

NORTHWICH TOWN COUNCIL

Chief Officer: Chris Shaw

Council Offices, 78 Church Road, Northwich, Cheshire, CW9 5PB - 01606 41510
www.northwichtowncouncil.gov.uk chrisshaw@northwichtowncouncil.gov.uk



Northwich
town council

DATE: 25th August 2025

To: The Members of Northwich Town Council

Dear Councillor

You are summoned to attend the meeting of the **Full Council** at the **Council Chamber, 78 Church Road, Northwich, CW9 5PB** to be held on **Monday 1st September at 6.00pm.**

Yours Sincerely

Chris Shaw

Chief Officer

AGENDA

1. Members to welcome Cllr Brian Holland to the Council.

2. Presentation of Grants Awards
Friends of Leftwich Primary School

3. Apologies for Absence

4. Declaration of interest
Members to declare any interest under the following categories:

- *Pecuniary interest
- *Outside bodies interest
- *Family, friend, or close associate interest

5. Open Forum

Members of the public will be allowed to speak at the Open Forum section of this meeting on the understanding that any topics raised will have been forwarded in writing to the Chief Officer at the above address prior to the date of the meeting. Public Question Time to be a maximum of 10 minutes.

6. Signing of the Minutes
5.1. Of the Town Council meeting held on Monday 7th July 2025 (Minutes attached)
[Members are required to approve the minutes as a true and accurate record.](#)

7. Reports of Committees
6.1 To note Finance, Amenities & General Purposes Committee meeting held on Monday 21st July 2025.
6.2 6.1 To note Finance, Amenities & General Purposes Committee meeting held on Monday 18th August 2025.
6.3 To note Planning Committee meeting held on Monday 28th July 2025
6.4 To note Planning Committee meeting held on Monday 26th August 2025
[Members to note the minutes.](#)

- 8. Town Mayors Communications**
List of Civic Events that the Town Mayor has attended during July and August 2025 (attached)
[Members to note the report.](#)
- 9. Chief Officers Report**
To receive a report from the Chief Officer (attached)
[Members to note the report.](#)
- 10. Witton Cemetery Badger Update**
To receive a report (attached)
[Members to note report.](#)
- 11. Vickersway Park & Church Walk Play Area Improvements**
To receive a report (attached)
[Decision of the Council is requested.](#)
- 12. Navigation Boat Yard (Asset of Community Value)**
To receive a verbal report from Cllr Arthur Neil.
[Decision of the Council is requested.](#)
- 13. Witton Cemetery Path Refurbishment**
To receive a report (attached)
[Members to note report.](#)
- 14. Northwich Skate Park Update**
To receive a report (attached)
[Members to note report.](#)
- 15. Staff Handbook**
To receive a report (attached)
[Decision of the Council is requested.](#)
- 16. Police Update**
To receive a report from Northwich Police
[Report to be given at the meeting.](#)
- 17. Outside Bodies**
To receive an update from any member attending meetings of outside bodies.
- 18. CW&C Members**
To receive an update from CW&C ward members
- 19. Date of next meeting**
The next meeting will be on Monday 6th October 2025 at 6.00pm

NORTHWICH TOWN COUNCIL
MINUTES OF THE FINANCE, AMENITIES AND GENERAL PURPOSES
COMMITTEE MEETING HELD ON MONDAY 19th AUGUST 2025 at 6.00pm

Members Present : Cllr J Macdonald
Cllr C Fox
Cllr R Waterman
Cllr S Naylor

Also Present : Chris Shaw – Chief Officer
Cath Kirwan – Deputy Chief Officer/RFO

FIN26/25 **APOLOGIES FOR ABSENCE OR ABSENCE**

Apologies were received from Cllr B Cernik, and, Cllr K Cernik, Cllr A Kent, Cllr C Stewart and Cllr L Siddall

FIN 26/26 **DECLARATIONS OF INTEREST**

Declarations of interest were given by Cllr J Macdonald to Northwich Metals. Councillor S Naylor and Councillor R Waterman to Cheshire West and Chester Council.

FIN 26/27 **SIGNING OF THE MINUTES**

Minutes of the Finance, Amenities and General Purposes Committee meeting held on 21st July 2025 and to be noted at Full Council meeting on Monday 1st September 2025.

Proposed Cllr J Macdonald, seconded Cllr C Fox, all agreed

FIN 26/28 **DETAILED INCOME & EXPENDITURE BY BUDGET**

RFO answered various members questions relating to budget headings.

- Grants - Kevin Gardner proposed the creation of an annual £1000 award to recognise individuals or groups who have demonstrated exceptional commitment or performance within the community or organisation. The award will be administered by Northwich Town Council. Kevin Gardner will be responsible for holding the £1000 until the Annual General Meeting. During the AGM, the award will be presented to the individual, or group deemed most deserving based on their contribution. The Award will be called The Barbara Gardner Award in memory of his late wife.

Proposed Cllr S Naylor, seconded Cllr J Macdonald, all agreed

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Date

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Cllr Catherine Fox
Deputy Chair

FIN 26/29 BACS DUE FOR PAYMENT

Bacs payments and direct debit figure approved £253,190.09

Proposed Cllr S Naylor, seconded Cllr J Macdonald, all agreed

FIN 26/30 FINANCE COMMITTEE TO CHECK PAYMENTS

Members chose two payments from both July 2025 payments. DCO/RFO provided the evidence for:

Rudheath Parish Council - £1260.00
Thinkprint - £394.04

FIN 26/31 ANNUAL INSURANCE RENEWAL

Annual Insurance of £20,517.02 with a 3 year deal approved for 2025/2026 with Zurich Insurance. RFO had tried to get more quotes but had been unsuccessful due to companies not being able to compete with Zurich Insurance.

Proposed by Councillor Julie McDonald seconded by Councillor Tom Melville

All agreed

Proposed Cllr J Macdonald, seconded Cllr S Naylor, all agreed

FIN 26/32 LOCAL GOVERNMENT PAY INCREASE

Members approved the pay agreement for 2025-2026 backdated to 1st April 2025.

This will be a cost to the council of approx. £20,000.

Proposed Cllr R Waterman, seconded Cllr J Macdonald, all agreed

FIN 26/33 ELECTRICAL VEHICLE QUOTES

Members approved the supply of two electric vans supplied by Select Van Leasing and the installation of a charging point at the Council Offices.

Proposed Cllr J Macdonald, seconded Cllr R Waterman, all agreed

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Date

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**Cllr Catherine Fox
Deputy Chair**

FIN 26/34 ADDITIONAL COSTS (WITTON CEMETERY PATHS)

Members approved the additional cost of £6000.00 plus VAT for the refurbishment of the paths in Witton Cemetery.

Proposed Cllr J Macdonald, seconded Cllr C Fox, all agreed

FIN 26/35 DATE OF NEXT MEETING

Date of the next meeting Monday 15th September 2025 at 6.00pm.

There being no further business the Chairman declared the meeting closed at 6.40pm.

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Date

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**Cllr Catherine Fox
Deputy Chair**

NORTHWICH TOWN COUNCIL
MINUTES OF THE FINANCE, AMENITIES AND GENERAL PURPOSES
COMMITTEE MEETING HELD ON MONDAY 21st JULY 2025 at 6.00pm

Members Present : Cllr J Macdonald
Cllr K Cernik
Cllr A Kent
Cllr C Stewart
Cllr C Fox

Also Present : Chris Shaw – Chief Officer
Cath Kirwan – Deputy Chief Officer/RFO

FIN26/18 **APOLOGIES FOR ABSENCE OR ABSENCE**

Apologies were received from Cllr R Waterman, Cllr B Cernik, Cllr L Siddall, Cllr T Melville and Cllr S Naylor.

FIN 26/19 **DECLARATIONS OF INTEREST**

Declarations of interest were given by Cllr J Macdonald to Northwich Metals.

FIN 26/20 **SIGNING OF THE MINUTES**

Minutes of the Finance, Amenities and General Purposes Committee meeting held on 23rd June 2025 and noted at Full Council meeting on Monday 7th July 2025.

Proposed Cllr J Macdonald, seconded Cllr K Cernik, all agreed

FIN 26/21 **DETAILED INCOME & EXPENDITURE BY BUDGET**

RFO answered various members questions relating to budget headings.

Proposed Cllr C Cernik, seconded Cllr J Macdonald, all agreed

FIN 26/22 **BACS DUE FOR PAYMENT**

Bacs payments and direct debit figure approved £108,902.54

Proposed Cllr K Cernik, seconded Cllr J Macdonald, all agreed

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Date

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Cllr Kate Cernik
Chair

FIN 26/23 **FINANCE COMMITTEE TO CHECK PAYMENTS**

Members chose two payments from both June 2025 payments. DCO/RFO provided the evidence for:

Cheshire Dance - £3692.55
JMW Solicitors - £3000.00

FIN 26/24 DATE OF NEXT MEETING

Date of the next meeting Monday 18th August 2025 at 6.00pm.

There being no further business the Chairman declared the meeting closed at 6.40pm.

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Date

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**Cllr Kate Cernik
Chair**

NORTHWICH TOWN COUNCIL
MEETING OF THE TOWN COUNCIL
HELD ON MONDAY 7th JULY 2025

Present:

Cllr Julie MacDonald Town Mayor

Councillors:

Cllr Emma Guy	Cllr Bob Cernik
Cllr Kate Cernik	Cllr Rachel Waterman
Cllr Stephen Harcombe	Cllr Catherine Fox
Cllr Andy Kent	Cllr Patricia Parkes
Cllr Catriona Stewart	Cllr Andy Stott
Cllr Joanne Callaghan	Cllr Janet Illidge
Cllr Olwyn Dean	Cllr Sam Naylor

Also present:

Chris Shaw	Chief Officer
Cath Kirwan	Deputy Chief Officer/Responsible Finance Officer

NTC 25/13 PRESENTATION OF MAYORS AWARD

Councillor Julie Macdonald presented the Mayor's Award to Sheila and Michael Insley.

NTC 25/14 PRESENTATION OF GRANTS AWARD

Councillor Julie MacDonald presented the Grants Award to Cheshire Autism.

NTC 25/15 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Arthur Neil, Cllr Alison Gerrard, Cllr Lee Siddall, Cllr Graham Emmett and Cllr Tom Melville

NTC 25/16 DECLARATIONS OF INTEREST

Members to declare any interest under the following categories:

- Pecuniary Interest
- Outside Bodies Interest
- Family, Friend or Close Associate Interest

Cllr Rachel Waterman, Councillor Sam Naylor and Councillor Patricia Parkes declared an interest in any matters relating to Cheshire West and Chester Council.
Councillor Emma Guy declared an interest in her new role as Parliamentary Office Manager for Sarah Pochin (MP, Runcorn and Helsby).

NTC 25/17 OPEN FORUM

There were no speakers.

Date.....

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Cllr Julie Macdonald
Town Mayor

NTC 25/18 SIGNING OF THE MINUTES

- 5.1 The minutes of the Town Council Meeting held on Monday 2nd June 2025 be confirmed and approved as a true and accurate record.

Members are required to approve the minutes as a true and accurate record.

Add Greenbank Bus info

Proposed by Cllr Catriona Stewart and seconded by Cllr Emma Guy

All agreed.

Minutes to be signed by the Mayor.

NTC 25/19 REPORTS OF COMMITTEES

- 6.1 To note Finance, Amenities & General Purposes Committee meeting held on Monday 16th June 2025.
6.2 To note Planning Committee meeting held on Monday 23rd June 2025
6.3 To note Grants Committee meeting held on Monday 23rd June 2025

Members noted the minutes of the meetings.

NTC 25/20 TOWN MAYOR'S COMMUNICATIONS

Mayor's diary – June 2025

Town Mayor's Communications	
8th June	Veterans Breakfast Club
16th June	Daneside Mews Care Home
21st June	Ascendant Grappling Academy
30th June	Official Opening of the Victoria Infirmary, Northwich <i>attended by Deputy Mayor</i>

NTC 25/21 CHIEF OFFICERS REPORT

Members received the report from the Chief Officer.

NTC 25/22 POLICE UPDATE

No update from the Police – will forward to members when received.

Date.....

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Cllr Julie Macdonald
Town Mayor

NTC 25/23 NORTHWICH INFIRMARY PROPOSAL

Members received a report from Chief Officer regarding proposals for a car park in Verdin Park. Northwich Victoria Infirmary has recently received significant investment for a new treatment centre, reducing the need for patients to travel to Leighton Hospital. However,

increased patient numbers have worsened parking issues, with some missing appointments due to lack of space. While contractors vacating the site has opened up some parking, problems persist with cars parking in nearby streets and on double yellow lines.

Mid Cheshire Hospitals approached the Council about using a small section of Verdin Park for additional parking. Initial plans were rejected due to the removal of mature trees and unsuitable land. The Council asked for alternatives, but none were viable. Discussions with hospital staff and site visits followed, and legal checks found no issues preventing use of the land.

Councillor Andy Kent requested clarification on the proposed car park location within Verdin Park. The Chief Officer (CO) confirmed the area and noted there would be no cost to the Council. The project supports a vital community facility.

Councillor Sam Naylor declared an interest as a board member of Mid Cheshire NHS Trust. He expressed pride in having the new facility locally and, after reviewing aerial plans, considered the proposal a sensible option that uses only a small portion of the park.

Councillor Kate Cernik reported that senior hospital management supported encouraging relatives to drop patients off and park in the town centre while procedures are carried out.

Councillor Bob Cernik suggested relocating the Phlebotomy service to Barons Quay for efficiency. He stressed the hospital should consider long-term parking solutions.

Councillor Emma Guy supported relocating some departments to the town centre and raised concerns about road safety outside the hospital. She recommended reviewing the possibility of installing a pelican crossing.

Councillor Stephen Harcombe asked who initiated the parking proposal. The CO confirmed that no suitable alternative sites were found and this is a temporary leased solution.

Councillor Harcombe voiced frustration over misinformation on social media and welcomed public participation in consultations.

Councillor Olwyn Dean inquired about evening parking arrangements. The CO explained plans are in early stages, but the car park will have ANPR, a barrier, and on-site security. It will improve accessibility, especially for disabled visitors.

Councillor Emma Guy raised concerns about limited bus access to the Infirmary.

Councillor Kate Cernik responded that Mid Cheshire Trust is working with the public and Council to improve bus routes.

Councillor Sam Naylor highlighted the spread of false information on social media and emphasised the importance of responding to misleading comments. He is actively engaging to correct the record and will continue to do so.

Date.....

.....
Cllr Julie MacDonald
Town Mayor

Councillor Catriona Stewart agreed with Councillor Naylor, adding that fabricated stories can be harmful and damage public confidence.

Chief Officer updated members that once we have had the public consultation, we will issue a joint statement.

The plan will use minimal green space and existing hardstanding to create 42 staff parking spaces, freeing up more patient parking near the hospital. The car park will be used by staff on weekdays and open to the public on weekends to maintain access to Verdin Park.

Councillor Catherine Fox has offered to support with the planning application.

Proposal

During all discussions with the hospital, it has always been emphasised that the least amount of green space will be taken, and we need to utilise existing hard standing where possible. From the plans there will be an additional 42 spaces and these will be used by staff which will free up additional space close to the hospital for patients.

Staff use will be Monday to Friday and on weekends it will be free for the community to enjoy Verdin Park making the park fully accessible to all at the weekend.

