Christchurch
Parish Council

Meeting of Christchurch Parish Council
to be held on Monday 9 November 2026 at 7.30pm

To Members of the Public and Press **4 November 2026**

You are invited to attend a meeting of Christchurch Parish Council
to be held in Christchurch Community Centre
for the purpose of transacting the following business.

Members of the public and press are invited to address the Council at its Public Time from 7.35pm to 7.50pm

Dave Gibbs
Parish Clerk

AGENDA

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

109/26-27 Apologies for Absence

To receive and consider apologies from those not present.

110/26-27 Chairman's Announcements

To receive such announcements as the Chairman may wish to make to the Council.

111/26-27 Public Time

To receive representations from members of the public regarding issues pertinent to the Council.

112/26-27 Confirmation of Minutes

To approve and sign the minutes of the meeting held on 12 October.

113/26-27 Matters Outstanding

a) Parking outside Townley School
b) Streetlight PC3 Crown Road
c) Support Fenland survey
d) Crown Drove signage
e) Tiger T7 bus route
f) Fly-tipped asbestos in Green Lane
g) Christchurch History website
h) Waste in Euximoor Drove

114/26-27 Police Report

To receive a report on policing matters in the area since the last meeting.

115/26-27 County & District Councillors Reports

To receive reports from Cllrs Fisher, Galbraith, Roy and Summers.

116/26-27 Clerk's Report

To receive a report on meetings attended and correspondence received.

117/26-27 Members and Residents Issues

To consider any matters raised by Members of the Council and local residents.

a) Junction of Sixteen Foot Bank and Upwell Road.

118/26-27 Recreation Ground

To receive a report on matters relating to the Recreation Ground and play equipment.

119/26-27 Nature Park Project

a) To receive a report on progress since the last meeting.
b) To review the draft signage for the dog park.

120/26-27 Village Centre Regeneration Project

To receive a report on progress since the last meeting.

121/26-27 Clarion Garden Project

a) To receive a report on progress since the last meeting.
b) To review the draft licence for the site.

122/26-27 Green Lane Project

To receive a report on progress since the last meeting.

123/26-27 Highways

a) To receive a report from Cllr Feeney on matters relating to the condition of the local roads network.
b) To receive an update from the Clerk on the 2025/26 Local Highway Improvements project for Wayside Estate.
c) To receive an update from the Clerk on the 2026/27 Local Highway Improvements project for Crown Road.

124/26-27 Planning

To consider the following applications and to agree a response to the planning authority:

a) F/YR26/0743/F - Erect single-storey side, rear and front extensions and 2-storey side extension and erect a garage involving demolition of existing outbuilding and single-storey elements (part-retrospective) - The Cottage, Euximoor Drove, Christchurch
b) F/YR26/0755/F - Erect single-storey front and side extension, and rear porch to existing dwelling, involving demolition of existing side porch and detached outbuildings - Far End, Laddus Drove, Friday Bridge.
c) F/YR26/0786/F - Change of use of existing agricultural buildings to B2/B8 General Industrial/Storage and Distribution (retrospective) - Buildings at Bridge Farm, Euximoor Drove, Christchurch.

125/26-27 Finance

To consider and resolve on the following matters:

a) To receive an updated financial statement for the period to the end of October.
b) To note the following sum received:
   NatWest Bank (interest).....£ 16.89
c) To note the following sums paid by direct debit:
   Information Commissioner's Office (registration fee).....£ 47.00
   HMRC (PAYE and NI).....£ 365.98
d) To note the following sum paid by debit card:
   RBL Poppy Shop (wreath).....£ 37.50
e) To approve the following payments:
   Clerk salary and home office allowance.....£ 409.97
   Christchurch PCC (grass cutting).....£ 245.00

f) To consider potential projects for inclusion in the budget for 2026/27

126/26-27 Policies and Procedures

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

a) Complaints Procedure
b) Grievance Policy
c) Disciplinary Policy

127/26-27 Three-Year Plan

To confirm the date for the next meeting of the Projects Working Group.

128/26-27 Matters for Next Meeting

To discuss future agenda items from Councillors.

129/26-27 Date of Next Meeting

To confirm the date of the next meeting of the Council as Monday 14 December.

Christchurch
Parish Council

Minutes of a meeting of Christchurch Parish Council held in the Community Centre on Monday 12 October 2026 at 7.30pm

Present Cllrs R Feeney (in the Chair), J Bliss, B Burfield, S Potter, Cllr D Roy (FDC), D Gibbs (Clerk), two parishioners.

In the absence of the Chairman and Vice Chairman, Members elected Cllr Feeney to preside over the meeting.

090/26-27 Apologies for Absence

Cllrs J Hayes, J Hughes, A Sparrow, Cllr S Fisher (CCC), Cllr M Summers (FDC).

091/26-27 Chairman's Announcements

None.

092/26-27 Public Time

A resident confirmed that streetlight Crown Road PC3 is still not working.

093/26-27 Confirmation of Minutes

The minutes of the meeting held on 14 September were correctly recorded and signed as being a true record.

094/26-27 Matters Outstanding

a) Parking outside Townley School - No update.
b) Streetlight PC3 Crown Road - The light is still not working.
c) Support Fenland survey - The survey is being distributed with The Heron and completed forms can be returned to the Community Centre or the Dun Cow.
d) Crown Drove signage - The signs have been delivered to Cllr Sparrow.
e) Tiger T7 bus route - It appears that the route will be withdrawn in January.
f) Fly-tipped asbestos in Green Lane - After further investigation, it has been confirmed that the site is in Norfolk. The Clerk has now reported it to King's Lynn and West Norfolk Council.
g) Christchurch History website - Members discussed options for making the information available to the public and agreed that Cllr Feeney will create a new website, either solely for the history data or as a village website. The inclusion of The Heron archive was agreed. It was also suggested that The Heron might continue as an online publication. This will be a decision for The Heron committee.
h) Waste in Euximoor Drove - Cllr Feeney will visit the sites to investigate.

095/26-27 Police Report

No report received.

096/26-27 County and District Councillors' Reports

Cllr Roy reported that he has spoken to the officer responsible for streetlight maintenance and been promised that Crown Road PC3 will be repaired within 14 days. The District Council has received an allocation of £222,000 under the Government's Community Food Programme. Local organisations are invited to apply for project funding. The Fenland Culture Fund has been launched with £40,000 allocated for grants of up to £2,000.

DRAFT

The new national scheme of delegation for planning applications becomes law on 31 October, increasing the role of Parish Councils in the decision-making process. This will require a greater level of scrutiny of applications and an enhanced understanding of local and national planning policies.

097/26-27 Clerk's Report

The Clerk reported on correspondence received, including a Future of Healthcare survey, the District Council's opposition to asylum accommodation in Leverington, an invitation to the District Council Community Carol Service and notification of the proposed Chatteris windfarm.

098/26-27 Members and Residents Issues

a) Withdrawal of local health services - Members discussed the emerging proposals for the withdrawal of key local health services. They agreed to write a letter setting out their concerns. Cllr Feeney and the Clerk will draft the letter.
b) Santa Run - Fenland Farmers have offered to provide another Santa Run on Saturday 19 December. Members expressed their support for the event and agreed to assist with stewarding.

099/26-27 Recreation Ground

The Clerk reported that he will be meeting with the officer responsible for the implementation of the Pride in Place funding for play equipment to discuss the replacement of the skatepark.

100/26-27 Nature Park Project

The grass has germinated and become established. There is a significant quantity of inherited weed seed and further use of herbicides may be required. The hedge will be planted and the gate will be installed soon.

101/26-27 Village Centre Project

No further progress.

102/26-27 Clarion Garden Project

The contract for the works can now be put out to tender. Cllr Roy noted that Clarion Housing Group had attended an Overview and Scrutiny Committee meeting and the issue of gardening had been discussed. It is hoped that the service will improve.

103/26-27 Green Lane Project

The Clerk is investigating land ownership with a view to installing a bench.

104/26-27 Highways

a) Cllr Feeney reported that the inquest into the death of his friend has been stopped, awaiting further reports that have not been provided. He also noted that the soil-affected roads resurfacing trial on the B1099 Upwell Road is nearing completion. The Clerk mentioned that a number of minor surface defects have been marked for repair in the annual highway conditioning programme, which should provide more resilience during the winter.
b) Wayside Estate Local Highway Improvement project 2025/26 - no update.
c) Local Highway Improvement project 2026/27, Crown Road - the application has been approved and the new streetlight is due to be installed before the end of 2027.

105/26-27 Finance

a) The management accounts as at 30.9.26 showed income of £35,163.64 and expenditure of £25,078.46, resulting in a surplus of £10,085.18 and total funds held of £62,055.92.
b) Members noted the External Auditor's report for 2025/26 and the conclusion of the audit.
c) Members noted the following sums received since the last meeting:

Barclays Bank (interest) .....£ 71.10

DRAFT

Fenland District Council (precept) ..... £ 16,100.00
NatWest Bank (interest) ..... £ 16.89

d) Members noted the following sum paid by debit card:

Street Solutions Ltd (signs) ..... £ 164.92

e) Members approved the following payment:

Clerk salary and home office allowance ..... £ 409.97

106/26-27 Three-Year Plan

The Projects Working Group has not met. A meeting will be arranged shortly.

107/26-27 Matters for Next Meeting

None.

