

PAPER 1

Brantham Parish Council

Donations for the year ending 31 March 2025 using the General Power of Competence*

Recipient	Reason for request	Amount Requested	Actioned	Funded Elsewhere	Minute no.
Village Hall Brantham	Purchase of new tables	£233	£233		PC 05.24.09
Manningtree & District Community Bus	Contribution towards bus costs	£500	£250		FC 05.24.06
Brantham Cricket Club	Contribution towards running costs	£500	£250		FC 06.24.05
Brantham Open Spaces Group	Purchase of leaf blower	£150	£0	£150	FC 06.24.06
Acacia Court Community Garden	Extra long hose	£100	£0	£120	FC 09.24.05

Subtotal of expenditure incurred in 2024-25 to date			£733
Donations budget for 2024-25			£3,000
Funding carried over from 2023-24			£151
Donations over/underspend for 2024-25			£2,418

* The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. At its Annual Parish Council Meeting of 10 May 2023 the Parish Council resolved that it fulfilled the eligibility criteria set by the SoS (Localism Act 2011 s8) and that it was enabled to use the General Power of Competence (GPC)



APPLICATION FOR A GRANT OR CONTRIBUTION

Before completing this form, please carefully read Brantham Parish Council's Contributions Policy. Copies of this form must be submitted to the Parish Council along with any necessary supporting document to the address or email detailed above.

General Information for Applicants

It is Brantham Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations. Priority will be given to applicants who have not previously received grants from Brantham Parish Council. The size of any contribution is awarded at the discretion of the Parish Council but will not exceed £500 in any one application.

A word copy of this form is available on request to the Clerk. If you have any queries on the completion of this form please contact the Parish Clerk using the details above.

ORGANISATION/GROUP DETAILS

Organisation/Group name:

BRANTHAM BOWLS CLUB

Address:

NEW VILLAGE
BRANTHAM
CO11 1RZ

Contact Email:

andra.dickinson@hotmail.com

Contact Telephone:

01206 393518

Registered Charity no. (if applicable):

If you are part of a larger organisation enter its name:

BRANTHAM LEISURE CENTRE

Aims and objectives of your organisation/group:

TO PROVIDE THE SPORT OF BOWLS TO ALL AGES & ABILITIES

DETAILS OF PROJECT/ACTIVITY

Provide an overview of your project/request:

IN 2025 WE CELEBRATE OUR 90TH ANNIVERSARY. WE HOPE TO PROVIDE SOME SPECIAL EVENTS & PROJECTS TO



	ENCOURAGE MORE MEMBERS AND INTEREST IN OUR WONDERFUL CLUB.
What is the likely number of beneficiaries?	100
Age profile of beneficiaries	8 - 98
Provide details of long-term sustainability	WE NEED MORE MEMBERS TO KEEP US SUSTAINABLE BUT FEEL OPTIMISTIC FOR THE FUTURE WITH OUR SPORT BECOMING MORE POPULAR

DETAILS OF PARISH COUNCIL FUNDING REQUESTED	
Contribution requested	£300
Received in the last 4 years	

Please use this space for any other information about your project or organisation that may be helpful to your application:	ALTHOUGH WE ARE PART OF THE BLC WE OPERATE VERY MUCH INDEPENDANTLY. IN FACT WE GET NO HELP FROM THEM IN ANY WAY & ARE CHARGED SUBSTANTIALLY FOR THE PRIVILEGE. OUR VOLUNTEERS MAINTAIN THE GREEN & OUTBUILDINGS SO OUR COSTS ARE ALL TO THE BLC.
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I certify that the responses provided are accurate to the best of my knowledge

Signature of applicant A. Dabbin

Office held HON SECRETARY Date 16 - 9 - 24



APPLICATION FOR A GRANT OR CONTRIBUTION

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General Information for Applicants

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A word copy of this form is available on request to the Clerk. If you have any queries on the completion of this form please contact the Parish Clerk using the details above.

ORGANISATION/GROUP DETAILS

Organisation/Group name:

Brantham Village Hall Management Committee

Address:

34 Sycamore Way, Brantham, CO11 1TL

Contact Email: clerk@branthamparishcouncil.gov.uk

Contact Telephone: 01206 645111

Registered Charity no. (if applicable): 268836

If you are part of a larger organisation enter its name:

Aims and objectives of your organisation/group: To manage and preserve Brantham Village Hall as a community asset for use by local people.