Proposed by Councillor Catriona Stewart and seconded by Councillor Kate Cernik.

All agreed

NTC 25/24 TOWN CENTRE ENHANCEMENTS

Members received a report from the Chief Officer regarding the Town Centre. Councillor Andy Stott requested clarification on the cost implications. The CO confirmed there will be a cost to Northwich Town Council.

Councillor Kate Cernik asked if the Business Improvement District would be involved. The CO responded that the BID will contribute capital investment, including hanging basket trees and additional planting, while NTC will be responsible for cleansing.

Councillor Rachel Waterman questioned whether NTC receives value for money from Cheshire West and Chester Council (CWaC). The CO advised this will be reviewed and that a meeting with CWaC is scheduled to address service responsibilities. Members will be updated in due course.

Councillor Emma Guy informed members that Chester businesses, in collaboration with Chester Business Club and CWaC, are also beginning to support town centre cleansing. Councillor Guy will provide further updates when more information becomes available.

Councillor Catriona Stewart asked whether CWaC will replace any staff who leave, especially if NTC is enhancing town centre services. This will be reviewed during ongoing discussions with CWaC.

Councillor Sam Naylor updated members that Labour councillors have received a briefing from CWaC leadership. Although additional government funding has been received, it is being directed towards Social Care, not Town Centre cleansing.

Proposed by Cllr Kate Cernik and seconded by Cllr Catherine Fox

All agreed

Date.....

.....
Cllr Julie MacDonald
Town Mayor

NTC 25/25 TOWN CENTRE BUSINESS SIGNAGE

Members received a report from Chief Officer.

Councillor Catherine Fox updated members on a proposed approach to CWaC regarding restrictions on property lighting. Councillor Fox noted that although the process is complex, similar measures have been used by other councils. She recommended pursuing a blanket Article 4 Direction for the town to allow greater local planning control. She emphasised that landlords should be held accountable for tenancy decisions and that planning regulations should be used to resist inappropriate changes.

Councillor Janet Illidge referred to examples of other black-and-white town centres with listed buildings, suggesting these be looked at for best practices.

It was agreed that discussions should take place with Rob Charney, with Councillor Catherine Fox offering to support those conversations.

Councillor Sam Naylor has photographic evidence of the buildings in question and will report these concerns to CWaC.

Councillor Andy Kent suggested involving an officer from CWaC in the matter to keep her informed and engaged.

Councillor Kate Cernik highlighted that many businesses in the town centre are part of the BID and recommended gathering their feedback. The Chief Officer agreed to consult them and report back.

Councillor Rachel Waterman acknowledged that some town centre properties are not in keeping with the area's character and raised concerns about appearance, urging caution about singling out specific individuals or businesses.

Councillor Jo Callaghan requested the development of an overall strategy to address these issues consistently.

Proposed by Cllr Stephen HArcombe and seconded by Cllr Jo Callaghan

All agreed

NTC 25/26 ROSE MEADOW PLAY AREA

Members received a report from Chief Officer on Rose Meadow Play Area.

Grand opening will be in approx. 2 weeks – Friday 25th July 2025.

NTC 25/27 OUTSIDE BODIES

Councillor Andy Kent informed members that Network Rail has commenced improvement works at Northwich Train Station.

Councillor Arthur Kent thanked Northwich Town Council for the flower displays at the station, noting they are beginning to bloom and enhance the area's appearance.

Date.....

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Cllr Julie MacDonald
Town Mayor

NTC 25/28 CWaC MEMBERS

Councillor Sam Naylor informed members that a new group has formed with the aim of securing funding for the Navigation Boatyard. He also raised concerns about the front door not being locked.

LSEP is progressing and expected to open next year. HGV movement was addressed in the planning application.

A recent town walkaround took place with Sam Chapman (Community Safety Officer, CWaC).

Cllr Naylor will be speaking with Cabinet next week regarding Weaver Square, and confirmed that public consultations will be held in the future.

17 members of the public took part in a town centre litter pick, collecting a significant amount of litter.

Visual Arts Cheshire is currently using a unit in Barons Quay, but it will not be available long-term. Councillor Catriona Stewart has spoken with the group, who expressed appreciation for the support from CWaC and noted the unit has positively contributed to community engagement. Councillor Sam Naylor confirmed he will explore options to assist Visual Arts Cheshire in securing a new venue.

Councillor Kate Cernik supported the comments and encouraged creating more community space in the town centre for volunteers.

Councillor Janet Illidge inquired about using the old J&S building (next to Waitrose), but Cllr Naylor advised it is not suitable. She also asked about the TATA statues. Cllr Naylor will provide updates. Cllr Catherine Fox clarified that the statues are made of bronze and are listed.

Councillor Olwyn Dean proposed displaying Colin's artwork again, suggesting Weaver Hall as a suitable venue.

Councillor Catriona Stewart reported on her attendance at a Solar Energy event and reiterated her opposition to LSEP, citing community support and concerns over local disruption.

Councillor Olwyn Dean led a clean-up on Liverpool Street and expressed her desire to maintain its condition. She plans to lead another litter pick on Saturday 11th July and will focus on alleyway cleanliness, using Royal Street as an example of community pride.

Councillor Patricia Parkes shared that she has distributed leaflets in the Firdale Road area advocating for the bus service to become permanent.

Councillor Olwyn Dean also informed members she will hold a surgery with CWaC officers for the 250 staff being made redundant at Roberts Bakery, to be held at Shurlach Chapel.

Date.....

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Cllr Julie MacDonald
Town Mayor

NTC 25/29 DATE OF NEXT MEETING

The date of the next Council meeting will be Monday 1st September 2025 at 6.00 pm

Meeting closed at 7.45pm

Date.....

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Cllr Julie MacDonald
Town Mayor

NORTHWICH TOWN COUNCIL
MEETING OF THE TOWN COUNCIL
HELD ON MONDAY 7th JULY 2025

Present:

Cllr Julie MacDonald Town Mayor

Councillors:

Cllr Emma Guy	Cllr Bob Cernik
Cllr Kate Cernik	Cllr Rachel Waterman
Cllr Stephen Harcombe	Cllr Catherine Fox
Cllr Andy Kent	Cllr Patricia Parkes
Cllr Catriona Stewart	Cllr Andy Stott
Cllr Joanne Callaghan	Cllr Janet Illidge
Cllr Olwyn Dean	Cllr Sam Naylor

Also present:

Chris Shaw	Chief Officer
Cath Kirwan	Deputy Chief Officer/Responsible Finance Officer

NTC 25/13 PRESENTATION OF MAYORS AWARD

Councillor Julie Macdonald presented the Mayor's Award to Sheila and Michael Insley.

NTC 25/14 PRESENTATION OF GRANTS AWARD

Councillor Julie MacDonald presented the Grants Award to Cheshire Autism.

NTC 25/15 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Arthur Neil, Cllr Alison Gerrard, Cllr Lee Siddall, Cllr Graham Emmett and Cllr Tom Melville

NTC 25/16 DECLARATIONS OF INTEREST

Members to declare any interest under the following categories:

- Pecuniary Interest
- Outside Bodies Interest
- Family, Friend or Close Associate Interest

Cllr Rachel Waterman, Councillor Sam Naylor and Councillor Patricia Parkes declared an interest in any matters relating to Cheshire West and Chester Council.

Councillor Emma Guy declared an interest in her new role as Parliamentary Office Manager for Sarah Pochin (MP, Runcorn and Helsby).

NTC 25/17 OPEN FORUM

There were no speakers.

Date.....

.....
Cllr Julie Macdonald
Town Mayor

NTC 25/18 SIGNING OF THE MINUTES

- 5.1 The minutes of the Town Council Meeting held on Monday 2nd June 2025 be confirmed and approved as a true and accurate record.

Members are required to approve the minutes as a true and accurate record.

Add Greenbank Bus info

Proposed by Cllr Catriona Stewart and seconded by Cllr Emma Guy

All agreed.

Minutes to be signed by the Mayor.

NTC 25/19 REPORTS OF COMMITTEES

- 6.1 To note Finance, Amenities & General Purposes Committee meeting held on Monday 16th June 2025.
6.2 To note Planning Committee meeting held on Monday 23rd June 2025
6.3 To note Grants Committee meeting held on Monday 23rd June 2025

Members noted the minutes of the meetings.

NTC 25/20 TOWN MAYOR'S COMMUNICATIONS

Mayor's diary – June 2025

Town Mayor's Communications	
8th June	Veterans Breakfast Club
16th June	Daneside Mews Care Home
21st June	Ascendant Grappling Academy
30th June	Official Opening of the Victoria Infirmary, Northwich <i>attended by Deputy Mayor</i>

NTC 25/21 CHIEF OFFICERS REPORT

Members received the report from the Chief Officer.

NTC 25/22 POLICE UPDATE

No update from the Police – will forward to members when received.

Date.....

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Cllr Julie Macdonald
Town Mayor

NTC 25/23 NORTHWICH INFIRMARY PROPOSAL

Members received a report from Chief Officer regarding proposals for a car park in Verdin Park. Northwich Victoria Infirmary has recently received significant investment for a new treatment centre, reducing the need for patients to travel to Leighton Hospital. However,

increased patient numbers have worsened parking issues, with some missing appointments due to lack of space. While contractors vacating the site has opened up some parking, problems persist with cars parking in nearby streets and on double yellow lines.

Mid Cheshire Hospitals approached the Council about using a small section of Verdin Park for additional parking. Initial plans were rejected due to the removal of mature trees and unsuitable land. The Council asked for alternatives, but none were viable. Discussions with hospital staff and site visits followed, and legal checks found no issues preventing use of the land.

Councillor Andy Kent requested clarification on the proposed car park location within Verdin Park. The Chief Officer (CO) confirmed the area and noted there would be no cost to the Council. The project supports a vital community facility.

Councillor Sam Naylor declared an interest as a board member of Mid Cheshire NHS Trust. He expressed pride in having the new facility locally and, after reviewing aerial plans, considered the proposal a sensible option that uses only a small portion of the park.

Councillor Kate Cernik reported that senior hospital management supported encouraging relatives to drop patients off and park in the town centre while procedures are carried out.

Councillor Bob Cernik suggested relocating the Phlebotomy service to Barons Quay for efficiency. He stressed the hospital should consider long-term parking solutions.

Councillor Emma Guy supported relocating some departments to the town centre and raised concerns about road safety outside the hospital. She recommended reviewing the possibility of installing a pelican crossing.

Councillor Stephen Harcombe asked who initiated the parking proposal. The CO confirmed that no suitable alternative sites were found and this is a temporary leased solution.

Councillor Harcombe voiced frustration over misinformation on social media and welcomed public participation in consultations.

Councillor Olwyn Dean inquired about evening parking arrangements. The CO explained plans are in early stages, but the car park will have ANPR, a barrier, and on-site security. It will improve accessibility, especially for disabled visitors.

Councillor Emma Guy raised concerns about limited bus access to the Infirmary.

Councillor Kate Cernik responded that Mid Cheshire Trust is working with the public and Council to improve bus routes.

Councillor Sam Naylor highlighted the spread of false information on social media and emphasised the importance of responding to misleading comments. He is actively engaging to correct the record and will continue to do so.

Date.....

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Cllr Julie MacDonald
Town Mayor

Councillor Catriona Stewart agreed with Councillor Naylor, adding that fabricated stories can be harmful and damage public confidence.

Chief Officer updated members that once we have had the public consultation, we will issue a joint statement.

The plan will use minimal green space and existing hardstanding to create 42 staff parking spaces, freeing up more patient parking near the hospital. The car park will be used by staff on weekdays and open to the public on weekends to maintain access to Verdin Park.

Councillor Catherine Fox has offered to support with the planning application.

Proposal

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Staff use will be Monday to Friday and on weekends it will be free for the community to enjoy Verdin Park making the park fully accessible to all at the weekend.

Proposed by Councillor Catriona Stewart and seconded by Councillor Kate Cernik.

All agreed

NTC 25/24 TOWN CENTRE ENHANCEMENTS

Members received a report from the Chief Officer regarding the Town Centre. Councillor Andy Stott requested clarification on the cost implications. The CO confirmed there will be a cost to Northwich Town Council.

Councillor Kate Cernik asked if the Business Improvement District would be involved. The CO responded that the BID will contribute capital investment, including hanging basket trees and additional planting, while NTC will be responsible for cleansing.

Councillor Rachel Waterman questioned whether NTC receives value for money from Cheshire West and Chester Council (CWaC). The CO advised this will be reviewed and that a meeting with CWaC is scheduled to address service responsibilities. Members will be updated in due course.

Councillor Emma Guy informed members that Chester businesses, in collaboration with Chester Business Club and CWaC, are also beginning to support town centre cleansing. Councillor Guy will provide further updates when more information becomes available.

Councillor Catriona Stewart asked whether CWaC will replace any staff who leave, especially if NTC is enhancing town centre services. This will be reviewed during ongoing discussions with CWaC.

Councillor Sam Naylor updated members that Labour councillors have received a briefing from CWaC leadership. Although additional government funding has been received, it is being directed towards Social Care, not Town Centre cleansing.

Proposed by Cllr Kate Cernik and seconded by Cllr Catherine Fox

All agreed

Date.....

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Cllr Julie MacDonald
Town Mayor

NTC 25/25 TOWN CENTRE BUSINESS SIGNAGE

Members received a report from Chief Officer.

Councillor Catherine Fox updated members on a proposed approach to CWaC regarding restrictions on property lighting. Councillor Fox noted that although the process is complex, similar measures have been used by other councils. She recommended pursuing a blanket Article 4 Direction for the town to allow greater local planning control. She emphasised that landlords should be held accountable for tenancy decisions and that planning regulations should be used to resist inappropriate changes.

Councillor Janet Illidge referred to examples of other black-and-white town centres with listed buildings, suggesting these be looked at for best practices.

It was agreed that discussions should take place with Rob Charney, with Councillor Catherine Fox offering to support those conversations.

Councillor Sam Naylor has photographic evidence of the buildings in question and will report these concerns to CWaC.

Councillor Andy Kent suggested involving an officer from CWaC in the matter to keep her informed and engaged.

Councillor Kate Cernik highlighted that many businesses in the town centre are part of the BID and recommended gathering their feedback. The Chief Officer agreed to consult them and report back.

Councillor Rachel Waterman acknowledged that some town centre properties are not in keeping with the area's character and raised concerns about appearance, urging caution about singling out specific individuals or businesses.

Councillor Jo Callaghan requested the development of an overall strategy to address these issues consistently.

Proposed by Cllr Stephen HArcombe and seconded by Cllr Jo Callaghan

All agreed

NTC 25/26 ROSE MEADOW PLAY AREA

Members received a report from Chief Officer on Rose Meadow Play Area.

Grand opening will be in approx. 2 weeks – Friday 25th July 2025.

NTC 25/27 OUTSIDE BODIES

Councillor Andy Kent informed members that Network Rail has commenced improvement works at Northwich Train Station.

Councillor Arthur Kent thanked Northwich Town Council for the flower displays at the station, noting they are beginning to bloom and enhance the area's appearance.

Date.....

.....
Cllr Julie MacDonald
Town Mayor

NTC 25/28 CWaC MEMBERS

Councillor Sam Naylor informed members that a new group has formed with the aim of securing funding for the Navigation Boatyard. He also raised concerns about the front door not being locked.

LSEP is progressing and expected to open next year. HGV movement was addressed in the planning application.