108/26-27 Date of Next Meeting

The date of the next meeting of the Parish Council will be Monday 9 November.

DRAFT

Agenda Item No.	116/26-27
Meeting Date	9 November 2026
Report Title	Clerk's Report

Christchurch Parish Council

1. Purpose of Report

To report on correspondence received.

2. Report

Cambridgeshire County Council

- Roadworks and events bulletins
- Cambridgeshire Matters newsletter
- Flood and Water newsletter
- Flood Response and Recovery workshop, 25 November
- Families Information Service information
- Traffic order - Euximoor Drove, 10 November
- Traffic order - Euximoor Drove, 16 November to 28 February

Fenland District Council

- Street Pride Celebration Evening
- Crisis and Resilience Fund grants
- Call for Sites reopened
- New gym equipment at Leisure Centres
- National Scheme of Delegation planning advice
- March and Wisbech Christmas markets return
- Golden Age Christmas Gift Appeal returns

NALC - Events update, Chief Executive's bulletin, Annual Conference

Cambridgeshire ACRE - Staying in Touch newsletter

Queen Elizabeth Hospital - Modernising our hospital

Keep Britain Tidy - Great British Spring Clean, 12-28 March

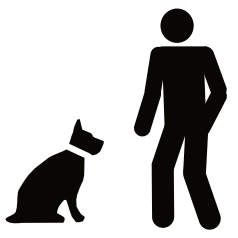
3. Recommendations

Members note the report.

Report Author	Dave Gibbs

Christchurch
Parish Council

DOG PARK RULES



ALL DOGS MUST BE SUPERVISED, & THE HANDLERS MUST BE AT LEAST 16 YEARS OF AGE



CLEAN UP AFTER YOUR DOG



DOGS MUST BE LEASHED WHEN ENTERING & EXITING



NO EXCESSIVE BARKING



OWNERS ARE RESPONSIBLE FOR THEIR DOGS



USE AT YOUR OWN RISK

HAVE FUN & PLAY SAFE!

In the case of an emergency call **999 or 112** providing the following What3Words location: **sprint.speak.straying**

Christchurch
Parish Council

Welcomes you to:

The Christchurch Nature and Dog Park

- Please respect this park
- Please keep you dog on lead when not using the dog park
- Please take all litter home
- Please respect and do not disturb the wildlife
- No Vehicles
- No Barbecues or Fires

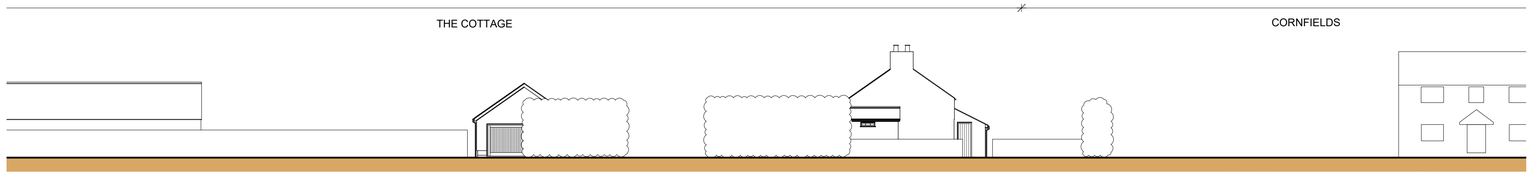
In the case of an emergency call **999** or **112** providing the following What3words location:
sprint.speak.straying (main entrance to field)

In the event of damage or concerns please email Christchurch Parish Council:
clerk@christchurchparishcouncil.org.uk

www.christchurchparishcouncil.org.uk/

General Notes

1. All dimensions are shown in 'mm' unless otherwise stated.
2. The contractor, sub-contractors and suppliers must verify all dimensions on site prior to the commencement of any work.
3. This drawing is to be read in conjunction with all relevant engineers and specialist sub-contractors drawings and specifications.
4. Any discrepancies are to be brought to the designers attention.



Street Scene
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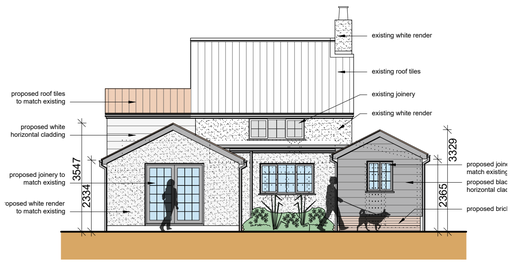

Front Elevation (NW)
Scale: 1:100
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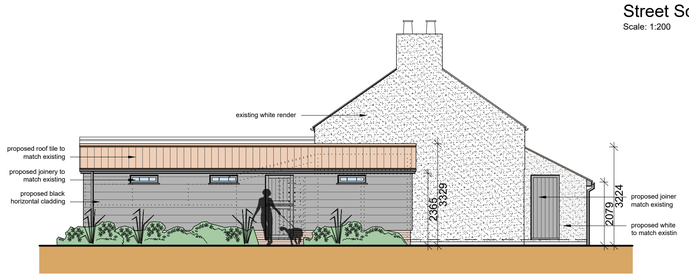

Side Elevation (SW)
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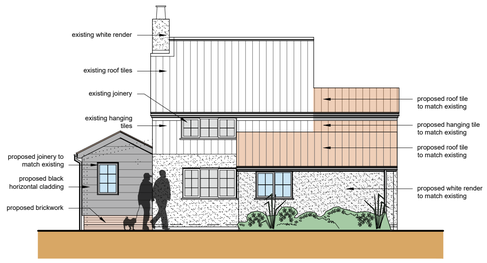

Rear Elevation (SE)
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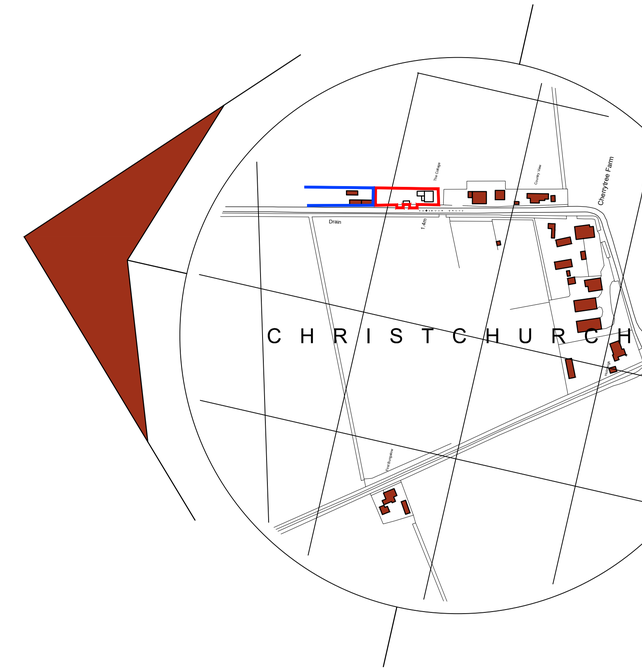
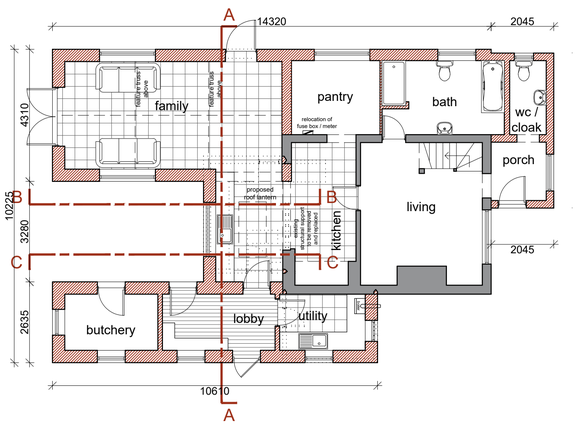
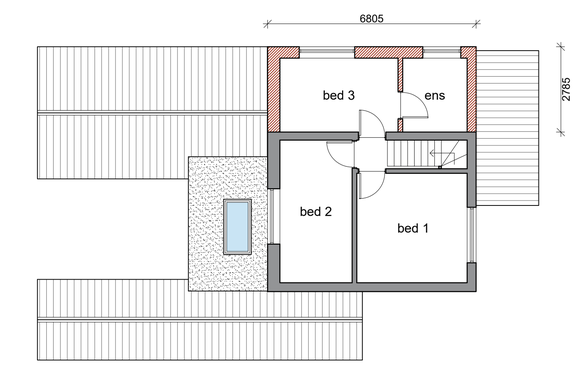
Side Elevation (NE)
Scale: 1:100
0 1 2 3 4 metres





Ground Floor Plan
Scale: 1:100
0 1 2 3 4 metres



First Floor Plan
Scale: 1:100
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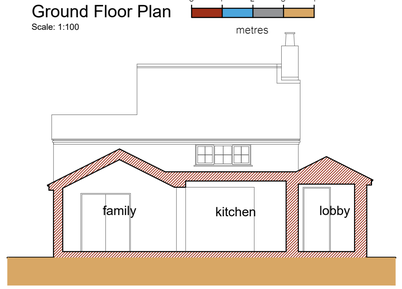