DETAILS OF PROJECT/ACTIVITY

Provide an overview of your project/request:

This project will update the Village Hall Female and Male toilets. This is a job that has long been awaited and will improve the experience for all of those using the Village Hall. To prepare for this work volunteers have had to dig out the side of the Village Hall to remove the earth that had piled up against the single skin wall that was



	creating significant damp in the toilets. This work has now been completed and therefore the Committee is keen to press forward with the next stage of improvement work at the Village Hall.
What is the likely number of beneficiaries?	All Brantham residents/hirers of the hall
Age profile of beneficiaries	Any
Provide details of long-term sustainability	<p>Without hirers and their income the hall will become unsustainable and would have to close. It is imperative that the hall maximises hire of the hall to ensure its long-term financial stability.</p> <p>It is the duty of the Village Hall trustees (of which the Parish Council is the Custodian Trustee) to maintain and improve the building where necessary to ensure its future enjoyment by the generations to come.</p>

DETAILS OF PARISH COUNCIL FUNDING REQUESTED	
Contribution requested	This policy is limited to £500 (as per above), however, should there be CIL funding available the VHMC would appreciate consideration for this project.
Total Project Cost	£23,320.00
Received in the last 4 years	2021-22 - £300 – Planters for front of hall 2024 - 25 - £233.38 – New tables

Please use this space for any other information about your project or organisation that may be helpful to your application:

The Brantham Village Hall is a well-loved village resource that has been an integral part of village life since 1914. The current toilet facilities have been in place for well over 50 years and it is high time that these were replaced. On numerous occasions Hall users have reported finding worms from the earth outside the hall floating in the toilet cistern....whilst often amusing, this level of disrepair cannot be allowed to continue!

The VHMC currently has £38,398.89 of total funds and are currently in dispute with SEE about a possible electricity bill of almost £5000. It is imperative that the hall holds some money in reserves as contingency and also to allow it to update its facilities as necessary in the future.

The Committee recognises that the Parish Council already makes a significant contribution towards the running of the Village Hall but would welcome any extra support for this project which will help to ensure that the Hall can continue to



open to the public in the future.

I certify that the responses provided are accurate to the best of my knowledge

Signature of applicant: Sarah Keys

Office held: Secretary and Treasurer

Date 20 September 2024



CIL SPENDING REVIEW FOR THE YEAR ENDING 31 MARCH 2025

Neighbourhood CIL is governed by the CIL regulations and the rate at which it is paid is set out in national legislation. For those Parish Councils with a made Neighbourhood Plan it is 25% (with no CAP and for Parishes where there is no made Neighbourhood Plan it is 15% subject to a cap which is set out nationally (in legislation). The cap is worked out at £100 index linked per occupied property within the parish. The cap rate is set for the year and changes on the 1st January each year.

1. CIL Resources available

CIL Funding currently stands at:

Financial Year	Income	Expenditure	CIL running Total	Timescales
2018-19	£2,556.87		£2,556.87	SPENT
2019-20	£104.01			SPENT
	£3,258.75		£5,919.63	SPENT
2020-21	£3,258.67			SPENT
	£2,681.48		£11,859.78	SPENT
2021-22			£11,859.78	
2022-23	£9,734.69			SPENT
	£7,747.54	£10,123.64	£19,218.37	SPENT
2023-24	£53,848.41			14.04.28
	£28,861.09	£34,323.89	£67,603.98	13.10.28
2024-25	£24,987.32	£6,964.54	£85,626.76	
	Committed	£109.29	£85,517.47	Balance after committed funds
Totals	£112,051.51	£51,521.36		

2. Projects completed as bids against the Neighbourhood CIL pot

The following projects having been previously approved as valid projects for the Neighbourhood CIL pot are now completed with monies being fully paid out.