A recent town walkaround took place with Sam Chapman (Community Safety Officer, CWaC).

Cllr Naylor will be speaking with Cabinet next week regarding Weaver Square, and confirmed that public consultations will be held in the future.

17 members of the public took part in a town centre litter pick, collecting a significant amount of litter.

Visual Arts Cheshire is currently using a unit in Barons Quay, but it will not be available long-term. Councillor Catriona Stewart has spoken with the group, who expressed appreciation for the support from CWaC and noted the unit has positively contributed to community engagement. Councillor Sam Naylor confirmed he will explore options to assist Visual Arts Cheshire in securing a new venue.

Councillor Kate Cernik supported the comments and encouraged creating more community space in the town centre for volunteers.

Councillor Janet Illidge inquired about using the old J&S building (next to Waitrose), but Cllr Naylor advised it is not suitable. She also asked about the TATA statues. Cllr Naylor will provide updates. Cllr Catherine Fox clarified that the statues are made of bronze and are listed.

Councillor Olwyn Dean proposed displaying Colin's artwork again, suggesting Weaver Hall as a suitable venue.

Councillor Catriona Stewart reported on her attendance at a Solar Energy event and reiterated her opposition to LSEP, citing community support and concerns over local disruption.

Councillor Olwyn Dean led a clean-up on Liverpool Street and expressed her desire to maintain its condition. She plans to lead another litter pick on Saturday 11th July and will focus on alleyway cleanliness, using Royal Street as an example of community pride.

Councillor Patricia Parkes shared that she has distributed leaflets in the Firdale Road area advocating for the bus service to become permanent.

Councillor Olwyn Dean also informed members she will hold a surgery with CWaC officers for the 250 staff being made redundant at Roberts Bakery, to be held at Shurlach Chapel.

Date.....

.....
Cllr Julie MacDonald
Town Mayor

NTC 25/29 DATE OF NEXT MEETING

The date of the next Council meeting will be Monday 1st September 2025 at 6.00 pm

Meeting closed at 7.45pm

Date.....

.....
Cllr Julie MacDonald
Town Mayor

NORTHWICH TOWN COUNCIL
MINUTES OF THE PLANNING AND ENVIRONMENT
COMMITTEE MEETING HELD ON MONDAY 23rd JUNE 2025

Members Present

Cllr Catherine Fox
Cllr Andy Stott
Cllr Patricia Parkes
Cllr Emma Guy
Cllr Graham Emmett
Cllr Stephen Harcombe
Cllr Janet Illidge

Also present

Chris Shaw – Chief Officer
Cath Kirwan – Deputy Chief Officer/RFO

PL 26/07 APOLOGIES FOR ABSENCE, OR ABSENCE

Apologies were received from, Cllr Bob Cernik, Cllr Jo Callaghan and Cllr Arthur Neil

PL 26/08 DECLARATIONS OF INTEREST

Members to declare any interest under the following categories:

- Pecuniary Interest
- Outside Bodies Interest
- Family, Friend, or Close Associate interest

Cllr Rachel Waterman and Councillor Patricia Parkes declared an interest in any matters relating to Cheshire West and Chester Council.

PL 26/09 SIGNING OF THE MINUTES

The minutes of the Planning and Environment Committee meeting held on Monday 27th May and to be noted at the Full Council Meeting on Monday 2nd June 2025 be confirmed and approved as a true and accurate.

Proposed by Cllr C Fox seconded by Cllr Patricia Parkes

PL 26/10 PLANNING APPLICATIONS

1. **Site Address: Townbridge Court Castle Street Northwich CW8 1BG**
Proposal: Various works on various trees as per tree survey
Reference Number: 25/01539/CAT

Comment – Refer to Tree Officer

Date **Cllr Andy Stott.....**

Chair

2. **Site Address: 1 Gordale Close Northwich CW8 4XT**

Proposal: Two storey side extension

Reference Number: 25/01464/FUL

Comment: No comment

3. Site Address: Northwich Brunner Library 89 Witton Street Northwich CW9 5DR

Proposal: Refurbishment of Grade II Listed Library Building including proposed new extension and internal and external works, including demolition of outbuildings, creation of new external plant area and provision of new signage totem.

Reference Number: 25/00847/LBC

Comment – No comment

4. Northwich Brunner Library 89 Witton Street Northwich CW9 5DR

Proposal: Refurbishment of Grade II Listed Library Building including proposed new extension and external works, including demolition of outbuildings, creation of new external plant area and provision of new signage totem.

Reference Number: 25/00846/FUL

Comment – No comment

5. Site Address: 50 The Crescent Northwich Cheshire CW9 8AD

Proposal: Erection of two dormers, single storey rear/side extension

Reference Number: 25/01309/FUL

Comment – No comment

(Councillor Emma Guy is a resident on The Crescent)

6. Site Address: 3A Moss Road Northwich CW8 4BQ

Proposal: Alterations to existing rear extension to change glazed lean to roof to tiled hipped roof

Reference Number: 25/01327/FUL

Comment - No comment

7. Site Address: 24 Witton Street Northwich CW9 5EB

Proposal: Alterations to shopfront to include removal of existing set of entrance doors and to be replaced with aluminum glazed shopfront

Reference Number: 25/01484/FUL

Comment – No comment

8. Site Address: 120 Chester Road Northwich CW8 4AN

Proposal: Single storey side extension

Reference Number: 25/01192/FUL

Comment – No comment

9. Site Address: 2 Darwin Street Northwich CW8 1BT

Proposal: Single storey side extension and alterations and conversion of existing out Buildings

Reference Number: 25/01335/FUL

Comment – No comment

Date

**Cllr Andy Stott.....
Chair**

10. Site Address: Weaver Court London Road Northwich CW9 5EU

Proposal: Various works on various trees as per tree survey

Reference Number: 25/01590/CAT

Comment – Refer to Tree Officer

11. Site Address: First Floor Winnington Leisure Park Winnington Lane Northwich

Proposal: Change of use from commercial use to nightwatchmans overnight accommodation - Retrospective.

Reference Number: 25/00587/FUL

Comment – No comment

PL 26/11 NEXT MEETING

The next meeting will be held on Monday 28th July 2025 at 5pm.

There being no further business, the meeting closed at 5.25pm.

Date

**Cllr Andy Stott.....
Chair**

NORTHWICH TOWN COUNCIL
MINUTES OF THE PLANNING AND ENVIRONMENT
COMMITTEE MEETING HELD ON MONDAY 26th AUGUST 2025

Members Present

Cllr Andy Stott
Cllr Emma Guy
Cllr Graham Emmett
Cllr Jo Callaghan
Cllr Patricia Parkes
Cllr Catherine Fox

Also present

Chris Shaw – Chief Officer
Cath Kirwan – Deputy Chief Officer/RFO

PL 26/17 APOLOGIES FOR ABSENCE, OR ABSENCE

Apologies were received from Cllr Janet Illidge, Cllr Stephen Harcombe and Cllr Bob Cernik.

PL 26/18 DECLARATIONS OF INTEREST

Members to declare any interest under the following categories:

- Pecuniary Interest
- Outside Bodies Interest
- Family, Friend, or Close Associate interest

PL 26/19 SIGNING OF THE MINUTES

The minutes of the Planning and Environment Committee meeting held on Monday 28th July and to be noted at the Full Council Meeting on Monday 1st September 2025 be confirmed and approved as a true and accurate.

Proposed by Cllr G Emmett seconded by Cllr Emma Guy

PL 26/20 PLANNING APPLICATIONS

1. Site Address: 24 Witton Street Northwich CW9 5EB

Proposal: Illuminated and non illuminated signage

Reference Number: 25/01842/ADV

Comment: Members were not happy with the illumination signage as it is not in keeping with the style of the building. They would prefer to see the sign painted and not illuminated.

2. Site Address: 170 London Road Northwich CW9 8AA

Proposal: Demolition of existing dwelling, erection of two semi-detached houses to include car parking, ev chargers and bin stores to rear

Reference Number: 25/01469/FUL

Comment: No comment

Date

Cllr Andy Stott.....
Chair

3. **Site Address: 35 Mckenzie Crescent Northwich CW8 4FA**
Proposal: Single storey side/rear extension
Reference Number: 25/02131/FUL
Comment: No comment
4. **Site Address: Premier Inn The Woodpecker 381 London Road Northwich CW9 8EG**
Proposal: Conversion of existing restaurant to provide additional hotel rooms and associated works.
Reference Number: 25/02135/FUL
Comment: Cllr. Emma Guy requested that it be minuted that the local MP has confirmed this hotel will not be used for any other purpose.
5. **Site Address: Public Open Space At Dyar Terrace Northwich CW8 4DN**
Proposal: 3x Sycamore trees (T1, T2, T11) - Remove due to poor quality and dead limbs as per tree survey 2025.
Reference Number: 25/02374/TPO
Comment: Refer to Tree Officer
6. **Site Address: 15 Greenway Drive Northwich CW9 7HJ**
Proposal: Single Storey Side Extension
Reference Number: 25/02197/FUL
Comment: No comment
7. **Site Address: 47 Queensgate Northwich CW8 1DX**
Proposal: Single Storey Front, Side and Rear Extensions
Reference Number: 25/02192/FUL
Comment: No comment
8. **Site Address: The County High School Leftwich Granville Road Northwich Cheshire West And Chester CW9 8EZ**
Proposal: Installation of roof mounted Solar PV at The County High School, Leftwich with a maximum kWp of 215.28
Reference Number: 25/02278/P14
Comment: No comment
9. **Site Address: 11 Woodpecker Drive Northwich CW9 8EQ**
Proposal: Porch, replacement windows, two storey side extension and single storey rear extension (part retrospective)
Reference Number: 25/02021/FUL
Comment: No comment

PL 26/16 **NEXT MEETING**

The next meeting will be held on Tuesday 22nd 2025 at 5pm.

Date

Cllr Andy Stott.....
Chair

PL 26/17 COUNCILLOR RESIGNATION FROM THE COMMITTEE

Members noted that Councillor Arthur Neil resign from the planning committee, and all agreed that Councillor Olwyn Dean join the committee.

Proposed by Cllr G Emmett seconded by Cllr C Fox

There being no further business, the meeting closed at 5.45pm.

DRAFT

Date

**Cllr Andy Stott.....
Chair**

Report to : Full Council

Meeting Date : 1st September 2025

Agenda Item : 7

Prepared By : Cath Kirwan

Subject : Town Mayors Communications



Town Mayor's Communications	
5 th July	Press Hartford, official opening, <i>attended by Deputy Town Mayor</i>
5 th July	TedX, The Grange Theatre Hartford, <i>attended by Deputy Town Mayor</i>
13 th July	Civic Sunday Service, Knutsford Town Council
23 rd July	Dine with the Mayor, Knutsford Town Council
25 th July	Rose Meadow Play Area, official opening
26 th July	Anderton Boat Lift 150 th Celebration Event
1 st August	Witton Street Dental Practice, open afternoon
16 th August	Pina Colada Event, Northwich
16 th August	Veterans Summer Ball, Moulton Verdin Club

Report to : Full Council

Meeting Date : 1st September 2025

Agenda Item : 9

Prepared By : Chris Shaw

Subject : Chief Officers Report



Floral Displays

We have had numerous complements over the last few weeks regarding our floral displays throughout the town and also in our parks and cemeteries. This is achieved by a partnership approach with Northwich BID and Cheshire West & Chester Council but ultimately it is our staff that maintain the planters, hanging baskets, parks and cemeteries. I would like to take this opportunity to thank all involved in delivering such vibrant floral displays throughout the town.

Dane Field Play Area Fire

Unfortunately, over the holidays one of the accessible benches in Dane Field play area was deliberately set on fire and destroyed. This will be removed and replaced with a steel bench going forward.



Pinacolada Festival

On Saturday 16th August Northwich held its 5th Annual Pinacolada Festival, organised by Northwich BID with support from NTC, Rotary, Northwich Police and other partners this was the biggest yet with the town centre at bursting with visitors from all over the Northwest. Again, many thanks to all that worked so hard on delivering this event with preplanning, on the day and the clean up afterwards. These events are vital for the survival of our town centre businesses so long may they continue. For future events I will be again asking members to support in any way they can.

Remembrance & Christmas Extravaganza

Preparations have already started for Remembrance and the Christmas Extravaganza, we will once again have the ice rink in Barons Quay along with other activities throughout the town centre. More details will follow once all activity has been confirmed.

AED Install Rose Meadow Leftwich

Following discussions on site with residents and with Cllr Waterman we have secured funding to install a lifesaving AED on Rose Meadow Estate, as with all our AED's the unit will be fully accessible 24 hrs a day in a highly visible cabinet.

All ongoing maintenance and management will be undertaken by NTC.

Many thanks to all partners that funded the device.

- Cllr Rachel Waterman (members budget)
- Bellway Homes
- Rotary Northwich
- NTC

Town Centre Enhancements

We continue to improve the appearance of the town centre through our added enhancements.

Improvements that have taken place over the last four weeks are listed below.

- Bench and bollard painting.
- Litter bin cleansing and sanitising.
- Mechanical sweeping (BID Partnership)
- Enhanced cleansing and sanitising (bird dropping removal)
- Additional litter picking (carparks)

Northwich Infirmary Proposed Additional Car Parking

Over the next few weeks MID Cheshire NHS Trust will be carrying out some ground investigation works which will feed into the final plans ready for the consultation.

A bat survey and tree survey has already taken place over the last few weeks and the results of these again will be made available.

Final plans have not been agreed and no planning application has been submitted, members and the public will have the opportunity to view the plans at the consultation stage and also at the planning stage if a planning application is submitted.

Once draft plans are completed this will be shared and a consultation date set which will take place at Northwich Infirmary.

Dementia Friendly Northwich

Following the visit of the Dementia Bus in Northwich last month and having a personal involvement in a close relative having dementia recently it was briefly discussed afterwards that this would be of huge benefit to bring to Northwich on a regular basis to support those effected by early diagnosis dementia. The presentation was extremely informative and would benefit carers and patients alike.

Can members resolve to allow the Chief Officer and Cllr Waterman to explore the possibility of bringing this to Northwich again in the future and give a report to Finance.

Decision of the Council is requested.

Chris Shaw

Chief Officer

Christmas Light Tender 2025 – 2029

I have now received the tender documents from lighting providers for our Christmas lighting requirements from 2025 to 2029, this is a 5-year lease contract that will see the provider supply, maintain and store our lights over the 5 years. We will install using our own installer as in previous years.

Turnaround for a decision is really tight due to the amount of festive lighting that we have throughout the town and the suppliers being able to manufacture in time.

Proposal

As we do not have a Finance meeting until end of September, I propose that the Chief Officer, Chair and Vice Chair of Finance and 2 Finance Committee members look at the tenders and appoint a supplier for our Christmas Light provision to ensure we have the lighting in place for the Christmas period.

Council to give delegated powers for this decision to be approved and then bring to Full Council in October to Fully Approve.

Decision of the Council is requested.

Chris Shaw

Chief Officer

Report to : Full Council

Meeting Date : 1st September 2025

Agenda Item : 10

Prepared By : Chris Shaw

Subject : Witton Cemetery Badger Update.



Background

Approximately two years ago badgers entered the cemetery from the railway embankment and undermined around four graves with numerous setts causing upset to grave owners.

Initially we contacted Network Rail for advice and support as the badgers were coming from there embankment, but they were reluctant to help with any action needed.

