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

- Redundancy policy (February 2022).
- Officers allowances and expenses policy (February 2022).
- Volunteers policy (February 2022).
- Disciplinary policy (February 2022).
- Grievance policy (February 2022).
- Employee handbook (Amendments February 2022).

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