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Start date	Current Position
Replacement bench - at parish sign	None	£310.00	£0	£310.00	May-24	Completed
Replacement play area signs	None	£379.75	£0	£379.75	Jan-24	Completed
Installation of Hearing Loop at VH	None allocated	£798.08	None	£798.08	Aug-24	Completed
Update to Cattawade Picnic area	None allocated	£5,586.00	None	£5,476.71	Summer 2024	Project underway

3. Projects identified as potential bids against the Neighbourhood CIL Pot

The following projects have been identified as valid bids against the Neighbourhood CIL pot, have approval and are awaiting completion with monies being fully allocated and therefore committed:

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Start date	Current Position
Update to Cattawade Picnic area	None allocated	£5,586.00	None	£5,586.00	Summer 2024	

4. The following projects may be identified or submitted as potential discussion bids and will provide the basis for infrastructure spending as developments come online.

Items highlighted in GREY will be identified as on an "as and when demand" as the parish continues to grow

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Additional consultation required	Further information
Skate Park at LPF	None allocated	£100,000	Neighbourhood CIL (BDC), and external funding	Unknown	Consultation with Brantham residents and PC needed	
Village Hall	None allocated	Unknown	Neighbourhood CIL (BDC), bDC CIL Infrastructure pot and external funding	Unknown	Consultation with Brantham residents and PC needed	
Crossing on A137	None allocated	£150,000	S106 /locality funding	£unknown	Community Consultation needed	
Other major projects	None allocated	Unknown	To be determined		Subject to consultation	
New Grit Bins	On as an when basis			Neighbourhood CIL (Parish)		
New Waste Bins	On as and when basis			Neighbourhood CIL (Parish)		



QUOTE

Sarah (Brantham Parish)

Date
13 Sep 2024

Quote Number
QU-0392

VAT Number
360913309

Pips Trees and
Landscaping Ltd
Attention: Philip Boyland
148 Rowhedge Road
Rowhedge
COLCHESTER
Essex
CO5 7JP
GBR

Description	Quantity	Unit Price	VAT	Amount GBP
Brantham, footpath installation..	1.00	3,840.00	20%	3,840.00
Job description:				
Dig out and remove current soils.				
Install shuttering and a type 1 sub base to correct levels.				
Pour and level approx 3.6m3 of concrete.				
Reming all spoil and waste.				
INCLUDES VAT 20%				640.00
TOTAL GBP				3,840.00

Terms

Estimate prepared by Pips Trees and Landscaping Ltd
This is an estimate for the work stated above, however we reserve the right to change this estimate if deemed necessary. If we require any changes you will be notified before any work is carried out to allow any concerns to be bought forward.
All personnel carrying out the work are fully insured and fully qualified, and will ensure the work is carried out in the safest way possible.
Thank you for your interest, please do not hesitate to contact me if you have any further questions.



QUOTE

Sarah (Brantham Parish)

Date
13 Sep 2024

Quote Number
QU-0391

VAT Number
360913309

Pips Trees and
Landscaping Ltd
Attention: Philip Boyland
148 Rowhedge Road
Rowhedge
COLCHESTER
Essex
CO5 7JP
GBR

Description	Quantity	Unit Price	VAT	Amount GBP
Tree works. Brantham.	1.00	540.00	20%	540.00
25% crown reduction to the sycamore tree obstructing the security cameras.				
Slight crown lift if required.				
All waste to be chipped and removed from the site.				
INCLUDES VAT 20%				90.00
TOTAL GBP				540.00

Terms

Estimate prepared by Pips Trees and Landscaping Ltd
This is an estimate for the work stated above, however we reserve the right to change this estimate if deemed necessary. If we require any changes you will be notified before any work is carried out to allow any concerns to be bought forward.
All personnel carrying out the work are fully insured and fully qualified, and will ensure the work is carried out in the safest way possible.
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[ENTER COUNCIL NAME] FLEXIBLE WORKING POLICY

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What is flexible working

Every staff member has a contract of employment that sets out the working hours. A request to work flexibly is a request from the employee to change either the number of working hours, when or where they are worked. Flexible working does not mean a member of staff can work the hours they wish from day-to-day, week-to-week.

Flexible working arrangements take account of employees' preferences, interests and non-work responsibilities whilst also meeting the needs of the council. Common examples of flexible working include part-time working; zero-hours / casual working; variable hours; flexitime; job-sharing; term-time working; compressed hours; career breaks; and sabbaticals.

Flexible working can result in benefits to councils, in that such arrangements can help make the most of today's diverse workforce and improve the council's ability to recruit and retain staff. It is good practice to make flexible working open to all staff.

This policy has been written to explain the process which we will use to respond to requests by staff to vary hours, pattern or place of work.