Section A-A
Scale: 1:100
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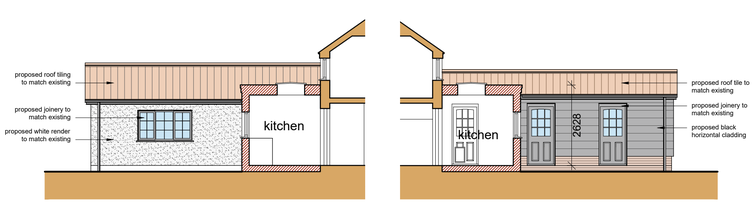
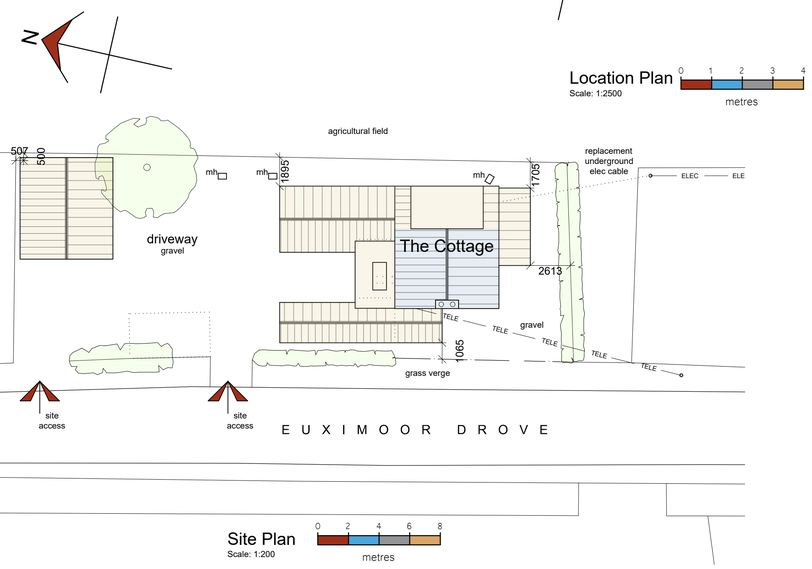


Side Elevation/Section B-B
Scale: 1:100
0 1 2 3 4 metres

Side Elevation/Section C-C
Scale: 1:100
0 1 2 3 4 metres



Location Plan
Scale: 1:2500
0 1 2 3 4 metres

Site Plan
Scale: 1:200
0 2 4 6 8 metres

PLAN KEY

- Indicates existing walls
- Indicates proposed walls
- Indicates existing features to be demolished

SITE PLAN KEY

- Indicates surveyed buildings
- Indicates existing features to be demolished
- Indicates proposed extensions/garage
- Indicates un-surveyed neighbouring buildings taken from OS map
- Indicates un-surveyed trees and planting
- Indicates site access

Revisions

B	Sep 2026	Revisions following planning comments.

Status: PLANNING

SWANN EDWARDS ADDITION
PART OF Collective BUILT ENVIRONMENT COLLECTIVE
Swann Edwards Architecture Limited trading as Swann Edwards Addition
Guyhirn, Cambs, PE13 4AA | Boston, Lincs, PE21 7TW
01945 450 694 | 01205 632 708
info@se-addition.co.uk • www.se-addition.co.uk • www.be-collective.co.uk

Job Title: Proposed Extension/Alterations The Cottage, Euximoor Drove, Christchurch, Wisbech, PE14 9LT

Drawing Title: Planning Drawing Floor Plans, Elevations, Sections, Site Plan & Location Plan

Date	Drawn by
May 2026	SHe
Job No.	**Checked by**
SE-2514A	RS
Dwg No.	**Sheet Size**
PP1000	A1
	Revision
	B

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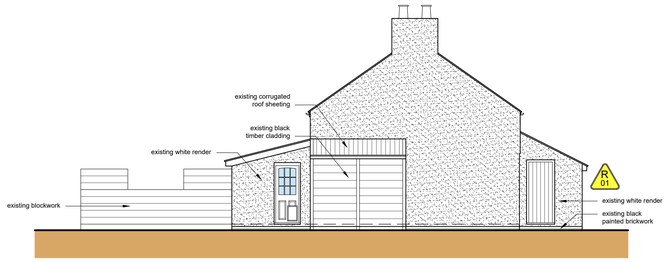

Side Elevation (SW)
Scale: 1:100

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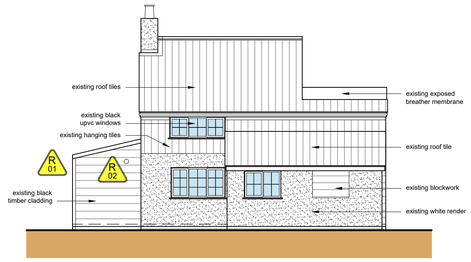

Rear Elevation (SE)
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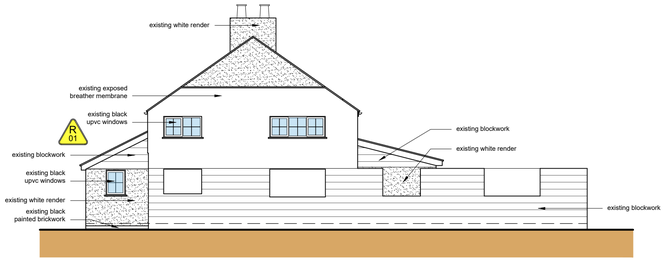

Side Elevation (NE)
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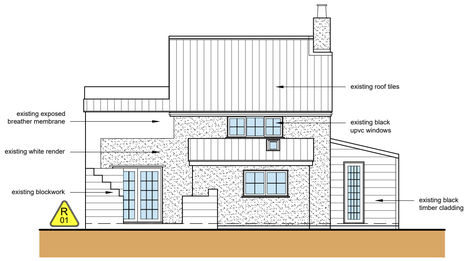
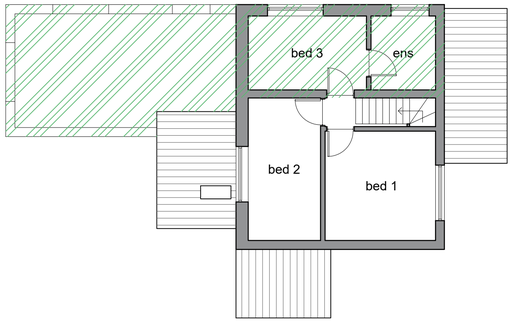