Early this year we employed the services of an ecologist to look at closing the set and putting in preventive measures to reduce future episodes of the badgers disturbing any existing graves.

Outcome

Working with the Ecologist throughout the summer cameras were installed to monitor movement, a licence was applied for and approved, one-way gates were installed and additional footage was taken to monitor any further movement. After all this was undertaken and we met all the guidelines from Natural England the decision was taken to close the setts within the cemetery and install steel mesh to the inside of the cemetery wall to reduce the possibility of recurrence.

All the work has now been completed and been fully signed off by the ecologist and Natural England.

Chris Shaw

Chief Officer

Report to : Full Council

Meeting Date : 1st September 2025

Agenda Item : 11

Prepared By : Chris Shaw

Subject : Vickersway Park & Church Walk Play Area Refurbishment.



Background

Northwich Town Council have a rolling programme of refurbishment on all it owned and leased play areas, Vickersway Park & Church Walk Play Area are next on the list as both sites currently offer very little play value or accessible equipment.

Proposal

To formally resolve to refurbish both play areas withing the next 12/18 months using a mixture of section 106 and external funding options.

Vickersway Park

Vickersway Park is a popular park but now offers very little play value for end users, the park is traditional with swings, slides, roundabout and seesaw. There is currently no accessible equipment in the part apart from an accessible swing seat. Along with the play area we would also consider installing new paths in the park as there is currently section 106 available for surfacing works within the park, play area funding would come from external funding and in this occasion an application would be put into FCC Communities.



Total project cost would be approximately £250,000

Church Walk paddling Pool

Church Walk play area is extremely popular as it sits on the same footprint of the paddling pool, again the play area is very traditional which again offers limited play value.

The paths in the site are of good quality, only the play equipment will be updated including accessible equipment and additional seating.

Funding would be through an external funding application to Veolia



Approximate Project Cost £100,000

Approval

Members to approve the above proposal.

Decision of the Council is requested.

Chris Shaw

Chief Officer

Report to : Full Council

Meeting Date : 1st September 2025

Agenda Item : 13

Prepared By : Chris Shaw

Subject : Witton Cemetery Path Improvements

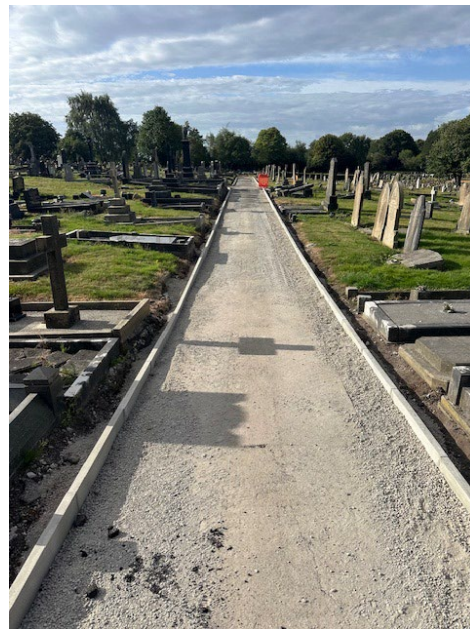
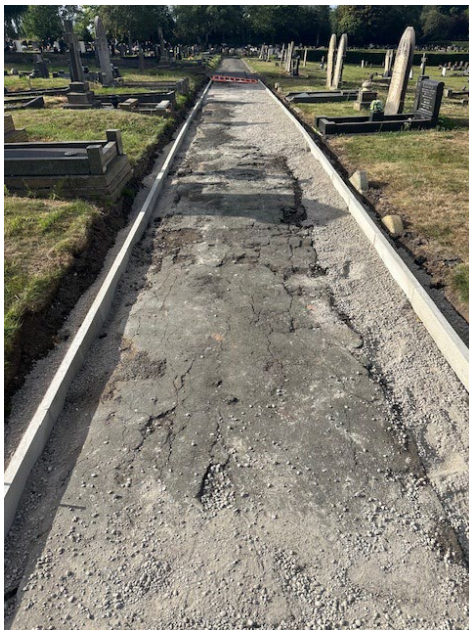


Background

The main path running through Witton Cemetery is over 50 years old and needed refurbishment due to increased tripping hazards for visitors.

Due to the severe deterioration of the path and undulating levels we will need to increase the amount of tarmac and concrete for the kerbing.

A report was presented to Finance Committee highlighting the increase in costs due to the severe deterioration of the path over the years which was agreed.



Approval

Members to approve Finance recommendation of additional £6000 in material cost for the completion of the paths in Witton Cemetery.

Decision of the Council is Requested.

Chris Shaw

Chief Officer.

Report to : Full Council

Meeting Date : 1st September 2025

Agenda Item : 14

Prepared By : Chris Shaw

Subject : Skate Park Referbishment



Background

Following the installation of the Skatepark some areas of the surfacing deteriorated to an extent that I requested the contractor replace the surfacing.

Outcome

Following conversations with the contractor the works were agreed and took place at the beginning of August. 2 areas were replaced and the area reinstated, there is no cost to the Council as the contractor will meet all costs in full.





NORTHWICH TOWN COUNCIL

EMPLOYEE HANDBOOK

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INTRODUCTION

Welcome to Northwich Town Council. We hope you will be very happy as part of our team.

To do so, it is essential that we maintain a positive working environment which enables all of our employees to work to their full potential. We hope you will assist us in achieving this aim by observing our rules, policies and procedures.

It is your responsibility to study the contents of this handbook. By doing so, you will gain useful information about our culture and values. You will also find out what you can expect from us as an employer and what we will expect of you as an employee.

Together with your Statement of Particulars of Employment, the contents of this handbook, where suitable for incorporation as contractual terms, form part of your contract of employment. In the event of any conflict between the terms of this handbook and your Statement of Particulars of Employment, the terms of the latter document will prevail.

We reserve the right to make reasonable modifications to the content of the handbook from time to time. Minor changes of detail, or changes required to comply with current legislation, will be notified to you by general notice. Any significant alterations will only be implemented following full consultation with the relevant employees.

This Handbook and your Statement of Particulars of Employment are supplemented by policies relevant to your employment. Such policies are not contractual but they are important documents and you are required to be aware of their contents. ~~Failure to observe the terms of our policies may result in disciplinary action being taken against you.~~ Our policies will be reviewed and updated from time to time.

ORGANISATIONAL STRUCTURE

Northwich Town Council has specific responsibilities and duties which are as follows:

Parks, Gardens and Cemeteries
Sports and Leisure
General Office and Tourism
Powers to Give Grants
Events
Outside Contract Services

There are 21 elected Members, headed by the Town Mayor and they meet monthly to discuss matters relating to the town ie planning, finance, twinning, amenities, grants and issues submitted to the Chief Officer or Member of the Council. The Town Mayor is elected each May at the Annual General Meeting.

There are 12 full time Members of staff headed by Mr Chris Shaw - Chief Officer

The staff employed at the Town Council have a variety of duties ranging from gardeners, grave diggers, drivers, park and pool attendants, clerical, security and domestic.

Information on training as well as in-house help, advice and support is available from the Chief Officer.

STAFFING STRUCTURE

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Chris Shaw
Chief Officer

Cath Kirwan
Deputy Chief Officer/Responsible Finance Officer

Paul Davis
Public Realm & Contracts Manager
Manager

Liza Clansey
Cemetery Registrar & Wellbeing

Peter Stanway
Public Realm Officer
Officer

Stephanie Astbury
Public Realm Officer

Ian Clarke
Public Realm

Grounds Maintenance Operatives
Simon Ashbrook
Kevin Spruce
Chris Rowe
Andrew Holmes
Mark Brown

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Parks and Cemetery Department

The Town Council is responsible for the upkeep and maintenance to the majority of the parks, cemeteries, recreation grounds, sports fields, playgrounds and other open spaces, within the town.

Vickersway Park, just south of the town centre, contains rockeries, smooth lawns and fine floral displays. There are a number of aviaries and bird pens, a shop selling confectionery and a children's playground, as well as facilities for bowls, crazy golf, putting, skittles, outside gym and tennis.

The main open space overlooking the town to the west is Verdin Park and is an ornamental park with flowerbeds, lawns, rockeries, and shrubberies. It is located behind the Northwich Victoria Infirmary, off Winnington Street, and the main entrance, fitted with fine ornamental gates, is located on Castle Street.

The Council is also responsible for the town's cemeteries and churchyards. The main and by far the largest cemetery is Witton Cemetery, which is situated on Church Road Northwich, opened in 1891 with over 19,000 interments to date.

St Helens Churchyard is located next to Witton Cemetery on the same road and is the churchyard to the main parish church in the Northwich area. This churchyard, which was closed in 2002, is a closed churchyard for burials and has now become the responsibility of the Town Council.

Danebridge Cemetery is also a closed churchyard and was laid out with lawns, flowerbeds, and shrubberies in 1966 and has been maintained by the Town Council since that time.

Danevalley Cemetery is a new cemetery on Shipbrook Road Northwich. This tranquil and peaceful burial ground was opened in 1995 and there have been approximately 100 interments.

The Parks and Cemetery Department are also responsible for ground maintenance for other parish Council's in the area.

Administration and Bereavement Section

The Council is responsible for all the administration and financial matters in connection to the smooth running of the Council's day to day business and provide a bereavement

service to the public, by keeping excellent records in all the registers appertaining to all the cemeteries under their control.

Contact Numbers for Staff at Northwich Town Council

Mr Chris Shaw – Chief Officer

Tel No: 01606 41510

Mobile No: 07957 562548

Paul Davis – Public Realm & Contracts Manger

Tel No: 01606 41510

Mobile No: 07947 314056

Cath Kirwan – Deputy Chief Officer/Responsible Finance Officer

Tel No: 01606 41510

Mobile No: 07376 903225

Mrs Liza Clansey – Cemetery Registrar & Wellbeing Manager

Tel No: 01606 41510

Mobile No: 07836 729711

Stephanie Astbury – Public Realm Officer

Tel No: 01606 41510

Mobile No: 07376 903233

Ian Clarke – Public Realm Officer

Tel: 01606 41510

Mobile No: 07376 903234

Mr Peter Stanway – Public Realm Officer

Tel: 01606 41510

Mobile No: 07785 296771

JOINING THE ORGANISATION

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PERSONNEL FILE

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On the commencement of your employment, we shall create a personnel file containing documents, letters, etc. relating to your employment with us.

We hold personal data to ensure compliance with our record keeping obligations and for the purpose of personnel administration. All personal data will be retained by us in a manual or computerised form and will be processed by us and or/our representatives in accordance with the current statutory requirements. If your personal data is to be shared with any third party outside of the organisation, this will be in compliance with the GDPR.

We may use the information we hold to contact you when required. Such contact may require to be made outside your normal working hours.

In accordance with data protection legislation, we shall maintain our records as accurately as possible. We require to be advised of any change in your personal circumstances or details, e.g. telephone number, change of address, change of next of kin.

You have the right to access, on request, certain information held by us on file about you. Your request must be submitted in writing (e-mail is acceptable) and accompanied by payment of any administration fee we choose to impose, up to a maximum of £10.

In the event of a valid request, we shall provide you with a copy of the requested information within 40 calendar days:

We shall usually provide you with a copy of the requested information within 1 month of a valid request. We may on occasion, when your request is made via an unrecognised email address, for example, ask for evidence of verification that the request is from yourself. In exceptional circumstances where the deadline cannot be reached, we will write to you within 1 month of the verification of your request to advise of when the information will be provided.

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IDENTITY DOCUMENTATION

Your employment is conditional on you having the right to work in the UK in the role in which you have been employed.

Before starting work with us, you must provide~~we shall have requested~~ documentation ~~from you~~ proving your entitlement to work in the UK. Should there be any time limit on

your right to live and work in the UK, you must provide evidence of your continued right to live and work in the UK on or before the expiry date of your current permission.

Alternatively, we may ask the Home Office to check your right to work status and provide us with a Positive Verification Notice if: -

- you are unable to show your documents because of an outstanding appeal, review or application with the Home Office; or
- you have an Application Registration Card; or
- you have a Certificate of Application that is less than 6 months old; or
- you are a Commonwealth citizen who started living in the UK before 1988.

You are required to advise us of any changes to your immigration status that may affect your right to work in the UK.

We are required to check and to satisfy ourselves that you are the rightful holder of any document/s that you provide to us. All documents will be checked for the likeness of photographs, dates of birth being consistent with your appearance, expiry dates, stamps, endorsements, and names. Photocopies of the document/relevant parts of the document will be kept on your personnel file.

Depending on the particular documentation with which you have provided us prior to commencing your employment, we may require to undertake follow-up checks of your documentation on an annual basis. ~~If in such circumstances you are unable to provide us with original copies of the documentation required in terms of the relevant legislation, your employment will be terminated.~~

Should you fail to provide evidence of your right to work or continuing right to work or if your right to work is revoked, we reserve the right to terminate your contract of employment.

VETTING, BARRING AND REFERRALS

Due to the nature of our business, we comply fully with the requirements of the vetting and barring checks administered by the Disclosure and Barring Service (DBS). Accordingly, if you have been recruited or transferred to work in a 'regulated' activity in terms of the relevant legislation, we shall require you to undertake an enhanced criminal record check.

Unsatisfactory checks may require us to terminate your employment.

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In terms of vetting and barring, we shall comply with our duty to refer to the DBS any relevant information concerning any employee working with children or vulnerable adults in a regulated or controlled activity where that employee has allegedly caused harm or poses a risk of harm to children and/or vulnerable adults.

Arrangements in respect of the reimbursements of the costs incurred in obtaining enhanced criminal record disclosures and registering with the DBS will be agreed with you in advance of the application.

REFERENCES

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~~We are required to obtain satisfactory references for all new employees. After having made a job offer to you, we will have requested a minimum of two written references. Normally, any job offer will be conditional upon the receipt of satisfactory references prior to your starting date.~~

~~If you commence employment with us prior to our receipt of your references and one or both of the references subsequently received contains information that is adverse to you, or if the information received contradicts information provided by you, we may seek to obtain further references and may interview you again to clarify matters.~~

~~Unsatisfactory references and/or the failure to provide references may require us to terminate your employment.~~

JOB DESCRIPTION

We will issue you with a Job Description for your role with us. This will describe the main tasks and responsibilities of your job so that there is a proper understanding of the requirements of your job.

To reflect the changing needs of the organisation, adjustments to your Job Description may be necessary from time to time. (You will be consulted before any change.)

Any job description provided to you will not form part of your contract of employment unless specified otherwise.

PROBATIONARY PERIOD

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Your first three months of employment with us will be a probationary period allowing us to monitor your capability, suitability, and conduct.

Your employment may require to be terminated during, or at the conclusion of, your probationary period if we consider you to be unsuitable for your particular role.

Alternatively, we may decide to extend your probationary period to allow us further time to assess your suitability.

Any authorised leave taken during the probationary period will normally result in an equivalent extension of the duration of the probationary period.

INDUCTION

We shall attempt to ensure that you are introduced to your job in a manner appropriate to the work to be undertaken by you. You will be trained, where necessary, in order that you are aware of our culture and our practices and can operate safely and to the required standard.

When you are issued with documentation as part of your induction and sign to acknowledge receipt of the same, we understand from your signature that you have read and understood that documentation.

If, following your induction, you are confused about any aspect of our procedures or practice, or you have any concerns regarding your ability to operate safely and to the required standard, you should contact the Chief Officer.