Scope

You have a statutory right to request a change to your contractual terms and conditions of employment to work flexibly provided you have been continuously employed with us for at least 26 weeks at the date the application is made, regardless of whether you work full or part-time or have a temporary contract of employment. It does not apply to agency staff.

Policy

Our policy is to comply with both the spirit and the letter of the law on the right to request flexible working. To this end its aim is to inform all staff of their right to request flexible working and to ensure those rights are understood and that staff feel confident any decisions regarding their requests will be handled objectively, fairly, free from discrimination, and that staff will not be treated detrimentally because they have asked for flexible working arrangements.

Making the request

To apply for flexible working, please provide the following information in writing, and submit this to the Clerk. In the case of the Clerk, the request should be submitted to the Chair of the Council:

- The date of the application,
- A statement that this is a statutory request,
- Details of how you would like to work flexibly and when you want to start,

- An explanation of how you think flexible working might affect the council and how this could be dealt with, e.g. if you're not at work on certain days, and,
- A statement saying if and when you've made a previous application.

You can only make one statutory request in any 12-month period. You are asked to let us know if you are making the request because you consider the change could be a reasonable adjustment to support a disability. In such a case some of the requirements of this policy would not apply (i.e. the minimum period of service; one request per annum).

Responding to your request

Once we receive your written request, we will arrange a discussion with you as soon as possible, unless we agree immediately to your request. It may be that we need to ask you to supply further details before the meeting. If there is likely to be a delay in discussing your request, we will inform you. You may be accompanied at the meeting by a work colleague.

Having the right to request a change to your working arrangements does not necessarily mean that your request will be accepted. Your request will be fully discussed at the meeting. We will carefully consider your request looking at the benefits of the requested changes on working conditions for you as an employee and the council and weighing these against any adverse impact of implementing the changes.

Having considered the changes, you are requesting and weighing up the advantages, possible costs and potential logistical implications of granting the request, we will write to you with the decision. The decision will be either:

- To accept the request and establish a start date, with or without a trial period and review date. Where the request is granted, we will set out what changes will be made to your terms and conditions of employment, or,
- To propose an alternative, which may require further discussion, or,
- To confirm a compromise agreed at the discussion, or,
- To reject the request, setting out the reasons, how these apply to the application and the appeal process.

Requests to work flexibly will be considered objectively, however we may not always be able to grant a request to work flexibly if it cannot be accommodated. If we turn down your request, it will be because of one, or a combination of the following reasons, and we will explain why.

- The burden of additional costs is unacceptable to the council
- Detrimental effect on the council's ability to deliver for the community
- Inability to re-organise work among existing staff
- Inability to recruit additional staff

- Detrimental impact on quality
- Detrimental impact on performance
- Insufficiency of work during the periods the employee proposes to work
- Planned structural changes to the council

If you are only looking for an informal change for a short period to your working hours or conditions, for instance to pursue a short course of study, we may consider allowing you to revert back to your previous conditions after a specified period, e.g. three months, or after the occurrence of a specific event, such as the end of a course of study.

You must be aware that if your request is approved you do not have a statutory right to make a further request for a period of 12 months, although you may still ask without the statutory right.

Timeframe for dealing with requests

We will do what we can to respond to your request as soon as possible although the law requires the consideration process to be complete within three months of first receiving a request, including any appeal. If the request cannot be dealt with within three months, we may ask to extend the consideration process, provided you agree to the extension.

Handling requests in a fair way

We may receive more than one request to work flexibly closely together from different employees and it may or may not be possible to accept all requests. If we agree to a request for flexible working arrangements this does not mean that we can also agree to a similar change for another employee. Each case will be considered on its merits looking at the business case in the order they have been received. We may need to take others' contractual terms into account and we may ask you if there is any room for adjustment or compromise before coming to a decision.

Appealing the decision

If we decline your request and you wish to appeal, you must do so, in writing, within 5 days of receiving the letter informing you of the outcome. We will then write to you to arrange a meeting to discuss your appeal. This meeting will be held as soon as reasonably possible and will normally be with a sub-committee of councillors. You may wish to be accompanied at that meeting by a work colleague.

There may be circumstances when the council is unable to meet within the required timeframes, in which case a meeting will be held as soon as is practically possible.