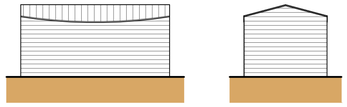
Front Elevation (NW)
Scale: 1:100

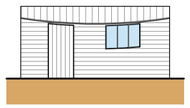
0 1 2 3 4 metres



Ground Floor Plan
Scale: 1:100

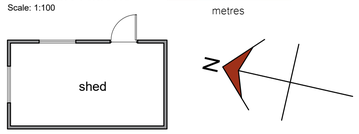
0 1 2 3 4 metres





Shed Elevations
Scale: 1:100

0 1 2 3 4 metres



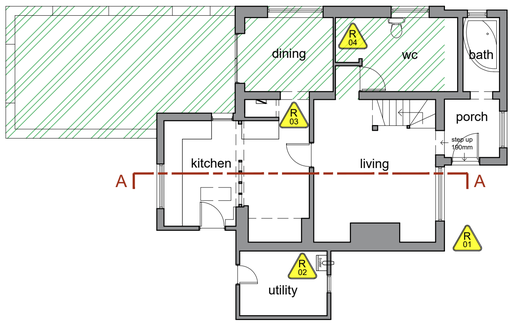
Shed Floor Plan
Scale: 1:100

0 1 2 3 4 metres

PLAN KEY

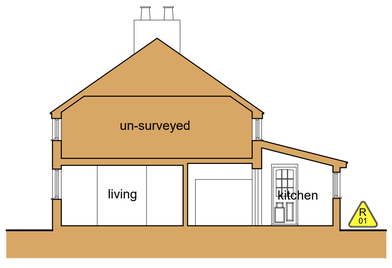
Indicates existing walls

Indicates area of existing incomplete extension



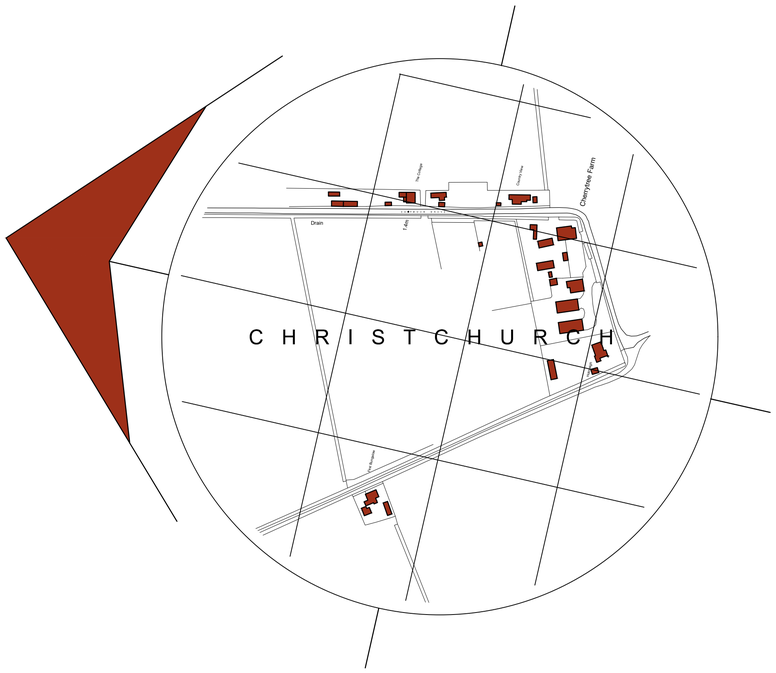
Ground Floor Plan
Scale: 1:100

0 1 2 3 4 metres



Section A-A
Scale: 1:100

0 1 2 3 4 metres

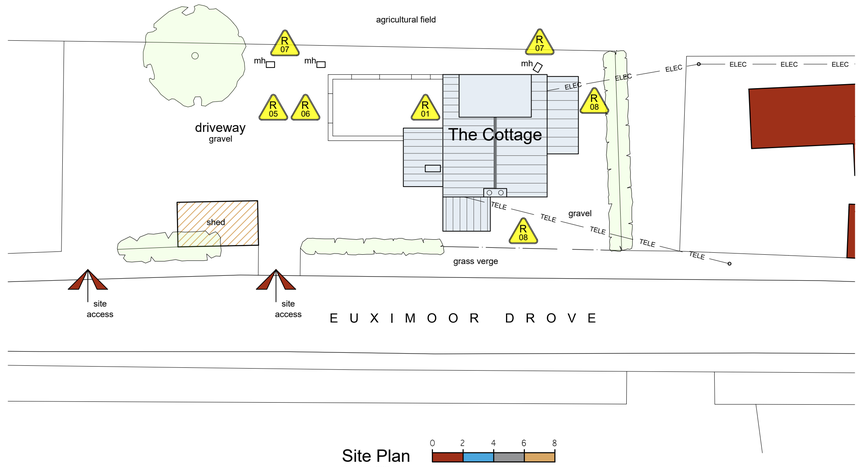


Location Plan
Scale: 1:2500

0 1 2 3 4 metres

SITE PLAN KEY

- Indicates surveyed buildings
- Indicates un-surveyed neighbouring buildings taken from OS map
- Indicates site access
- Indicates un-surveyed buildings on site taken from OS map
- Indicates un-surveyed trees and planting
- Indicates site risks identified during survey



Site Plan
Scale: 1:200

0 2 4 6 8 metres

General Notes

1. All dimensions are shown in 'mm' unless otherwise stated.
2. The contractor, sub-contractors and suppliers must verify all dimensions on site prior to the commencement of any work.
3. This drawing is to be read in conjunction with all relevant engineers and specialist sub-contractors drawings and specifications.
4. Any discrepancies are to be brought to the designers attention.

SITE RISK NOTIFICATION KEY

To be used with reference to the accompanying Project Risk Register

R01	Potential asbestos	R02	Boiler
R03	Electric	R04	Incomplete building works
R05	Unknown services	R06	Unknown contamination
R07	Manhole / Drainage	R08	Overhead cables

Status

AS EXISTING

SWANN EDWARDS ADDITION
PART OF Collective BUILT ENVIRONMENT COLLECTIVE

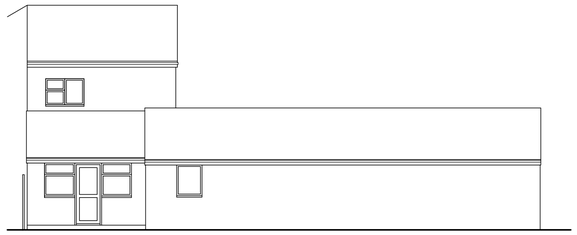
Swann Edwards Architecture Limited trading as Swann Edwards Addition
Guyhirn, Cambs, PE13 4AA | Boston, Lincs, PE21 7TW
01945 450 694 | 01205 632 708
info@se-addition.co.uk • www.se-addition.co.uk • www.be-collective.co.uk

Job Title
Proposed Extension/Alterations
The Cottage, Euximoor Drove,
Christchurch, Wisbech,
PE14 9LT

Drawing Title
Survey Drawing

Date: April 2026	Drawn by: SHe
	Checked by: RS
Job No.: SE-2514A	Sheet Size: A1
Dwg No.: 100	Revision: B

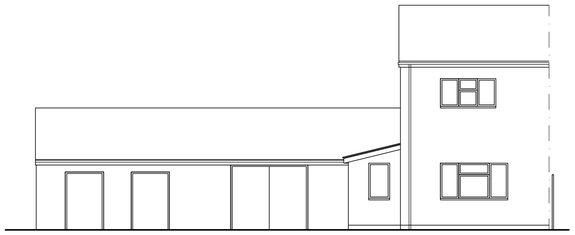
Swann Edwards Architecture Limited ©



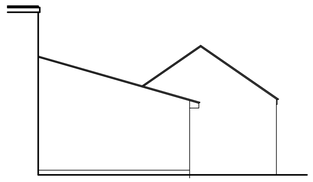
Existing Rear (East) Elevation 1:100



Existing Side (North) Elevation 1:100



Existing Front (West) Elevation 1:100



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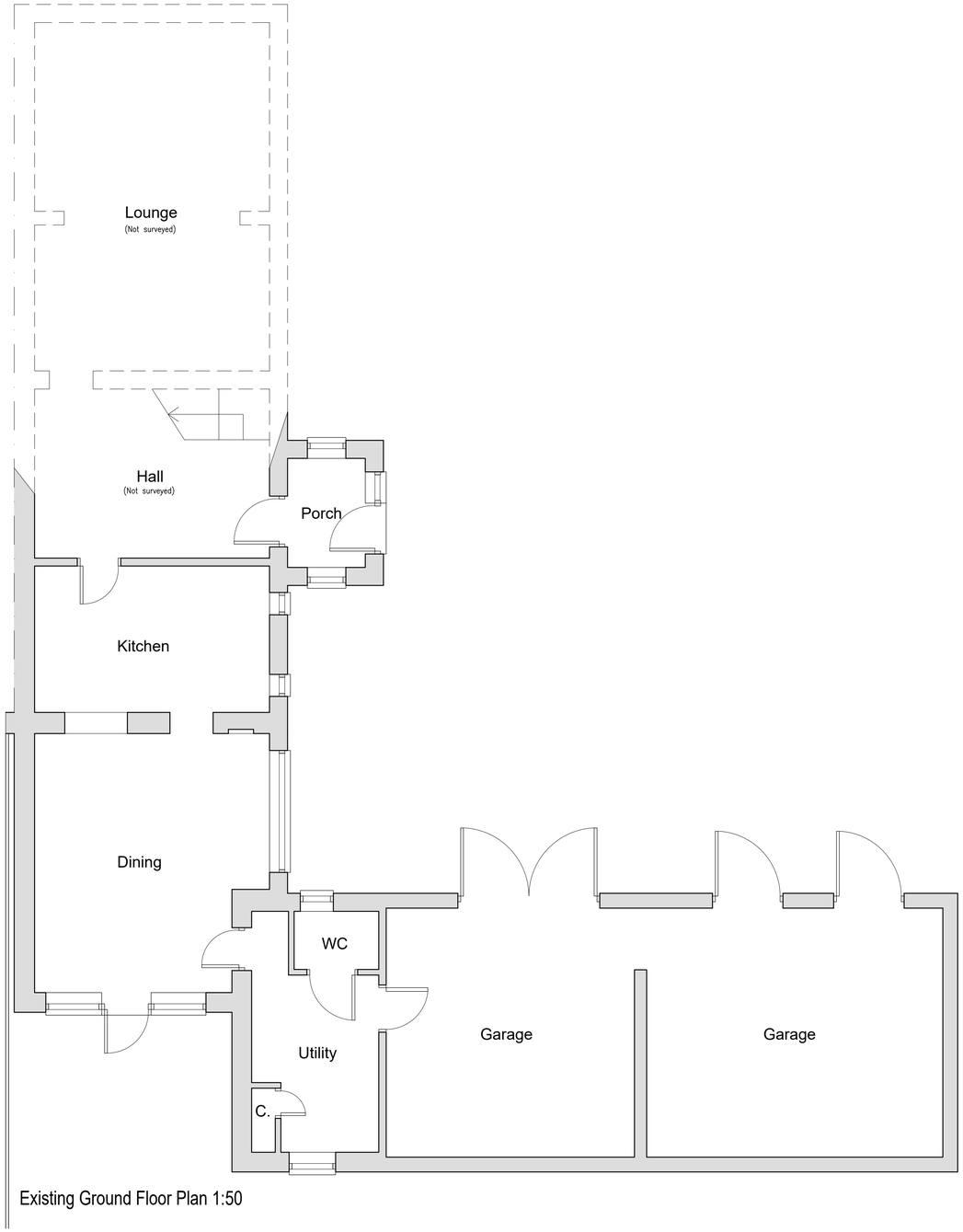
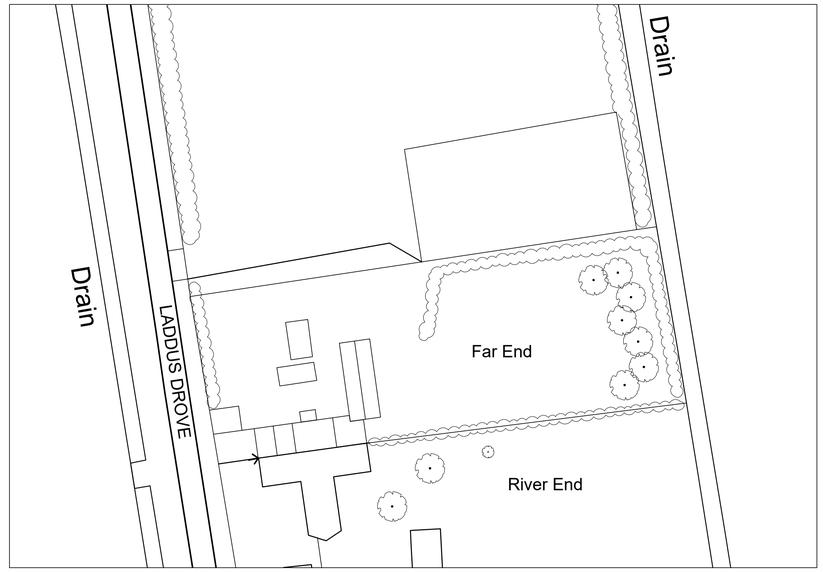