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OUR RULES AND STANDARDS OF CONDUCT

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TIMEKEEPING

Our productivity, efficiency and effectiveness depend on the regular and punctual attendance of all employees.

Your Statement of Particulars of Employment specifies the minimum hours that you are contractually required to work, including your start and finish times and any designated rest breaks.

You are responsible for ensuring that you arrive at work early enough to enable you to begin your work at the appointed start time. Similarly, you are required to remain at work at least until your contracted finishing time, unless granted prior permission by the Chief Officer to leave work before that time. The same principles apply to breaks; the time allocated must not be exceeded, unless special prior permission has been given.

If you are likely to be late for work at the start of your working day/shift, you must telephone the Chief Officer as soon as possible to explain the situation and give an indication of when you expect to arrive at work.

If, on review, we consider that your timekeeping record has been unsatisfactory, we may invoke our disciplinary procedure.

You are required to comply with the time recording rules and procedures applicable to your position. Failure to comply with our rules, without a satisfactory reason, could result in disciplinary action being taken against you.

APPEARANCE AND DRESS

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Your appearance must be professional at all times both within the workplace and when representing our organisation elsewhere. You should also maintain a good standard of personal hygiene.

If you are required to wear a uniform you must ensure that you do so during all working hours. Uniforms must always be clean and worn in a presentable fashion. Uniforms issued to you may not be altered in any way without our permission. Uniforms must not be worn outside of working hours unless you are representing Northwich Town Council.

Uniforms issued by us remain our property. You must take responsibility to ensure that good care is taken of any uniform issued to you, and return any uniforms issued to you on the termination of employment. Payment of any final sums due to you upon

termination of your employment will be delayed until all items of our uniform in your possession have been returned in good condition.

If your role requires protective clothing, you are required to wear this clothing while carrying out your duties whenever required by law or our rules.

If you disregard these rules, you will be subject to disciplinary action. In serious cases, where your appearance and/or hygiene is unacceptable, you will be required to return home to change/remedy your personal hygiene. In these circumstances, you will not be paid for the duration of your absence from work.

GENERAL CONDUCT AT WORK

During working hours, you are required to devote all your time and energies to the service of the organisation.

We expect you to conduct yourself in a reasonable and appropriate manner towards all those with whom you come into contact during the course of your employment with us.

You have an obligation to ensure that you do not act in a manner, which could be considered to be discriminatory conduct, harassment, or bullying.

You are expected to achieve and maintain a good standard of work and to demonstrate a conscientious approach to your role.

You are expected to show the skill or aptitude required for the job, especially where such skills are claimed or implied at the time your employment commenced.

You are expected to read and observe all authorised notices that are displayed by us.

HEALTH AND SAFETY

We expect you to observe our Health and Safety Policy and any related rules and procedures.

You must not take any action that may threaten your own health and safety or that of your colleagues or of any third parties.

You should report any health and safety concerns without delay.

Your manager should be advised of any accidents that take place on our premises or that occur during working hours. Every accident should be reported, no matter how minor. We will require your co-operation into any subsequent investigations carried out by us.

DRUGS AND ALCOHOL

We have a zero-tolerance policy on the misuse of all drugs and alcohol while at work. This policy is a fundamental part of our strategy to safeguard the health, safety and welfare of all our employees. We ask all our staff to play their part.

Drugs and alcohol can have an impact on the workplace. Misuse can lead to accidents at work, reduced efficiency, poor decision making, lost productivity, absenteeism, etc, not only for the individual but also for others.

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We expressly prohibit the use of "illicit substances" which we define as including any illegal drugs (Class A, B or C), any prescription drugs that have not been prescribed to you and any psychoactive substances or legal highs.

Whilst we do not want to dictate how you spend your time outside of work, you should be mindful to ensure that any consumption of an illicit substance or alcohol the night before/preceding your shift, does not render you unfit to drive or over the relevant legal limit, if you need to drive; nor should you be under the influence or unfit to work the following day/ shift.

If you are required to drive as part of your duties, you should not consume alcohol before arriving on duty or whilst on duty. It is an absolute requirement for a driver to be under the relevant legal drink-drive limit. It is illegal for any person to drive or attempt to drive a motor vehicle while unfit to drive through the use of alcohol or an illicit substance.

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Suspension

When there is reasonable belief that you are under the influence of alcohol or any illicit substance on reporting for work or during the course of work, you will be sent home immediately.

It is a criminal offence to be in possession of, use or distribute any illegal drugs. If we suspect you have committed any such offences during the course of your employment, the alleged offence will be investigated by us. This may lead to disciplinary action being taken against you up to and including summary dismissal and the matter being reported to the Police.

You must not:

- report, or endeavour to report, for duty having consumed an illicit substance, or alcohol likely to render you unfit and/or unsafe for work;
- consume or be under the influence of an illicit substance or alcohol while on duty, including during authorised breaks;
- consume or be under the influence of an illicit substance or alcohol while on our premises or any premises on which we may operate;
- be in possession of, or store any illicit substance or alcohol on your person, in personal areas such as lockers and desk drawers;
- attempt to sell or give an illicit substance to any other employee or other person during the course of your employment;
- attempt to sell or give alcohol to any other employee or other person during the course of your employment.

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This also includes business functions where you are representing us.

Any breach of our rules on the misuse of illicit substances or alcohol may lead to serious disciplinary action up to and including dismissal.

Additional rules

Special rules may apply in relation to alcohol, where we may sponsor an event for employees (e.g., Christmas or farewell events). In these circumstances any variation to the no-alcohol policy will be communicated in advance of the event.

In addition to our zero tolerance rules above, there may be other instances of misconduct at work, or absence from work, caused as a result of excessive drinking or drug taking outside of the workplace, such as lateness, absences relating to a hangover or attending work visibly hungover or smelling of alcohol. Any instances of this nature may fall short of the zero tolerance rules above, however, will still be dealt with under the normal disciplinary rules.

Prescription drugs

You should inform us of any prescribed medication that may have an effect on your ability to carry out your work properly. Prescription drugs that cause drowsiness must not be used while at work. Failure to disclose this information will be dealt with as a disciplinary offence.

Drugs/ alcohol dependency

Drug and alcohol dependency problems could arise for a variety of reasons and over a prolonged period of time.

If you are suffering from a drug or alcohol dependency you should advise a member of senior management of your own choosing.

We will seek to provide reasonable assistance by treating absences for treatment and/or rehabilitation as sickness absence.

If you do not finish a programme of treatment, or your recovery and return to work does not go as planned, we will meet with you to decide what further action, if any, should be taken.

However, if you are found in breach of the workplace rules as set out in this policy, you may still be subject to disciplinary action up to and including dismissal.

We expressly prohibit the use of any illegal drugs or of any prescription drugs that have not been prescribed to you:

It is a criminal offence to be in possession of, use or distribute an illicit substance. If we suspect you have committed any such offences while on our premises, while within one of our vehicles or while engaged elsewhere on our organisation, the offence will be investigated by us. This may lead to disciplinary action being taken against you and the matter being reported to the Police.

You may not:

- ~~report, or endeavour to report, for duty having consumed drugs or alcohol likely to render you unfit and/or unsafe for work;~~
- ~~consume or be under the influence of drugs or alcohol while on duty, including during authorised breaks;~~
- ~~store drugs or alcohol in personal areas such as lockers and desk drawers;~~
- ~~attempt to sell or give drugs or alcohol to any other employee or other person on our premises.~~

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You should inform the Chief Officer of any prescribed medication that may have an effect on your ability to carry out your work properly and safely. Drugs that cause drowsiness must not be used while at work:

If you are suffering from a drug or alcohol dependency you should advise a member of senior management of your own choosing. We will seek to provide reasonable assistance by treating absences for treatment and/or rehabilitation as sickness absence. If you fail to accept help or fail to continue with treatment you may be subject to our normal disciplinary procedures.

SMOKING

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We do not permit smoking anywhere on our premises (or within any of our vehicles). Any smoking must be done away from the premises outside and only during your authorised break. This includes the use of electronic cigarettes ("e-cigarettes") and vapourisers. Any breach of our rules on smoking may lead to disciplinary action being taken against you.

PERSONAL RELATIONSHIPS

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If you are involved in a close personal relationship with a colleague, contractor, client, customer or supplier you should inform the Chief Officer immediately. The information declared will be recorded on the personal files of both employees and treated in strict confidence.

POLITICAL ACTIVITY

While we recognise your right to hold political opinions and to take part in political activity in your own time, you are not permitted to take part in any type of political activity while you are at work.

CONTACT WITH FRIENDS OR RELATIVES

We discourage friends and relatives from contacting you at work except in the case of emergency.

TELEPHONE OR ELECTRONIC DEVICES

Our devices are intended for business use. We prohibit excessive personal use of our devices. If you breach these rules you will be responsible for the cost and may be subject to disciplinary action.

Safety/security

If you are issued with one of our devices, you must take proper care of it and ensure its security at all times. For example, devices should not be left unattended in parked cars.

If, as a result of your carelessness or negligence, any of our devices are lost or damaged, we reserve the right to take appropriate disciplinary action against you and deduct the cost of replacement or repair from your salary or wage.

TELEPHONE USE

~~We carry out monitoring of the use of our telephones for security reasons and to detect unauthorised use.~~

~~We recognise that you will make a reasonable level of personal calls during working hours. You should keep such calls to a minimum and ensure they are as brief as possible.~~

We reserve the right to withdraw your right to make and receive personal calls during working hours if we are of the opinion that the privilege is being abused.

If you make calls or texts in breach of our rules you will be responsible for the cost of the call/message and you may also be subject to disciplinary action.

CAMERA TELEPHONES/EQUIPMENT

You may work with confidential information or have access to it. Accordingly, unless you have obtained the permission of the Chief Officer you may not use, whether on our premises or elsewhere, any one of the following:

- a mobile telephone with camera function;
- a digital or other camera;
- a camcorder or similar device; or
- a tape or other recording device for sound or pictures.

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You should note these rules do not restrict any confidentiality obligations in your in your Statement of Particulars of Employment, this handbook, any of our policies currently in force or any other confidentiality or non-disclosure agreement. These continue in full force and effect.

RADIOS

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You must not operate radios or portable cassettes, tape recorders or any other form of audio equipment without our prior permission. Where such permission is given, the volume controls must be kept to an acceptable level so that the noise level does not annoy or disturb others working in your vicinity.

OUR PROPERTY

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You should use our property only for the purpose for which it is intended. Our property must not be removed from our premises without our prior written approval.

If you become aware of any loss of, or damage to, our property you should report the matter to the Chief Officer immediately.

MINIMUM WASTE

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We endeavour to run our operations in a cost-effective and efficient manner. This is necessary to protect the future of our organisation and minimise the environmental effect of our operations. Accordingly, you should take care during the performance of your duties to avoid any unnecessary use of services, energy etc.

PERSONAL PROPERTY

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Items of personal property, including motor cars and other vehicles, are brought onto, and left on our premises at your own risk. We do not accept responsibility for loss of, or damage to, any such property.

OTHER EMPLOYMENT AND CONFLICTS OF INTEREST

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You are not permitted to undertake any other employment, or hold any office, without our express written permission. This does not apply to zero-hour employees

We will not permit you to have any interest in any organisation or undertaking or to engage in any other activities that might interfere with the performance of your duties or create a conflict of interest.

If you wish to be engaged in any other employment or to have any outside organisation interest, whether financial or otherwise, you must first seek the written permission of the Chief Officer.

CONDUCT OUTSIDE WORKING HOURS

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We do not wish to intrude on your interests/activities outside normal working hours. However, you should not become involved in activities which prevent you from fulfilling your duties or which result in adverse publicity to the organisation, which brings the organisation into disrepute, or which harms our commercial relationships. For the avoidance of doubt this requirement involves the appropriate use of social networking sites which are in the public domain.

In order to foster team spirit and good working relationships, we may offer you the opportunity to attend social events from time to time. We may also organise work-related social events to which clients, as well as staff, are invited.

Although such social events usually take place away from the workplace and outside of normal working hours, our standard code of conduct applies to such events. While we do not wish to affect your enjoyment of such social events, certain rules of conduct are necessary for the protection and comfort of all those attending.

Accordingly, if you attend a work-related social event, you must observe the following rules and principles:

- Alcohol should be consumed only in moderation.
- The use of illegal drugs, including cannabis, is forbidden.
- Our policy on dignity at work should be observed.
- Do not behave in a way that could offend, intimidate, embarrass, or upset any other person, whether as a joke or not.

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- Do not swear or use intemperate language.
- Do not behave in any way that could bring our name into disrepute.

Any breach of the above rules may result in disciplinary action being taken against you under our disciplinary procedure which could result in your dismissal.

DISCLOSURE OF CRIMINAL CONVICTIONS

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Criminal charges, or convictions, for sexual offences or for offence of dishonesty or violence committed during the period of your employment with us, whether committed during or outside normal working hours should be reported to the Chief Officer immediately. Such charges, or convictions, may result in disciplinary action being taken against you up to and including summary dismissal. Failure to disclose such criminal proceedings/convictions that arise during the period of your employment could also result in disciplinary action being taken against you up to and including summary dismissal.

A charge or conviction for any other type of offence during the period of your employment should also be reported to the Chief Officer. Such charges or convictions may result in disciplinary proceedings being taken against you, up to and including dismissal, where, in our opinion, the charge or conviction

- affects your suitability for your role;
- impairs our reputation;
- seriously undermine the trust and confidence that we have in you.

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Failure to disclose such criminal proceedings/convictions that arise during the period of your employment could also result in disciplinary action being taken against you up to and including summary dismissal.

ACCEPTANCE OF GIFTS

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If you are offered a gift, or hospitality of any kind, from an existing or potential organisation contact you must disclose the fact of the gift or hospitality, its nature, and the identity of the other party to the Chief Officer.

If the gift/hospitality is anything other than a small token of appreciation having no substantial financial value, you will be required to return the gift/refuse the hospitality and send a note to the other party explaining it is our policy that employees should not receive gifts or hospitality.

These rules do not apply to promotional gifts e.g. items such as stationery or pens that bear the logo or council name of another organisation provided that these items have no significant value.

COLLECTIONS

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We do not wish to stop appropriate collections taking place. However, when money is passing between colleagues, it is important to ensure that the reasons are appropriate, and that the money is recorded and managed correctly.

If you wish to carry out a collection you should obtain permission from the Chief Officer prior to starting the collection.

GAMBLING

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You are not permitted to gamble, bet, run sweep stakes on our premises without the prior written permission of the Chief Officer.

BUYING/SELLING GOODS

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Buying and/or selling of goods, whether on your own account, or on behalf of any other party is not Permitted on our premises.

STAFF FACILITIES

All staff employed by the Northwich Town Council are entitled to use the following staff facilities whilst working for the Council: -

Witton Cemetery

- *Main Office and Registrars Office.*
- *Staff Mess Room, Showers, and Toilets.*
- *Council Chamber, Cemetery Chapels.*
- *Main Garages, Workshop, Stores and Sheds.*

Vickersway Park

- *Staff Room, Shop.*
- *Public Toilets.*
- *Store.*

Chuchwalk Playground

- *Staff Office.*
- *Public Toilet.*

All Council staff and their immediate family are entitled to use all the amenities in Vickersway Park free of charge at any time. Proof of identity may be requested at the time of the visit.