The effect on your contract of employment

Any change in your hours or pattern of work will normally be a permanent change to your contractual terms and conditions. This means that you will not automatically be able to revert back to the previous working pattern (unless otherwise agreed). So, for example, if your new flexible working pattern involves working reduced hours, you will not automatically be able to revert to working full time hours.

Changes to your working pattern may affect other terms and conditions of employment. For example, reducing your hours of work will mean that your pay and leave will be pro-rated accordingly. Your pension may also be affected.

Any changes to your terms and conditions as a result of a change to your working pattern will be confirmed in your decision letter, however if you have further queries about how a proposed change to your pattern of work might affect your terms and conditions please speak to the Clerk or Chair of the Council in the first instance.

Data protection

When managing a flexible working request, we will process personal data collected in accordance with the data protection policy. Data collected from the point at which we receive a flexible working request is held securely and accessed by, and disclosed to, individuals only for the purposes of managing their request for flexible working. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

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

Date of policy: December 2019

Approving committee:

Date of committee meeting:

Policy version reference:

Supersedes: [Name of old policy and reference]

Policy effective from:

Date for next review:

— policy ends here —

Notes

The wording of this policy is based on an employee's statutory right to make a request to change their working arrangements. Adopting and applying this policy as it stands will support the council to comply with this right.

1. Scope

The statutory right is limited to employees with 26 weeks' service. Councils can, if they wish, extend the right to all staff.

The statutory right is limited to one request per annum. Councils can, if they wish, consider requests made more frequently.

2. Considering requests

Employers are not compelled to agree to flexible working requests. The policy sets out some reasons that may mean the request cannot be accepted. This list is based on the legislation. Employers must carefully consider the request, but if the proposal is likely to lead to difficulties with the operation of the council, you should discuss the problems, see if they can be reasonably mitigated, but if not, you can decline the request.

With the exception of a request to support an employee with a disability (see below), the reason for the request should not affect whether the council accepts or declines a request.

Important note: If a request has been made to support the health and wellbeing of a staff member, then this may be considered to be a 'reasonable adjustment'. Employers have a legal duty to consider making changes to work arrangements to prevent disadvantage to a disabled worker. If an employer does not consider making such 'reasonable adjustments', or doesn't implement such adjustments, this may lead to unlawful discrimination.

A disability is a physical or mental impairment which has a substantially adverse and long-term effect on their ability to carry out normal day-to-day activities. A 'reasonable adjustment' may be to allow an employee with long-term anxiety to arrive at work 30 minutes late to avoid rush hour.

Please refer to ACAS (www.acas.org.uk/disability) for further information.

3. Fairness

You may receive a flexible working request from one team member, agree to the request and confirm the changes to their contract. You may then receive a similar request from another team member doing the same job. Your agreement to the first request does not mean that you have to agree to the second request. Each request will need to be considered against the contractual arrangements in place.

4. Trial period

If you are not sure whether a proposed working pattern will work, you can agree to a trial period to test it out. If you do so, it will be important to put this in writing and be clear about the duration of the trial and that the working pattern will automatically revert to the previous arrangements unless the council agrees to the contrary.

5. Written outcome

If a request is agreed on a temporary or permanent basis, it will be important to confirm the outcome in writing and ensure this is placed on the HR file. If there is a change to the terms set out in the employment contract (whether temporarily or permanently), it will be important to issue a letter to confirm the changes that have been agreed.

More information

ACAS has published a statutory code of practice that lays down the principles that employers should follow when dealing with requests for flexible working.

See ACAS (www.acas.org.uk/index.aspx?articleid=1616) for more information.

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

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

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.

[ENTER COUNCIL NAME] HOMEWORKING POLICY

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Policy

The Council recognises the advantages of home-based working although it doesn't suit everyone, and some job roles may not be appropriate to undertake at home.

This policy describes the working arrangements and expectations that will apply if you work from home.

Scope of this policy

It applies to all staff who are home-based whether full time, part time or fixed term. It does not apply to office-based staff who work from home on an ad-hoc basis. If you are considering whether to request home-based working, please refer to the Flexible Working Policy.

Safe working environment

Health and safety for home-based staff applies in the same way as office-based staff, insofar as is reasonably practicable, that you work in a safe manner and that you follow all health and safety instructions issued by us.