Existing Ground Floor Plan 1:50



Existing Site Plan 1:500

Location Plan 1:2500

A -
REVISIONS

JOB NO.	PAPER SIZE	DATE
7538/PL01	A1	SEPT 2026

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CLIENT
MR H HENSBY

PROJECT
EXTENSION TO DWELLING

SITE
FAR END
LADDUS DROVE
FRIDAY BRIDGE
WISBECH
PE14 9AS

DRAWING
PLANNING DRAWING 1

PETER HUMPHREY
ASSOCIATES

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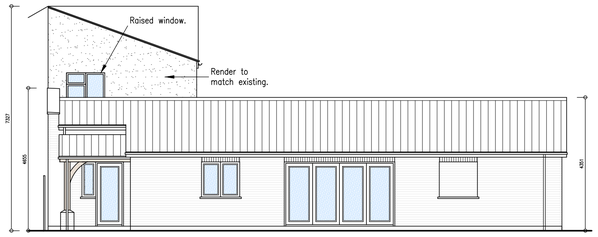
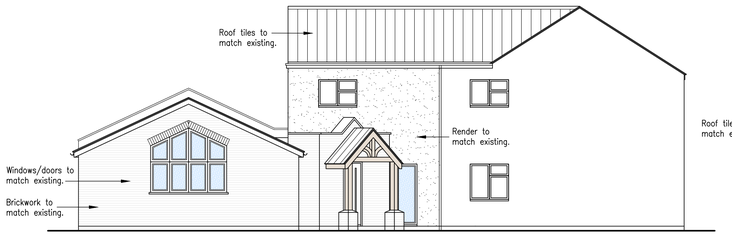


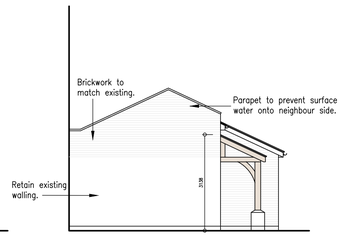
Proposed Rear (East) Elevation 1:100



Proposed Side (North) Elevation 1:100



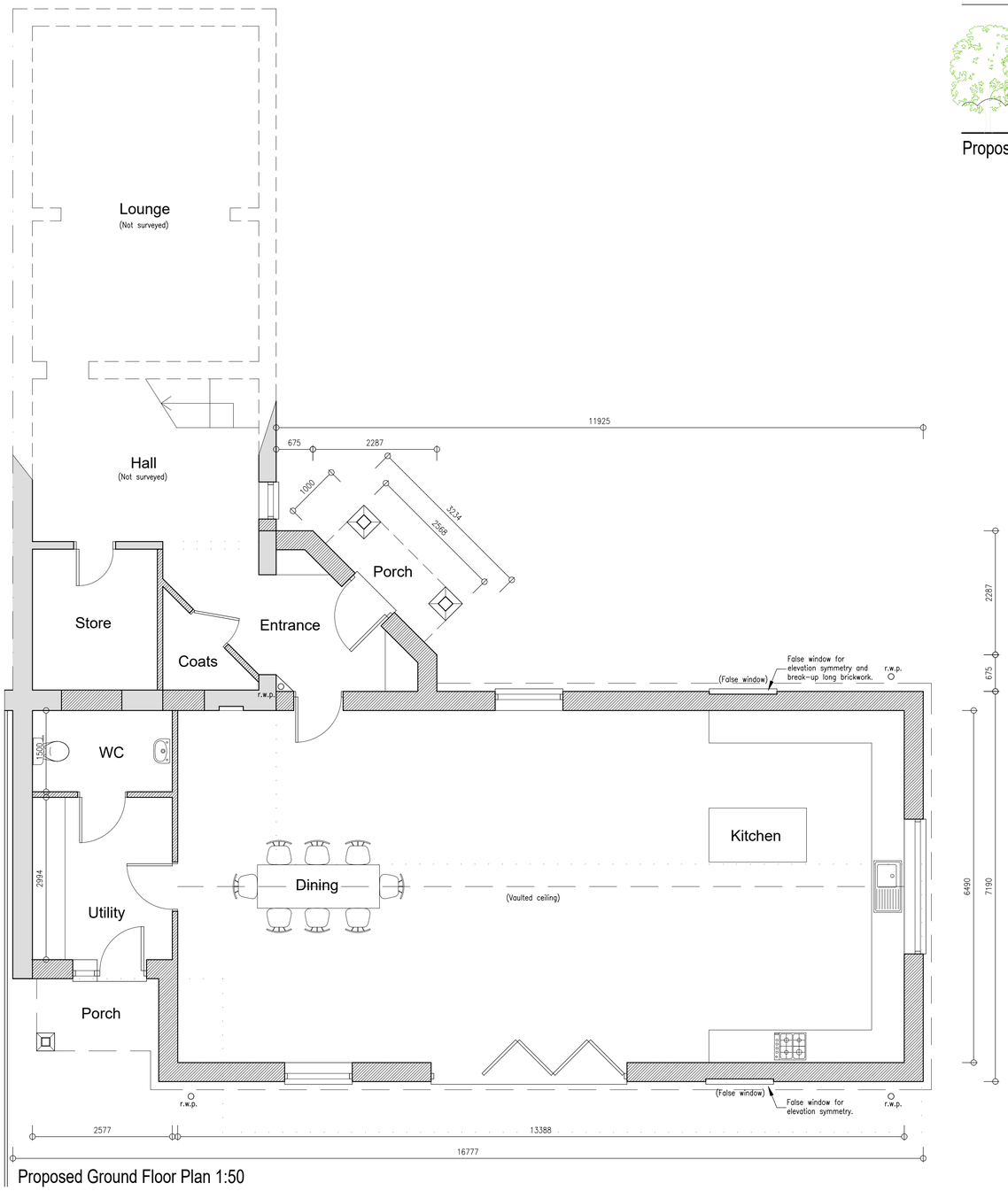
Proposed Front (West) Elevation 1:100



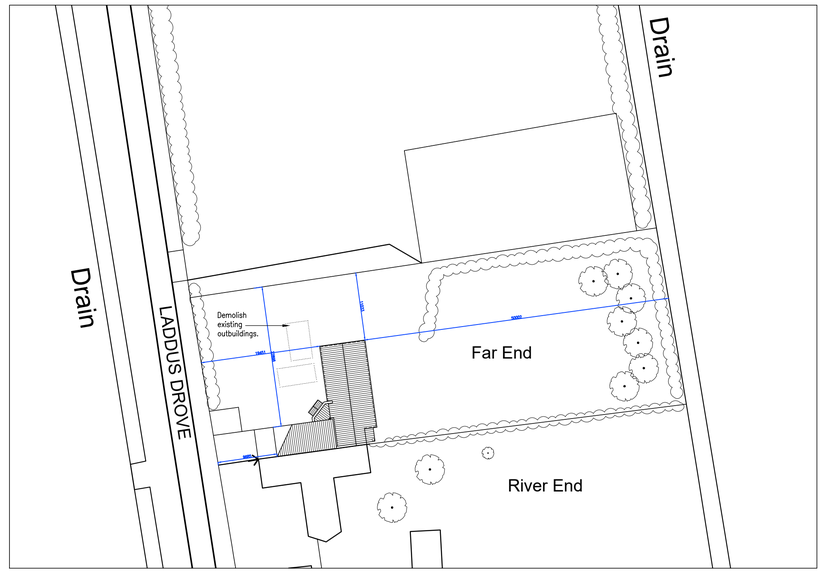
Proposed Side (South) Elevation 1:100



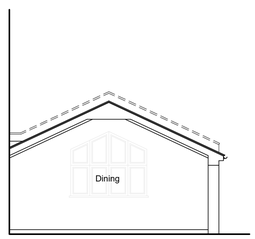
Proposed Street Scene 1:200



Proposed Ground Floor Plan 1:50



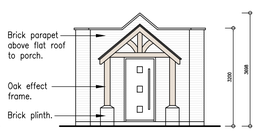
Proposed Site Plan 1:500



Section Thru' 1:100



Section Thru' 1:100



Porch Elevation 1:100

A -

REVISIONS

JOB NO.	PAPER SIZE	DATE
7538/PL02B	A1	SEPT 2026

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CLIENT
MR H HENSBY

PROJECT
EXTENSION TO DWELLING

SITE
FAR END
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FRIDAY BRIDGE
WISBECH
PE14 9AS

DRAWING
PLANNING DRAWING 2

PETER HUMPHREY ASSOCIATES

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Rev	Notes	Date	CAD
A	INSERT DESCRIPTION HERE	######	PC