PAY AND EXPENSES

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RATE OF PAY

Your Statement of Particulars of Employment will specify the rate, frequency and method of payments of your wage/salary. This document will also specify whether you are entitled to payment for working additional hours.

PAY STATEMENT

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An itemised pay statement will be sent to you on your normal pay date. This will show how the total amount of your pay has been calculated for the relevant pay period including any deductions that have been made such as PAYE and NI Contributions.

PAY ADMINISTRATION

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It will be your responsibility to ensure we have been provided with a note of your bank/building society account name and number and sort code number, and to keep us advised of any changes to this account.

If you are overpaid for any reason, the excess will normally be deducted in full from your next payment. However, if this would result in hardship to you we may consider making a number of smaller deductions over a longer period.

WORKPLACE PENSION SCHEME

~~We will comply with the duties owed to you in accordance with Part 1 of the Pensions Act 2008~~

~~We will~~

- ~~• enroll eligible jobholders in an automatic enrolment scheme.~~
- ~~• provide information about auto-enrolment to you, your fellow employees and any other categories of workers.~~
- ~~• set up opting-out processes for you and other employees.~~
- ~~• allow you if you have not been automatically enrolled (or have previously opted out) to opt into an automatic enrolment scheme.~~
- ~~• re-enroll you in an automatic enrolment scheme three years after our staging date if you opted out of auto enrolment~~

TAX YEAR DETAILS

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At the end of each tax year, you shall receive a Form P60 detailing the total pay you have received during that year and the amount of any deductions made in respect of income tax and national insurance contributions.

We may also provide you with a P11D form detailing any benefits that you have received during that tax year.

Duplicates of these documents cannot be provided.

ANNUAL LEAVE

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HOLIDAY YEAR

Our holiday year begins on the 1st of April and ends on the 31st of March each year.

HOLIDAY ENTITLEMENT

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Your Statement of Particulars of Employment details your annual holiday entitlement including any public/bank holidays, or substitute days, which are part of that annual holiday entitlement. You will be notified of any changes to your entitlement by letter or general notice.

During your first year of service

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If you join us part way through a holiday year, you will be entitled to the proportion of your holiday entitlement based on the period of your employment during that holiday year.

Entitlement during your first year of service is calculated monthly at the rate of one-twelfth of the full year's entitlement.

During sick leave

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If you are absent on sick leave, you will continue to accrue your full statutory holiday entitlement (currently 5.6 working weeks). However, any contractual holiday entitlement over and above the minimum statutory holiday entitlement will not accrue during any paid or unpaid period of sick leave once you have been continuously absent for a period of one month.

CARRYING FORWARD ANNUAL LEAVE

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If you are absent on sick leave, you will continue to accrue your full statutory holiday entitlement (currently 5.6 working weeks). Any contractual holiday entitlement over and above the minimum statutory holiday entitlement will not accrue during any paid or unpaid period of sick leave once you have been continuously absent for a period of one month.

If you are absent on a period of sick leave which spans two separate holiday years, you may carry over unused holiday to the following leave year. For the avoidance of doubt, carry over will be restricted to four weeks holiday per year, less any leave already taken during the holiday year that has just ended. Accordingly, if you have taken four weeks' holiday by the end of the current holiday year, you will not be allowed to carry over any leave. If you have taken less than four weeks' holiday, the remainder may be carried over under this rule.

Any such carried over holiday that is not taken within 18 months of the end of the holiday year in which it accrued will be lost.

We encourage you to take your entire annual holiday entitlement during the holiday year in which it has been accrued. However, at our absolute discretion, we may allow you to carry forward up to a maximum of 5 working days into the following holiday year. This will only be considered if you have taken a minimum of 4 working weeks' annual leave during the current holiday year.

The carrying forward of leave must be confirmed by the Chief Officer in writing. This written confirmation will specify the date by which this carried forward leave must be taken.

PAYMENT IN LIEU

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We do not make payments in lieu of untaken holiday entitlement.

HOLIDAY REQUESTS

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We will seek to be as flexible as possible when dealing with your requests for annual leave. However, in order that we can manage staffing levels we require at least four weeks' notice of holidays lasting more than one week, and one weeks' notice of single days.

Requests will be processed by us in the order in which they have been received. All holiday requests must be made using our holiday request forms and submitted to the Public Realm/Contracts Manager or Chief Officer

Holidays may not be booked unless you have received authorisation from the Public Realm/Contracts Manager. Should you book a holiday prior to receiving the necessary authorisation from us, we will not accept liability for any financial loss resulting from the subsequent cancellation of the holiday.

We may need to refuse your request or vary the dates that you have requested in accordance with our staffing requirements. After your holiday dates have been confirmed you will not be entitled to change them without receiving the authorisation of the Chief Officer.

SICKNESS DURING HOLIDAY

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If you fall sick or are injured while on holiday, we will allow you to transfer to sick leave and take replacement holiday at a later time. This entitlement is subject to the following strict conditions:

- The total period of incapacity must be fully certificated by a qualified medical practitioner (where it exceeds seven days).
- You must contact us by telephone as soon as you know that there will be a period of incapacity during your holiday.
- You must submit a written request no later than 5 days after returning to work setting out how much of the holiday period was affected by sickness and the amount of leave that you wish to take at another time.

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If you are ill or injured before the start of a period of planned holiday, we will consent to you postponing the holiday dates to another mutually agreed time. Any period of sickness absence will then be treated in accordance our rules on sickness absence. You must submit a written request to postpone the planned holiday, and this must be accompanied by a letter from your doctor confirming that you are unfit, or is still likely to be unfit, to take the holiday.

Your request to take any replacement holiday must be in accordance with our rules on holiday requests above. We may require you to take all or part of your replacement holiday on particular days and in such circumstances, we will provide reasonable notice.

~~Your request to take any replacement holiday must be in accordance with our rules on holiday requests above. We may require you to take all or part of your replacement holiday on particular days. We are not required to provide you with any minimum period of notice to do this although we will endeavour to provide reasonable notice.~~

HOLIDAY PAY

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The normal basis of calculation of your holiday pay is detailed in your Statement of Particulars document.

UNAUTHORISED ANNUAL LEAVE

If you have been refused a request for annual leave but fail to attend work (either saying that you are sick or by making no contact), we shall investigate this as a potential unauthorised absence.

TERMINATION OF EMPLOYMENT DURING THE HOLIDAY YEAR

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If you leave our employment during a holiday year, you will be entitled to be paid for any accrued annual leave for that holiday year that you have not taken by the date of termination. We may require you to take any outstanding holiday entitlement during any period of notice, whether that period of notice has been given by you or by us.

If, on your date of termination, you have taken paid holiday leave in excess of your accrued entitlement for that holiday year, you shall be required to reimburse us in respect of this excess. We reserve the right to deduct the appropriate sum from your pay.

In the event that you are summarily dismissed, leave our employment without giving proper notice under your contract of employment or leave before your contractual notice period has expired, your entitlement to pay in lieu of outstanding holiday entitlement will be restricted to the statutory entitlement and you will not be entitled to pay in lieu of any contractual holiday over and above the statutory minimum entitlement.

SICKNESS ABSENCE

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SHORT-TERM ABSENCES

PURPOSE AND PRINCIPLES

While appreciating that there will inevitably be some short-term sickness absence amongst our employees, the efficiency of the Council's operational and business needs is of vital importance.

Repeated, regular or persistent absence can have a detrimental impact on productivity as well as placing an extra burden on the team.

Accordingly, where you have high levels of short-term sickness absence, this will be assessed and reviewed periodically, and the following absence management procedure may be invoked. This process could ultimately result in the termination of your employment.

Our absence management procedure is non-contractual and there may be situations in which it is not appropriate to follow the procedure set out below. In particular, we reserve the right not to follow the full procedure if your absence levels are excessively high and are having a significant impact on the business or where you have under 24 months' continuous service.

If we suspect there to be misconduct, our Disciplinary and Dismissal Procedure will apply. For example, we may take disciplinary action if there is evidence that:

- your absence is not genuine or not for the reason provided;
- you take absence for some other reason not related to your own incapacity to work, that has not been pre-authorised;
- you are undertaking inappropriate activities while off sick, such as carrying out work for another organisation; or
- the correct sickness absence notification and evidence procedure has not been followed.

UNACCEPTABLE REASON/INTENTIONAL ABSENCE

- You must obtain permission for any absence from your supervisor. Absence from work without permission is a disciplinary matter.

- It is acknowledged that on occasions, unforeseeable emergencies arise that require time off work. If this happens it is important to let your supervisor know as soon as possible.
- Persistent lateness is disruptive and unfair to your colleagues. Arriving at work late, taking extended breaks and leaving work early can cause the same serious problems as missing work altogether, and will be treated as a disciplinary matter, unless there are extenuating circumstances which make it unavoidable. If you have difficulties, you are encouraged to discuss these in advance with your supervisor to see if anything can be done to help you.
- You are encouraged to keep us informed if you are experiencing problems which may result in an absence. Your supervisor or manager is always available to discuss work-related problems and can also arrange for you to see the Authority's Medical Adviser. Absences without good cause could result in disciplinary action taken which we are keen to avoid.

In the context of this policy, we distinguish short-term and long-term absences as follows:

Short-term/intermittent sickness absence is defined as an episode or occasion of sickness absence of up to 4 weeks.

Long-term sickness absence is defined as any episode or occasion of sickness absence which lasts or is expected to last 4 weeks or more.

All cases of absence will be assessed on an individual basis in order to offer the fairest approach to an employee's circumstances, taking into account the reason for the absences.

PREGNANCY-RELATED ABSENCES

If you are pregnant and are off work because of pregnancy-related ill health, you must abide by our absence reporting procedure. You will still be subject to the usual notification and evidence requirements, and we can ask you to attend a return-to-work meeting when returning to work.

However, any sickness absence for a pregnancy-related reason will not be included when establishing if the need for formal action under our absence management procedure has been triggered.

DISABILITIES

Consideration will be given to whether absences may be related to a disability and, if so, whether there are reasonable adjustments that could be made to your working arrangements, including changing your duties or to the management of your absences under this procedure. Any medical condition considered relevant by you should be raised with us.

The Authority's policy for people with disabilities states that if employees become disabled whilst in the Authority's employ, every effort will be made to continue their employment in their post or in another suitable post if one is available. The employee will continue to be paid at their current rates of pay and the Council will make finance available to cover for any additional hours or staffing needed as a result. In particular circumstances, if the Medical Adviser considers it to be essential, the Authority will make extra finance available for such employees to be retained on a supernumerary basis until a suitable established post becomes available.

The Council will provide the necessary training/retraining to meet this policy and will make reasonable finance available for necessary modification to the workplace so that people with disabilities can be retained.

DOCTOR AND DENTAL APPOINTMENTS

Employees are expected to make up any time during which they are attending appointments with doctors and dentists that occur within working time. Such absence is then excluded from their reported absences. If you do not want such absences to be recorded you must agree with your supervisor (when you ask for time off for the appointment) how you will make up the time. The time off will then not be recorded in the absence records.

EMPLOYEE OBLIGATIONS

You are required to:

- Notify the Public Realm & Contracts Manager or in their absence the Chief Officer before the start of your shift if you are ill or unable to attend work for any other reason. Notification should be made personally by telephone. Text messaging or emails are not acceptable.
- Notification must be given to the Public Realm & Contracts Manager or in their absence the Chief Officer of your intended return to work date.
- Attend a return-to-work interview with your line manager to discuss your absence. This discussion will include the reasons for your absence, personal circumstances which may be effecting your attendance record, failure to follow notification procedures, fitness to resume your normal duties and your general attendance record.
- Submit a self-certification form on your return to work for sickness absence lasting up to 7 calendar days. If your period of sickness lasts beyond 7 calendar days, your absence must be covered by a Statement of Fitness for Work ("Fit Note"). Your first Fit Note should be submitted on the 8th calendar day of your absence, and you must submit any further certificates on the day on which your previous certificate expires.
- Agree on request to be interviewed and/or examined by an independent Medical or Occupational Health Professional nominated by us and to authorise the release to us of any medical report instructed by us. We will meet all costs associated with any such examination and/or medical report.
- Cooperate with the implementation of adjustments to duties, hours or working conditions, resulting from recommendations made by your doctor. The advice on a Fit Note or Medical/Occupational Health Report is not binding on us and whilst we respect such advice and will consider it carefully, we reserve the right not to follow it.

PROCEDURE FOR MANAGING ABSENCE

You will be provided 48 hours' notice in writing of the requirement for you to attend a formal absence review meeting. It will be confirmed that the purpose of the meeting is to review your unsatisfactory attendance levels in addition to any potential outcome.

During an absence review meeting, we will:

- Discuss the reasons for absence.

- Discuss the effect your absence has on the business.
- Discuss whether the absence record indicates pattern of absence.
- Determine the likelihood of further absences.
- Consider whether medical advice is required.
- Consider what, if any, measures may improve your health and/or attendance.

You may bring a companion with you who may be either a trade union representative or a colleague. If you or your companion cannot attend the meeting, we will arrange an alternative time within 5 working days. Failure to attend without good reason may be treated as misconduct in itself and a decision made based on the available evidence.

The absence review meeting will normally be held by your line manager. Your companion may make representations, ask questions and sum up your case, but will not be allowed to answer questions on your behalf.

A meeting may be adjourned if we need to gather any further information or give consideration to matters discussed at the review meeting. You will be given a reasonable opportunity to consider any new information obtained. You will be informed in writing of the decision and the reasons for it.

STAGE 1 OF THE ABSENCE MANAGEMENT PROCEDURE

Within a rolling twelve-month period, employees who have had ten working days absence or three separate occasions of absences (excluding doctor/dental appointments and emergency time off for dependents) will be interviewed by their manager. Their absence record will be discussed, and they will be informed of the negative impact of their absence on the Council's services and that their attendance will be monitored over the next twelve months.

An outcome from this meeting may result in an informal letter of concern being issued. They must improve their individual attendance record and any further absences within 12 months may result in a stage 2 absence review meeting.

STAGE 2 OF THE ABSENCE MANAGEMENT PROCEDURE

If an employee's attendance does not improve following a letter of concern being issued in Stage 1, then a further absence review meeting will be arranged by his/her manager.

An outcome from this meeting may result in a 12-month written warning being issued which will confirm to the employee the details of the interview. They must improve their individual employee's attendance record and any further absences within 12 months may result in a stage 3 absence review meeting.

STAGE 3 OF THE ABSENCE MANAGEMENT PROCEDURE

No employee will reach this stage unless:

- a) they have had a period of absence monitoring where they have been informed of the need to improve their absence because of the negative impact of their poor attendance on the Council's services.
- b) they have received a written warning at Stage 2 of the absence procedure.
- c) they have failed to improve their attendance record procedure.

When an employee reaches this stage of the procedure, they will again be given the opportunity to discuss and explain the circumstances surrounding their continuing failure to meet the attendance standards required by the Council.

If, after considering all the circumstances there has been insufficient improvement in their attendance, the employee may receive a 12-month final written warning. This letter will explain that failure to improve their attendance may result in dismissal.

STAGE 4 OF THE ABSENCE MANAGEMENT PROCEDURE

If following a Final Written Warning an employee fails to improve their attendance, then a further absence review meeting will be arranged to consider dismissal. The manager considering the dismissal will ensure that:

- 1) there was a fair and consistent review of the employee's absence record and the reasons for it;
- 2) that medical advice was sought if necessary;
- 3) that appropriate warnings were given after the employee had been given the opportunity to explain their situation and to achieve an improvement in their attendance.