You must complete and submit a 'Home Based Workers Risk Assessment' to the Clerk. This is a checklist for you to identify any possible hazards in your home working area. Following completion of the checklist, measures may need to be taken to control any risks identified. This checklist should be completed annually, or more frequently if there are any changes to your arrangements such as new equipment or changes to your home-office space.

You must complete and submit a workstation risk assessment and ensure that this remains up-to-date. If you have any questions about the risk assessment, or if you identify any potential risks when carrying out the assessment, you should refer these to the Clerk in the first instance.

Some of the most important considerations include: -

- If possible, an area should be set aside from the rest of your living space to ensure that you are able to work from home without distractions,
- Your home office should have adequate space for you to work safely and comfortably,
- Your desk should be large enough to accommodate your equipment and paperwork,
- You should have sufficient storage and your workspace should be organised so equipment is close to hand,
- Your work area should be well lit, with natural lighting if possible,
- Equipment and sockets should be situated to avoid potential trip hazards, and,

- You must also ensure that you visually check the cables of any electronic equipment supplied to you regularly (and at least every 6 months) and report any defects.

We reserve the right to visit you at home at agreed times for work-related purposes, including health and safety matters and to inspect, service or repair equipment (e.g. for PAT testing).

Facilities and equipment

The council will provide you with the following equipment for you to work from home and we will maintain and replace these items when necessary.

- [Desk,
- Office chair
- Filing cabinet (which will be lockable for those staff who hold personal data)
- Printer/scanner
- Laptop computer
- Photocopier
- Mobile telephone]

It is your duty to ensure that proper care is taken of the equipment provided to you and to let the Clerk know of any need to maintain or replace the equipment. Should the risk assessment identify any further equipment that is necessary, please discuss this with the Clerk.

All equipment provided by the council is for you to work safely and effectively at home and cannot be used for personal use by you or your family.

All equipment will belong to the council and you will be required to return it to us promptly should you leave our employment. If we are unable to make suitable arrangements, we may collect the equipment and any documents before your last day.

Hours of work

As a home-based worker, your contract of employment will specify the hours when we expect you to be at work and contactable by telephone or email. There may be times during the working day when you are not available in which case these should be flagged to the Clerk (or the Chair of the Council) with prior authorisation.

You must be mindful to take adequate rest breaks which should be, as a minimum:

- A break of at least 20 minutes during each working day over 6 hours,
- A daily rest break of at least 11 continuous hours, i.e. the time between stopping work one day and beginning work the next day, and,

- At least one complete day each week when no work is done.

Potential conflicts of interest

During your hours of work, the council expects that your work environment enables you to work effectively and that you are not distracted by domestic matters. It is not appropriate to combine homeworking with caring for a dependant.

If there is an emergency and you need to attend to a non-work matter, then you should notify the Clerk (see the Dependant Leave Policy).

Data protection

As a home-worker you are responsible for keeping all documents and information associated with the council secure at all times. Specifically, homeworkers are under a duty to:

- Keep filing cabinets and drawers locked when they are not being used,
- Keep all documentation belonging to us in the locked filing cabinet at all times except when in use,
- Set up and use a unique password for the laptop computer, and,
- Ensure that documents are saved to the server rather than the laptop computer's hard drive.

[Furthermore, the laptop computer and other equipment provided by us must be used only for work-related purposes and must not be used by any other member of the family at any time or for any purpose.]

If you have a telephone conversation where you are discussing confidential work matters, you should ensure that such calls take place in privacy to avoid inadvertent breach of confidentiality.

Visits to work premises

On occasions you may need to attend council offices for training, performance assessment meetings, team briefings etc. This will normally not be frequent, and the dates and times of such visits will be agreed in advance.

Insurance, mortgage or rental agreements

Whilst our Employer's Liability Insurance extends to home based staff, and any council equipment installed in your home will also be covered, you should ensure that any agreement with your landlord or mortgage lender allows you to work from home, and that your house buildings and contents insurance will not be invalidated by you working from home.

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

Date of policy: December 2019

Approving committee:

Date of committee meeting:

Policy version reference:

Supersedes: [Name of old policy and reference]

Policy effective from:

Date for next review:

— policy ends here —

Notes

The Good Councillor's guide to being a good employer provides advice and guidance around how to manage a homeworker.

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

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

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This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.