Drawing Title

Existing/Proposed Site Plan

Project

Bridge Farm
Euximoor Drove,Christchurch
Wisbech,Cambridgeshire
PE14 9LP

Scale Bar

Scale in Metres 1:2500 @ A4

Surveyor: R.A | Checked: P.C. | Status: FINAL

Issue Date: 21/10/26 | CNG Ref: 15000_33 | Rev: 3

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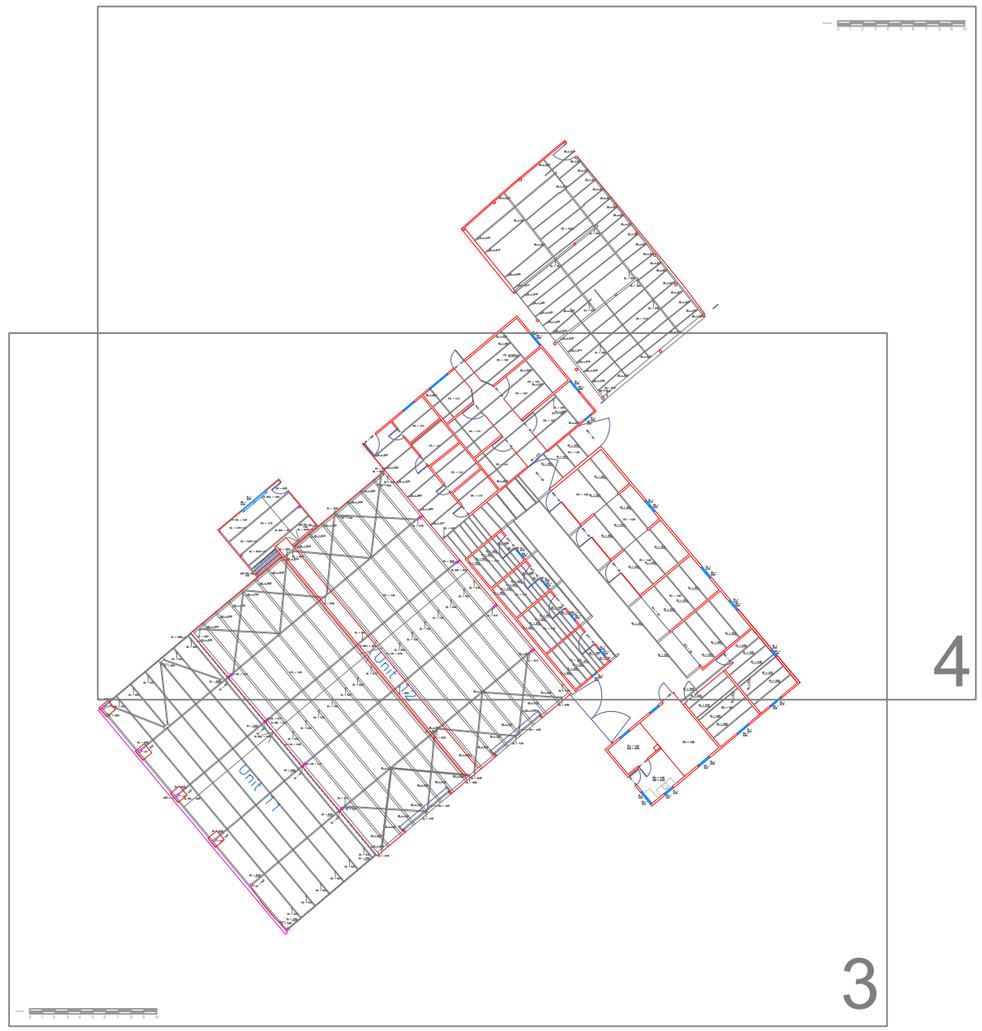

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Spot Level +20.00
Arch
Gate
Contours 20.50
Hedge
Foul Pipe
Storm Pipe
Top of Bank
Bottom of Bank
DATUM 12.34 Datum Point
Photo Point
Panoramic Photo Point
E=XXXX.XXX N=YYYY.YYY H=ZZZ.ZZZ Survey Station
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Rev	Notes	Date	CAD
A	INSERT DESCRIPTION HERE	##/##/##	PC

Drawing Title

Existing Floor Plan Index

Project

Bridge Farm
Euximoor Drove,Christchurch
Wisbech,Cambridgeshire
PE14 9LP

Scale Bar

Scale in Metres N/A

Surveyor: R.A | Checked: P.C. | Status: FINAL

Issue Date: 30/09/26 | Drw.No. 15000_21 | Rev: 1

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Geospatial Surveying Engineering

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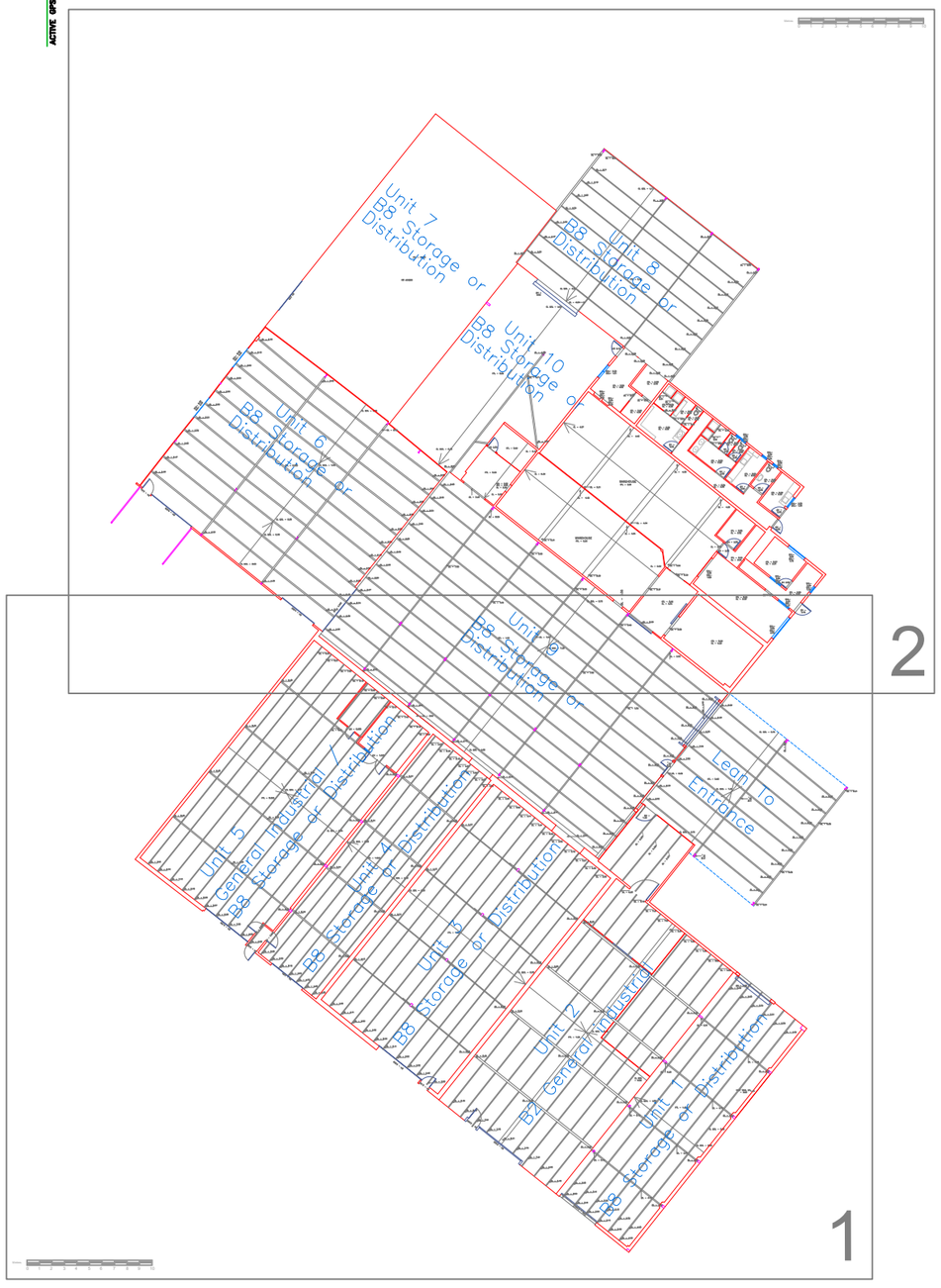