During this meeting, we will:

- Review the meetings that have taken place and matters discussed with you.
- Consider any further matters you wish to raise.
- Consider whether there is a reasonable likelihood of you achieving the desired level of attendance in a reasonable time.
- Consider the effects of your absence on the business.

If the employee has failed to make the required standard of attendance and after considering all the circumstances, the manager may decide that dismissal is justified. Termination will normally be with full notice or payment in lieu of notice.

APPEALS

You have the right to appeal against the formal outcome of any absence review meeting at each stage of the process. The appeal must be in writing addressed to the Council's Appeal Panel and received within five working days of the decision being communicated to you.

An appeal meeting will then be arranged within a reasonable timescale of receiving your formal appeal. Depending on the nature of the appeal, further investigations might be necessary which could delay the meeting. We will make every effort to arrange a meeting which is suitable for both you and your companion, keeping you informed of any delays.

A hearing may be adjourned if the person chairing the appeal needs to gather any further information or consider matters discussed at the hearing. You will be given a reasonable opportunity to consider any new information obtained before a decision is made.

Following the appeal meeting, you will be informed of the outcome in writing. There will be no further right of appeal.

If an appeal against dismissal is successful, you will be reinstated with no loss of continuity or pay.

TRADE UNION ASSISTANCE

Some trade unions have practical schemes to provide welfare and medical help for their members. You may also find it helpful to seek advice from your trade union representative if your absences are causing problems at work. Your manager will tell your trade union representative when your absence record is causing problems, unless, when contacted, you tell him/her not to. If you are not a member of a trade

union, you can bring another representative with you to any meetings arranged to discuss your absence record.

LONG TERM SICKNESS ABSENCE

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PURPOSE AND PRINCIPLES

We will deal with long term absences sympathetically and sensitively. We recognise that circumstances will vary from short but recurring periods of ill-health to continuous periods of long-term absence with a number of different causes, whether this is an injury, a recurring condition, or a serious illness requiring ongoing treatment.

Our long-term sickness absence procedure is non-contractual and there may be situations in which it is not appropriate to follow the procedure set out below.

Struggling to work whilst unwell and not being able to fulfil all of your duties, or fulfil them to the required standards, is detrimental to your health and also to the delivery of our service. Therefore, you are encouraged to speak to your line manager in confidence at the earliest opportunity if you have any concerns about your health so we can offer appropriate support.

Our underlying principles are to balance our needs against your circumstances to try to support you whilst you are taking time off work but also consider how we need to support the organisation during your absence.

We have set out a process for managing situations of long-term absence below. The process for dealing with long term absence will very much depend on your individual circumstances. Accordingly, during any long-term absence, we will assess and review periodically with you, your capability to carry out your normal job, and the following absence procedure may be invoked. This process could ultimately result in the termination of your employment if suitable alternatives cannot be found.

Long term sickness absence is ordinarily where you are absent for a period of 4 weeks or more. If you are unable to return after 4 weeks, your line manager will arrange a review meeting with you to discuss your long-term sickness absence and the support we can offer to help you return to and remain at work. We will work with you throughout your absence and will implement reasonable adjustments, where possible and where deemed necessary.

We may also revert to this long-term absence policy and procedure in the event that we deem any short-term absences sufficiently linked to an ongoing health issue or disability.

We reserve the right to deviate from this process and timescales below, to convene additional meetings or to reduce the number of meetings depending on your individual circumstances.

PROCEDURE FOR MANAGING LONG-TERM ABSENCE

1. During your period of long-term absence, your line manager will endeavour to contact you to ascertain how you are feeling and enquire if anything may be done to provide you with support. We also ask that you utilise this contact as an opportunity to inform us of your current position, the possibility, or timescale, of you returning to work and to agree a preferred method of contact during your continued period of absence. Any contact with you may be recorded in writing and placed on your personnel file.
2. Following a period of long-term absence and usually within the first four to eight weeks of your absence, or before if the circumstances warrant it, you will be invited to an informal welfare meeting by your line manager. A home visit can be offered but it is recognised that you may be uncomfortable with us visiting you at your home, therefore alternative arrangements, such as meeting at an impartial location, a remote meeting, or telephone consultation may be offered.

Reasonable notice will be given of the meeting. As well as getting an update on your health and wellbeing, the following may be discussed at the meeting:

- the reasons for and impact of your continuing absence.
- what improvements or further deteriorations in your health, if any, have been experienced.
- any insight you have been given from your doctor or other medical professional as to your current state of health.
- any background to your condition (how long have you had it, what the symptoms are).
- how long your absence may be likely to last.
- any measures that can be implemented at home or within the workplace which might improve your health and/or attendance.
- what medication you may be taking.
- if a medical report has not yet been requested, permission may be sought for us to request this, or we may refer you to Occupational Health.
- a plan for a way forward, any action that will be taken on both sides and a timescale for review and/or a further meeting.
- updates on developments and events within the workplace.

It is recognised that long-term sickness absence can often be due to a disability, and if so, consideration will be given to any reasonable adjustments that could be made to a job or working arrangements to provide support at work/assist with a return to work.

Notes of the meeting and any plan or referral discussed, will be made and added to your personnel file.

3. Depending on the matters discussed and agreed at the first welfare meeting, or, after a further amount of time it becomes clear that you are not expected to return imminently, your line manager may convene a further welfare meeting. This meeting will take the same format as the first welfare meeting. As well as getting a further update on your health and wellbeing, the following may be discussed at the meeting:

- the reasons for and impact of the continuing absence.
- what improvements/ progress towards a return to work have been experienced/made.
- how long your absence may be likely to last.
- updates on developments and events within the workplace.
- if a medical report has not yet been requested, permission may be sought for us to request this, or further information, or we may refer you to/back to Occupational Health.
- the contents of a medical report or Occupational Health report already received.
- review of any measures already taken or any other adjustments that could be taken to enable a return to work.
- your ability to return to or remain in the role in view of your capabilities, and the needs of the organisation.
- whether there are any temporary or permanent redeployment opportunities.
- a plan for a way forward, any action that will be taken on both sides and a timescale for review and/or a further meeting. This may, depending on steps we have already taken, include warning you that you are at risk of dismissal.

Notes of the meeting and any plan or referral discussed, will be made and added to your personnel file.

4. If, after having followed our processes outlined above, holding welfare conversations with you and reviewing relevant medical opinion, it appears unlikely that a return to work will be made within a reasonable timescale, then we may need to consider terminating your employment on the grounds of ill health capability.

Before making any decisions on your continued employment, you will be invited to a formal capability meeting. Arrangements for this meeting will follow the same procedures set, however you will also be advised of the right to be accompanied, by either a trade union representative or a colleague.

The purposes of the meeting will be to:

- review the meetings and discussions that have already taken place in relation to your health.
- consider whether there have been any changes in your health since the last meeting which would enable a possible return to work or redeployment.
 - (a) consider whether there have been any operational changes since the last meeting which has given rise to other redeployment opportunities.
 - (b) consider any further medical opinions/evidence that may have been received.
 - (c) consider your views and any matters you may wish to raise, including any ideas you have about changes to your role to enable a return to work.
 - (d) consider whether there is a reasonable likelihood of a return to work or achieving the desired level of attendance in a reasonable time.
 - (e) consider whether there are any reasonable adjustments that can be made to enable a return to work, where deemed necessary to do so.
 - (f) consider the operational difficulties that are being experienced due to your continued absence from work.
 - (g) consider whether the organisation is able to sustain any further period of absence from work and what the impact of this may be.
 - (h) consider a possible termination of employment.

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If termination of employment on the grounds of ill health is confirmed, this will normally be with full notice or payment in lieu of notice.

APPEAL

You have the right of appeal against your dismissal.

The appeal must be in writing, addressed to the Council's Appeal Panel and received within five working days of the decision being communicated to you.

You will be offered the right to be accompanied by either a trade union representative or a colleague to any appeal meeting. This meeting will be arranged within a reasonable timescale of receiving your formal appeal. Depending on the nature of the appeal, further investigations might be necessary which would delay the meeting.

We will make every effort to arrange a meeting which is suitable for both you and your companion, keeping you informed of any delays.

A hearing may be adjourned if the person chairing the appeals needs to gather any further information or give consideration to matters discussed at the hearing. You will be given a reasonable opportunity to consider any new information obtained before a decision is made.

Following the appeal meeting, you will be informed of the outcome in writing. There will be no further right of appeal.

If an appeal against dismissal is successful, you will be reinstated with no loss of continuity or pay (subject to any continued entitlement to SSP or other sick pay).

SICK PAY

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If you are absent from work due to sickness or injury for four days or more, we will pay statutory sick pay provided you are eligible in terms of the current SSP regulations and have complied with all relevant rules relating to sickness absence and notification.

In addition to our obligation to make payment of SSP, we operate a contractual sick pay scheme as specified in your individual Statement of Particulars document.

RECOVERY OF SICK PAY PAYMENTS

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All non-statutory payments paid to you during your absence due to sickness or injury will be treated as a loan from us to you.

If compensation is subsequently recovered by you from a third party (including private insurance) in respect of your absence, any non-statutory payments made by us should be repaid in full by you. We reserve the right to deduct from your pay the amount of any monies paid to you by us and subsequently recovered from a third party.

The amount of any repayment to us in such circumstances will not exceed the actual compensation recovered or the part of your compensation identified as loss of earnings. We shall not seek repayment of the loan if no compensation is recovered.

FAMILY FRIENDLY ENTITLEMENTS

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MATERNITY RIGHTS

Your maternity rights will be in accordance with the current relevant statutory regulations. Further information regarding the procedures to be followed and your entitlements can be found in our Maternity Policy.

PATERNITY RIGHTS

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Your paternity rights will be in accordance with the current relevant statutory regulations. Further information regarding the procedures to be followed and your entitlements can be found in our Paternity Policy.

ADOPTION RIGHTS

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Your adoption rights will be in accordance with the current relevant statutory regulations. Further information regarding the procedures to be followed and your entitlements can be found in our Adoption Policy.

PARENTAL LEAVE

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Your rights in respect of parental leave will be in accordance with the current relevant statutory regulations. Further information regarding the procedures to be followed and your entitlements can be found in our Parental Leave Policy.

NEONATAL CARE LEAVE

Your rights in respect of neonatal care leave and pay will be in accordance with the current relevant statutory regulations, Further information regarding the procedures to be followed and your entitlements can be found in our Neonatal Care Leave Policy

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FLEXIBLE WORKING

Your right to request flexible working will be in accordance with the current relevant statutory regulations. Further information regarding the procedures to be followed can be found in our Flexible Working Policy.

SHARED PARENTAL LEAVE

Your rights to shared parental leave will be in accordance with the current relevant statutory regulations. Any paid shared parental leave for which you are eligible will be paid at the

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statutory minimum rate. Further information regarding the procedures to be followed and your entitlements can be found in our Shared Parental Leave Policy

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TIME OFF WORK

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DEPENDANT INCIDENT LEAVE

You are entitled to take a reasonable amount of paid time off during working hours in order to take action:

- to provide assistance when a dependant falls ill, gives birth or is injured or assaulted;
- to make arrangements for the provision of care for an ill or injured dependant;
- in consequence of the death of a dependant;
- because of the unexpected disruption or termination of arrangements for the care of a dependant;
- to deal with an incident that involves your child and occurs unexpectedly while the child is at school/other educational establishments.

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You must inform us of the reason for your absence and how long you expect to be absent as soon as is reasonably practicable. Time off work under this right is envisaged as being no more than one or two days in most cases.

A dependant is defined as your spouse, civil partner, child, parent, a person who lives with you other than as your employee, tenant, lodger or boarder, any other person who would reasonably rely on you for assistance if ~~they~~~~he/she~~ fell ill or ~~were~~~~as~~ injured or assaulted, or who would rely on you to make arrangements for the provision of care in the event of illness or injury; or in relation to the disruption or termination of care for a dependant, any other person who reasonably relies on you to make arrangements for the provision of their care.

CARER'S LEAVE

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You are entitled to take one week's unpaid leave to provide or arrange care for a dependant (see above for definition of a dependant). This is the maximum you can take in a single rolling period of 12 months. Part-time employees will receive a pro-rata entitlement.

You may take the leave in either individual days or half days, up to a block of one week.

You should notify your line manager in advance of the day(s) that you are looking to take off. You are required to give notice by either twice the length of leave requested, or three days, whichever is the longest. We may waive this notice requirement where the other eligibility criteria of the regulations have been met.

BEREAVEMENT LEAVE AND COMPASSIONATE LEAVE

Should you suffer the loss of a child under the age of 18 (including a stillbirth after 24 weeks of pregnancy) and meet the definition of a bereaved parent in terms of the relevant statutory regulations you will be entitled to 2 weeks' parental bereavement leave.

Should you have 26 weeks' continuous service with us, and your weekly average earnings are over the lower earnings limit, you will be entitled to two weeks' paid bereavement leave at the relevant statutory rate (or 90% of earnings if lower). If you do not meet these criteria you will be entitled to 2 weeks' unpaid leave.

You will be able to take the leave as either a single block of 2 weeks, or as 2 separate blocks of one week each taken at different times in the first 56 weeks after your loss.

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COMPASSIONATE LEAVE

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If you suffer a bereavement we will endeavour to be sympathetic to your needs. Management will discuss the situation with you and agree upon a suitable period of leave of absence and advise whether payment will be made during this leave of absence.

Requests for compassionate leave will also be considered in the case of serious illness of immediate family. Immediate family is defined as your spouse, civil partner, parent, child or sibling.

RELIGIOUS HOLIDAYS

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Subject to the required notice of the holiday dates requested being given to us in the usual way you will normally be able to use your holiday entitlement to observe special religious holidays.

MEDICAL AND DENTAL APPOINTMENTS

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We recognise that you may need, from time to time, to attend medical, hospital, dental, optometry and other similar appointments. You are required to try to arrange such appointments in your own time. If this is not possible, you should try to arrange such appointments at the very beginning or very end of the working day in order to minimise the inconvenience of your absence.

If you require time off to attend a medical or similar appointment, you will be given reasonable time off with pay on the proviso that you have given your manager reasonable notice of the date and time of an appointment. You may be required to make up for the time off by working extra time on another occasion.

You must obtain approval from your manager in advance of any appointment. We reserve the right to ask you to reschedule an appointment if its timing would cause disruption to the organisation. We may also ask you to produce evidence of your appointment ~~card~~.

If you are pregnant, you have a statutory right to reasonable time off work with pay for antenatal appointments on medical advice. Paid time off in such circumstances will automatically be granted, although we will still have the right to request ~~evidence~~^{sight} of your appointment ~~card~~. If you have a qualifying relationship with a pregnant woman, you will be entitled to take unpaid time off to accompany the pregnant woman on up to two antenatal appointments.

If you are adopting a child alone, you have a statutory right to take paid time off to attend up to five adoption appointments. If you are part of a couple jointly adopting a child, you can elect for one of you to take paid time off to attend up to five adoption appointments and the other can elect to take unpaid time off to attend up to two adoption appointments.

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JURY SERVICE

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If you are called up for jury service or cited as a witness in a court case, you should contact the Chief Officer to request time off work. In requesting time off, you must provide a copy of the court summons/witness citation. You will be given time off without pay and you should submit a claim to the court for loss of earnings.

You should provide details of when you will be absent from work. On return to work you should also provide the date and time of your release from your jury /witness duties.