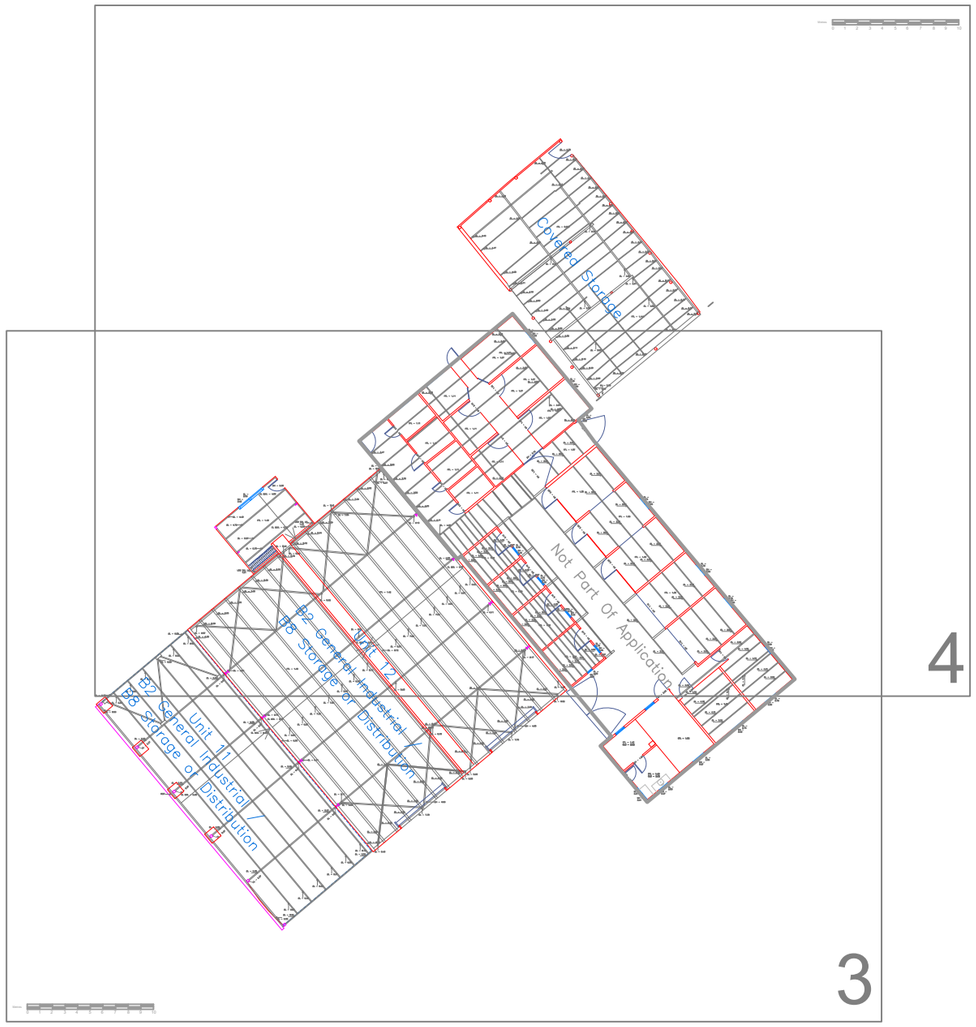

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Proposed Floor Plan Index

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Euximoor Drove,Christchurch
Wisbech,Cambridgeshire
PE14 9LP

Scale Bar

Scale in Metres N/A

Surveyor: R.A | Checked: P.C. | Status: FINAL

Issue Date: 13/10/26 | Drw.No. 15000_28 | Rev:1

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3. The Proposal

3.1. The application seeks retrospective planning permission for the change of use of existing agricultural buildings at Bridge Farm to B2 General Industrial and B8 Storage or Distribution uses.

3.2. It is worth noting that the previous owner and occupant of the building was Russell Farm produce, whilst they maintained the established agricultural use, the business stored and distributed farm produce, as can be seen at Figure 4 above, this use was comparable with the B8 Storage or Distribution now proposed.

3.3. The proposal relates specifically to the units within the red line and either in use or available for use, as annotated on Figure 5 below and identified on the submitted plans. The existing activities and proposed planning uses are summarised at Table 1 which follows:

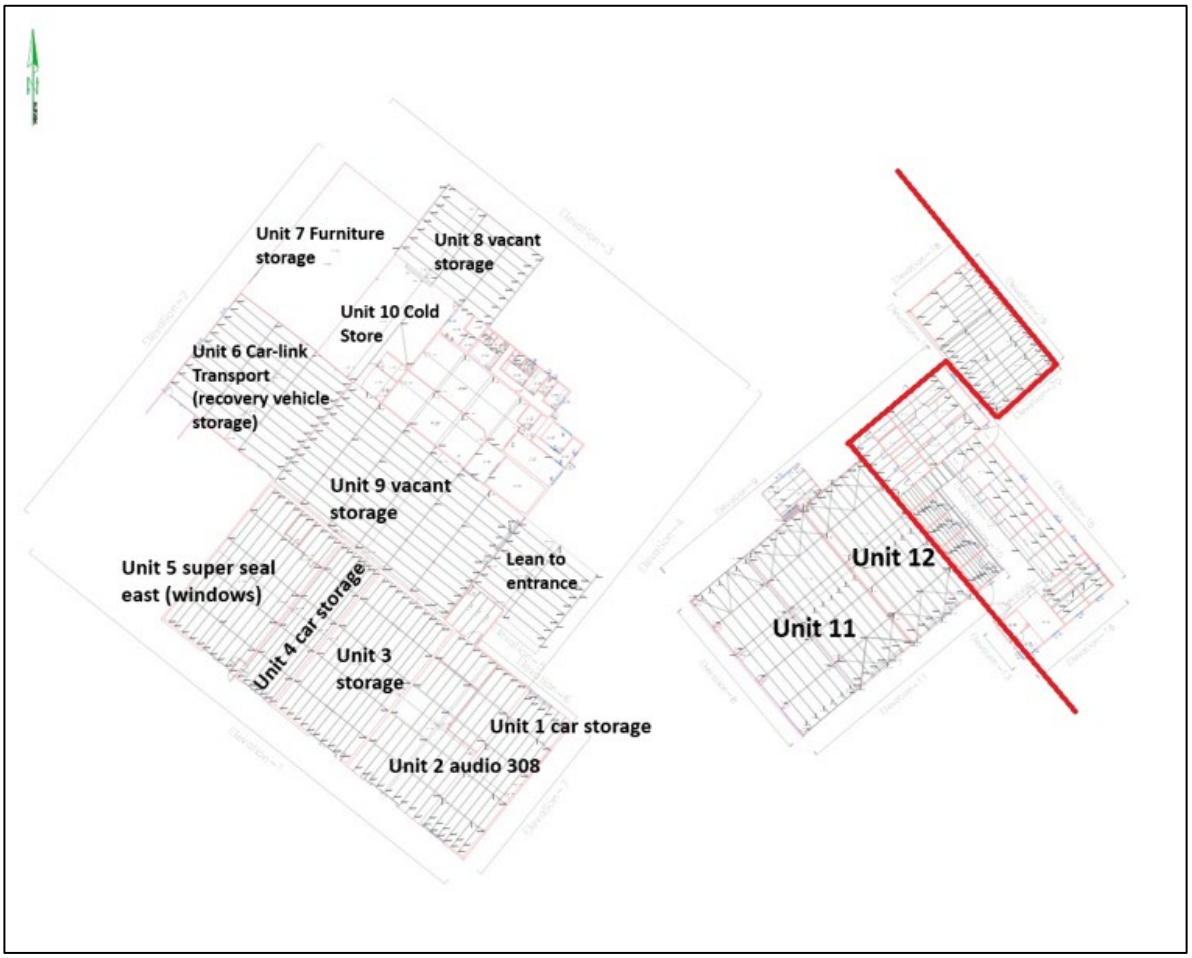

Figure 5: Plan identifying the buildings subject to the application and their proposed uses

Unit	Existing Activity	Proposed Planning Use
Unit 1	Car storage	B8 Storage or Distribution
Unit 2	308 Audio (speaker manufacturers)	B2 General Industrial
Unit 3	Storage	B8 Storage or Distribution
Unit 4	Car storage	B8 Storage or Distribution
Unit 5	Super Seal East (window and door manufacturer)	B2 General Industrial / B8 Storage or Distribution
Unit 6	Carlink Transport (recovery vehicle storage)	B8 Storage or Distribution
Unit 7	Furniture Storage	B8 Storage or Distribution
Unit 8	Storage (currently vacant)	B8 Storage or Distribution
Unit 9	Storage (currently vacant)	B8 Storage or Distribution
Unit 10	Cold Store	B8 Storage or Distribution
Unit 11	Currently vacant	B2 General Industrial / B8 Storage or Distribution
Unit 12	Currently vacant	B2 General Industrial / B8 Storage or Distribution

Table 1: Existing Activities and Proposed Planning Uses

3.4. The proposal makes use of existing enclosed building space and the established yard and access arrangements. It does not require the construction of additional commercial floorspace. To confirm, the proposal does not involve:

- new buildings;
- extensions to existing buildings;
- additional hardstanding;
- demolition;
- a new vehicular access;
- alterations to the external appearance of the buildings;
- removal of trees or hedgerows;
- removal of drainage features; or
- new external lighting.

Christchurch Parish Council - Receipts & Payments Summary as at 31.10.26

Income		Year to Date		Budget	%
FDC Precept	£	32,200.00	£	32,200.00	100.00
FDC Concurrent Functions Grant	£	2,567.00	£	2,567.00	100.00
Community Centre	£	-	£	-	0.00
Grants	£	-	£	-	0.00
Donations	£	-	£	-	0.00
Recycling Credits	£	125.45	£	-	#######
Bank Interest	£	291.03	£	400.00	72.76
VAT Refunds	£	-	£	2,236.34	0.00
Miscellaneous	£	-	£	-	0.00
Total Income	**£**	**35,183.48**	**£**	**37,403.34**	**94.07**

Expenditure

Clerk's Salary	£	3,904.85	£	6,300.00	61.98
Fees	£	316.00	£	530.00	59.62
Subscriptions	£	455.99	£	590.00	77.29
Admin Expenses	£	1,759.85	£	1,400.00	125.70
Insurance	£	2,611.60	£	2,450.00	106.60
Drainage Rates	£	108.27	£	110.00	98.42
Recreation Ground	£	1,525.30	£	2,690.00	56.70
Nature Park	£	8,270.00	£	9,945.00	83.16
Village Centre	£	-	£	5,000.00	0.00
Churchyard	£	-	£	1,245.00	0.00
Community Centre	£	-	£	2,000.00	0.00
Street Lights	£	3,056.85	£	5,000.00	61.14
Section 137 Payments	£	10.00	£	-	#######
Highways	£	862.43	£	6,000.00	14.37
Recoverable VAT	£	2,934.92	£	1,750.00	167.71
Tree Works	£	-	£	-	0.00
Miscellaneous	£	125.45	£	-	#######
Total Expenditure	**£**	**25,941.51**	**£**	**45,010.00**	**57.63**

Summary

Total Income	£	35,183.48
LESS Total Expenditure	£	25,941.51
Net Surplus or Deficit	**£**	**9,241.97**

Balance Sheet

Balance B/fwd	£	51,970.74
Surplus or Deficit	£	9,241.97
Balance C/fwd	**£**	**61,212.71**

Represented by

Barclays Community Account	£	611.23
Barclays Business Premium Account	£	27,232.83
NatWest Current Account	£	302.52
NatWest Deposit Account	£	33,066.13
Cash / Cheques	£	-
	£	**61,212.71**

CHRISTCHURCH PARISH COUNCIL
COMPLAINTS PROCEDURE

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

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

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

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

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

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

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

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

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

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

Date of Adoption: 11 November 2024
Minute ref: 119/24(a)
To be reviewed annually
Latest review - November 2025

Contact details for the Parish Clerk:

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

Phone - 01945 870083
Email - clerk@christchurchparishcouncil.org.uk

For Correspondence to the Chairman:

A Sparrow
Acorn Farm
Padgetts Road
Christchurch
Wisbech
PE14 9PJ

Phone - 01354 638359
Email - andrew.sparrow@christchurchparishcouncil.org.uk

nalc
National Association of Local Councils

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

CHRISTCHURCH PARISH COUNCIL
GRIEVANCE POLICY

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice.[1] It also takes account of the ACAS guide on discipline and grievances at work.[2] It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.

3. This policy confirms:
   - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his/her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
   - the Council will give employees reasonable notice of the date of the grievance/ appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
   - any changes to specified time limits must be agreed by the employee and the Council
   - an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
   - information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)

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

- audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the Council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the Council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of Fenland District Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the Council's grievance procedure (see paragraph 5)
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the Council's grievance procedure. However, whatever the complaint, the Council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The Council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime.

Informal grievance procedure

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the Council. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

Formal grievance procedure

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the Council.

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

Investigation

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

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

Notification

9. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
    - the names of its Chairman and other members
    - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
    - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
    - a copy of the Council's grievance policy
    - confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting
    - confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
    - findings of the investigation if there has been an investigation
    - an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The grievance meeting

10. At the grievance meeting:
    - the Chairman will introduce the members of the committee to the employee
    - the employee (or companion) will set out the grievance and present the evidence
    - the Chairman will ask the employee questions about the information presented and will want to understand what action he/she wants the Council to take
    - any member of the committee and the employee (or the companion) may question any witness
    - the employee (or companion) will have the opportunity to sum up the case
    - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the committee.

11. The Chairman will provide the employee with the committee's decision, in writing,usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the committee, he/she may submit a written appeal to the Council. An appeal must be received by the Council within five working days of the employee receiving the committee's decision and must specify the grounds of appeal.

13. Appeals may be raised on a number of grounds, e.g.
    - a failure by the Council to follow its grievance policy
    - the decision was not supported by the evidence
    - the action proposed by the committee was inadequate/inappropriate
    - new evidence has come to light since the grievance meeting.

14. The appeal will be heard by a panel of three members of the Council who have not previously been involved in the case. There may be insufficient members of the Council who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the committee. The appeal panel will appoint a Chairman from one of its members.

15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague,a trade union representative or a trade union official.

16. At the appeal meeting, the Chairman will:
    - introduce the panel members to the employee
    - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the committee
    - explain the action that the appeal panel may take.

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

18. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
19. The appeal panel may decide to uphold the decision of the committee or substitute its own decision.
20. The decision of the appeal panel is final.

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

CHRISTCHURCH PARISH COUNCIL

DISCIPLINARY POLICY

Introduction

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

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

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

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

5. This policy confirms:

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

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

Examples of misconduct

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

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

Examples of gross misconduct

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

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

Suspension

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

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

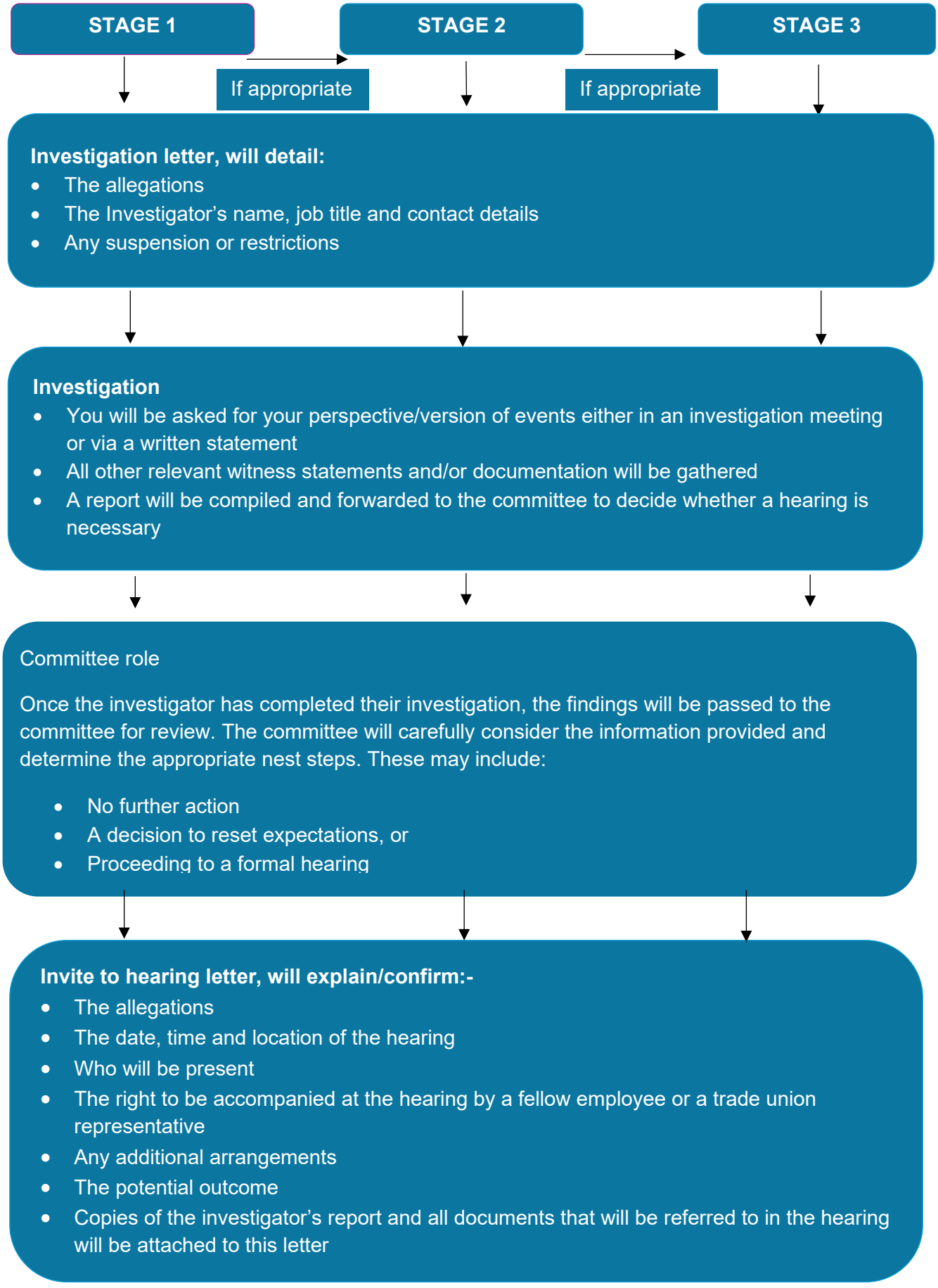
10. The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

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

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

The procedure



The Hearing

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

Potential outcome: First Written warning

Potential outcome: Final Written warning

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

Outcome letter will advise:

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

Outcome letter will advise:

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

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

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

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

Disciplinary investigation

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

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

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

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

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

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

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

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

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

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

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

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

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

The disciplinary meeting

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

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

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

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

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

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

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

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

Disciplinary action

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

First written warning:

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

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

Final written warning:

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

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

Dismissal:

33. The council may dismiss:

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

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

The appeal:

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

36. The grounds for appeal include:

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

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

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

39. At the appeal meeting, the chair will:

    - Introduce the panel members to the employee.
    - Explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision.
    - Explain the action that the appeal panel may take.

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

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

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

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

44. The appeal panel's decision is final.

Important notice

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

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To be reviewed annually