If on any day your services are not required at the court, you shall return to work for that day.

PUBLIC DUTIES

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If you hold a public office or public position, we will grant a reasonable amount of unpaid time off work so you can perform the duties associated with that position.

If, the amount of time off that you require for public duties becomes excessive, or begins to cause operational difficulties, we may refuse you further time off in the immediate future. Alternatively, you may be permitted to take time off out of your annual leave entitlement for this purpose.

You should provide written notification to the Chief Officer of any dates on which you wish to take time off work for public duties, stating the expected length of your absence. This notification should be provided as far in advance as possible.

SEVERE WEATHER/ PUBLIC TRANSPORT DISRUPTIONS

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You should use your best endeavours to attend work in all circumstances.

If you are unable to attend work or are delayed by the weather conditions or disruptions to public transport, you should contact your manager as soon as possible.

If you are delayed, you will have the opportunity to make up this time at a later date. If lateness amounts to half the time of your normal working day, we shall make a decision as to whether you will

- be allowed to work from home;
- take the time as annual leave; or
- make up for the time at a later date.

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PERFORMANCE AND TRAINING

PERFORMANCE REVIEW

We monitor performance on an ongoing basis. We believe this allows minor issues to be identified at an early stage in order that they can be remedied by either informal counselling or training.

We hope such an approach will resolve most problems. Regrettably, if we continue to have concerns about your performance, we may need to conduct further investigations. We shall consider whether further training or assistance will resolve any difficulties identified but we reserve the right to take disciplinary action if we believe it is appropriate to do so.

PERFORMANCE APPRAISAL

Appraisals will take place on an annual basis.

The objective of your appraisal meeting will be to review the previous year's achievements and difficulties and to discuss any relevant future training, development, and career planning.

The outcome of the discussion should be a clear plan for both parties in terms of the action necessary to ensure that you can achieve your full potential in the work that you carry out for us.

If you feel that your appraisal was unsatisfactory or unfair, you may request that it is reviewed by the Personnel Committee.

INTERNAL AND EXTERNAL TRAINING

We appreciate that each of our employees is an asset to our organisation with the opportunity to develop if given suitable training opportunities.

You may be offered a range of training and development opportunities during the course of your employment. Providing training involves an investment of time and/or resources on our part. As a consequence, the offering of opportunities will always be considered in accordance with both your development and our organisation needs.

A failure to attend mandatory training could result in disciplinary action.

We may offer, or provide support for, the following types of training:

- **Skills Enhancement** – Your skills may be improved by on-the-job training given by recently trained and/or more experienced colleagues. On occasions, we may organise such training for you during the course of your employment. However, if on-the-job

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training cannot be arranged, or is inappropriate, we may decide to organise internal training events or to arrange for you to attend suitable external training. We shall also consider any specific requests made by you to attend external training which you believe will enhance your skills.

- **Programmes leading to professional/academic qualifications** - We encourage you to pursue continuous professional development and where appropriate to gain further qualifications.
- **Health and Safety Training** - You may be considered for courses dealing with health and safety issues including manual handling, risk assessment, fire safety, first aid, and food and hygiene regulations.
- **Equal Opportunities Training** - We may, from time to time, provide training in equal opportunities to managers and others likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

We may also choose to provide you, new employees and others engaged to work within our organisation with training and awareness in helping them understand their rights and responsibilities under the Dignity at Work Policy and what they can do to help create a working environment free of bullying and harassment.

We may also provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

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EVALUATION OF TRAINING

On your completion of any internal or external course, you will be required to complete a course evaluation form and return this to your manager. We shall examine all evaluation forms gathered and use the information obtained as part of our overall evaluation of the training and development which we offer.

TRAINING COSTS

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Training offered, or supported, by us will often have significant cost implications. Prior to commencing specific training courses, we may require you to sign our 'Training Costs Agreement'. This is necessary to protect our investment in your training if you leave our employment within the 12-month period immediately following the completion of the relevant course.

CONFIDENTIALITY AND SECURITY

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CONFIDENTIALITY

In the course of your employment with us, you may come into possession of confidential information.

Confidential information is any information of a confidential nature relating to our organisation and may include:

- our organisation plans, organisation strategy and marketing plans;
- financial information relating to us, our financial results and financial forecasts;
- details regarding our employees and officers including the remuneration and other benefits paid to them;
- incidents and investigations relating to our operations or organisation;
- information relating to any pitches and tenders contemplated, offered or undertaken by us or on our behalf;
- confidential reports or research commissioned by or provided to us;
- any of our trade secrets including know-how and confidential transactions;
- details of any project on software development or any information relating to any type of replicated digital data medium including magnetic media tape, CD ROM or data designed to be circulated on the internet or any information relating to the methods, tools and techniques used by us in the course of our organisation;
- information relating to research activities, undertaken by us or on our behalf;
- details of any transaction, contract or dealings with any person or body in respect of which we owe an obligation of confidence to a third party;
- any information which you have been told is confidential and any information which has been given to you in confidence by clients, suppliers or other persons.

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This list is not exhaustive.

Unless acting in the proper performance of your duties, or required by law, you must not disclose to any person or body, or use, any confidential information that you obtain during the course of your employment. These restrictions apply to disclosure of confidential information to work colleagues apart from certain named individuals. These restrictions shall continue after your employment has been terminated but shall cease to apply to any information or knowledge that subsequently comes into the public domain, other than as a result of unauthorised disclosure by you.

Confidential information, in whatever format made or received by you during the course of your employment is our property.

You must return to us, on our request or upon termination of your employment, any confidential information which belongs to us and is in your possession or under your

control. You must delete, on our request, all confidential information in your possession and destroy any other documents and/or items which are in your possession or under your control and which contain or refer to any confidential information.

You must not retain any copy/copies of any confidential information belonging to us. At any time during your employment, or following termination of your employment, we may require you to provide a written undertaking that you have returned all property belonging to us including confidential information and that you have not retained any copy/copies of confidential information belonging to us

DATA PROTECTION

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You understand the need for the collection, storage and processing by us, or by any associated Company, or by our third party representatives of any personal data, including special categories of personal data, relating to you as necessary as part of this employment relationship for various reasons. We will keep a record of our processing activities in respect of personal data in accordance with the requirements of the General Data Protection Regulation.

~~By your acceptance of our offer of employment you have consented to the collection, storage and processing by us, or by any associated Organisation, or by our third-party representatives of any personal data, including sensitive personal data, relating to you, as necessary for the performance of your contract and/or the conduct of our organisation.~~

~~Special~~sensitive categories of personal data relating to you, as an example, may include but is not limited to self-certificates, doctors' certificates, medical reports or other health data, financial information and, details of trade union membership ~~or details of criminal convictions.~~

We shall review any personal data held by us on a regular basis to ensure that it is accurate, relevant and up to date.

~~You have the right to access personal data held by you. We will arrange for you to access all personal data held about you within 40 days of a written request.~~

MEDIA STATEMENTS

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On behalf of the Council, delegated powers are granted to the Chief Officer and the Public Realm Contracts Manager to make authorised statements to the media where such matters are not detrimental to the Council.

RANDOM AND SPECIFIC CHECKS

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We may require you to submit to a personal search and/or a search of all your baggage, personal items, lockers, car, etc. We may do so at any time while you are on our premises or engaged on our organisation.

Searches may be required to protect both the organisation and our employees from illegal activities such as:

- any theft of our property or property belonging to another employee or third party;
and
- the possession or supply of illegal substances.

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A request to carry out a search does not indicate any suspicion of wrongdoing; searches will normally be carried out at random. However, we also reserve the right to stop and search you when we reasonably suspect that you may have committed an illegal act.

Suspension will never be imposed as a knee-jerk reaction. We will always seriously consider alternative options, where appropriate. Suspension will always be a last resort option. However, there will be situations in which suspension will be necessary.

Depending upon the progression of the investigation, we will ensure that we communicate with you during any period of suspension.

TERMINATION OF EMPLOYMENT

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RESIGNATION

If you wish to terminate your employment you are required to give your notice in writing to your manager or Chief Officer. Your letter should provide clear reasons for your decision. The notice given should be in accordance with the period of notice detailed in your Statement of Particulars of Employment.

We may require you to attend an exit interview prior to your departure.

NOTICE OF TERMINATION

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Should you fail to give us proper notice of termination or fail to work your full contractual notice without our prior agreement, we may withhold or deduct from any owed to you a sum equal to any loss suffered by us in consequence of your failure.

The sum deducted/withheld may be in part satisfaction of our claim only. Accordingly, we reserve the right to claim damages from you in excess of the sum deducted or withheld.

By mutual agreement, these notice periods may be waived or varied.

PAYMENT IN LIEU OF NOTICE

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We reserve the right, at our absolute discretion, to make a payment in lieu of notice for all or any part of your notice period upon the termination of your employment (rather than you working out your notice period). This provision applies whether notice to terminate the contract is given by you or given by us.

GARDEN LEAVE

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If you have resigned with notice, or you have been given notice of termination of your employment by us, we reserve the right, at our absolute discretion, to require you not to attend your place of work for all or part of the notice period.

In these circumstances, your contract of employment will continue in force until the end of your notice period and you will continue to receive full pay and any contractual benefits to which you are entitled in the normal way. You will also remain bound by all the obligations and restrictions set out in your contract of employment, save the duty to attend work. You must remain available to be contacted by us during this period.

You are not permitted to take up employment elsewhere during the notice period.

LOSS OF DRIVING LICENCE

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Certain roles within our organisation require the job-holder to be able to drive. If so, as confirmed within your Statement of Particulars, it is a condition of your employment that you hold, and continue to hold, a current driving licence. In the event that you are disqualified from driving, have your right to drive suspended, restricted or revoked (either temporarily or permanently) for any reason whatsoever, we reserve the right to review the impact this has on your ongoing employment, and this could lead to the termination of your employment.

~~Certain jobs within our organisation require the jobholder to be able to drive our vehicles. If it has been indicated to you that your job falls into this category, it is a condition of your employment that you hold, and continue to hold, a current driving licence. In the event that you lose your driving licence for any reason whatsoever, we reserve the right to terminate your employment.~~

SHORT TIME WORKING AND LAY OFF

If due to a temporary shortage of work, we require to lay you off without pay or to place you on short-time working we shall do so in accordance with current legislation and make statutory guarantee payments as appropriate.

REDUNDANCY

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We may face circumstances when factors such as changes in our market, changes in technology or changes in our organisational requirements may result in a potential redundancy situation.

We shall take all possible steps to avoid redundancies, ~~including the consideration of:~~

- ~~• the reduction of overtime to a minimum;~~
- ~~• whether we can reduce the numbers of casual staff, temporary staff and contract staff;~~
- ~~• whether a temporary ban can be placed on recruitment into any posts that become vacant;~~
- ~~• whether measures such as short-time working and/or lay off can be implemented;~~

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We will ensure that potentially affected employees are notified at the earliest possible opportunity whenever it appears that a redundancy situation may exist. Full consultation over any proposals involving possible redundancies will take place as soon as reasonably practicable and no final decision will be taken without full consideration of any suggested alternatives.

RETIREMENT

We do not operate a compulsory retirement age for our employees

We believe that you should, wherever possible, be permitted to continue working for as long as you wish to do so however, we operate a flexible retirement policy, and you may voluntarily retire at any time.

If you wish to retire voluntarily, you should inform the Chief Officer or the Public Realm Contracts Manager in writing as far in advance as possible and, in any event, in accordance with your notice period as set out in your Statement of Particulars of Employment document. This will assist us with our succession planning.

We will then write to you acknowledging your notice to retire and arrange a meeting with you to discuss arrangements for retirement, including the intended retirement date, succession and handover plans, pension details and phased retirement, if applicable.

You should consider any pension provision you hold, and ensure you take independent financial advice before making any decision in relation to your retirement.

RETURN OF OUR PROPERTY

Prior to your official leaving date you must return to us all documents (including copies or summaries and whether in eye readable or machine-readable form), software, hardware, books, office equipment, keys, uniform, security passes, credit or charge cards, ~~veichle~~ and any other property belonging to us.

We reserve the right to specify an earlier date for the return of such property. You must also return to us any property that may come into your possession or control after the termination of your employment.

If you fail to return our property by your leaving date, or by any other specified date, we shall be entitled to withhold the whole or any part of any wages due from us to you up to the current market value of the property not returned. We also reserve the right to issue civil proceedings against you and claim compensation to the extent that any outstanding pay fails to cover the current market value of the property not returned.

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APPENDIX 1

CUSTOMER SERVICE STANDARDS

Northwich Town Council is constantly trying to improve the service it delivers to you, the customer. Our wish is to provide you with an efficient and courteous service.

We will:

- treat you politely and with respect
- listen to you and take your views, wishes and needs seriously
- use plain language and not use jargon
- not discriminate against you.

When answering the telephone, we will:

- greet you politely and clearly
- tell you who you are speaking to
- take a message or try to give you the correct number to phone if your call is not for us
- return your answerphone messages within one working day.

When dealing with your letters and faxes, we will:

- provide an acknowledgement where requested
- respond to your enquiry within five working days.

When dealing with your emails or web requests we will:

- provide an acknowledgement when requested
- respond to your enquiry within five working days.

When you visit the Town Council Office, we will:

- ensure you are greeted within three minutes of arriving.

When we meet you away from the Town Council offices, we will:

- always endeavour to be on time
- wear name badges or carry official identification
- carry a diary to arrange future meetings
- provide a business card with contact details, where appropriate.

With regards to our cemeteries, play areas and open spaces, we will:

- arrange for the grass to be cut every two weeks during the growing season
- carry out weekly visual checks on all playground equipment and facilities to ensure that they are safe to use
- collect and dispose of litter at least twice weekly.

When dealing with complaints, comments, and compliments, we will:

- provide you with information about how to report a complaint, comment, or compliment
- record complaints, comments and compliments and use them to review and improve our services
- respond to all complaints within 10 working days
- treat complaints confidentially, while making sure we are fair to everyone concerned
- inform you how you can take your complaint further if you are not satisfied with our response
- apologise when we are at fault and do our very best to put things right.

We will keep customers informed and involved by:

- producing information about the Town Council and services that is accurate and up to date, using our website www.northwichtowncouncil.gov.uk; also noticeboards and newsletters.
- making this information accessible if you are a disabled person
- publishing regularly how well we are meeting our Customer Service Standards
- reviewing these Customer Standards every year
- using your feedback to help us make decisions.

Our employees have a right to:

- work in a safe environment, free from aggressive or threatening behaviour
- be treated politely

Help us to help you by letting us know:

- in good time if you need to cancel or rearrange an appointment
- immediately if you are unhappy with the service you have received
- if you are pleased with the service you have received.

Chris Shaw

Chief Officer

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Report to : Full Council

Meeting Date : 7th July 2025

Agenda Item : 15

Prepared By : Liza Clansey

Subject : Employee Handbook Review



Background

Wirehouse Consultants manage all our HR matters and provide guidance on legal updates or amendments required for our policies.

Following a recent review of the Employee Handbook with them, they have identified several legal updates that need to be incorporated.

Please find the amended document attached for your review. New content has been highlighted and underlined in red, while outdated text proposed for removal has been highlighted in red and crossed out.

Proposal

Members are kindly requested to review the proposed amendments and confirm their approval for implementation of the updated version.

Decision of the Council is requested.

Chris Shaw

Chief Officer