



# Cantley with Branton Parish Council

[www.cantleywithbrantonparish.co.uk](http://www.cantleywithbrantonparish.co.uk)

## **APPRAISAL AND TRAINING POLICY**

### **1. Introduction**

1.1 Cantley with Branton Parish Council ('the Council') recognises our employees are our most valuable asset and are committed to maximising individual performance and potential. The Council will provide necessary feedback, support and training to ensure that high standards of performance are maintained throughout the organisation.

1.2 The appraisal process is an opportunity for people to seek and receive high quality, responsive and balanced feedback on their work performance and an opportunity to identify and plan for future individual learning and development needs.

1.3 The main element of the appraisal process is that there should be no surprises. Staff appraisals must not exist in isolation and should be part of an ongoing process in which both management and staff have a responsibility.

1.4 As a small workforce, informal communications are encouraged and will take place on a daily and/or weekly basis between the Clerk and team, discussing work priorities and objectives. These meetings are not recorded.

1.5 The Clerk is responsible for ensuring the policy is followed and for giving employees constructive, timely and honest appraisals of their performance, which should take into account both Council and individual aims. The Clerk will ensure the timetable is adhered to and the process is monitored effectively. Employees are expected to engage with all areas of the policy.

1.6 The Council is committed to the principle of encouraging staff and councillors to enhance their role and qualifications by further training. All sponsored training must relate to the needs of the council, be relevant to an individual's job role and be subject to council approval as is dependent on the availability of financial resources.

### **2. Appraisal procedure**

#### **Schedule of appraisals**

2.1 The Council supports a minimum of one appraisal discussion a year, which will be recorded, to enable:

- a structured and confidential discussion on work programmes linked to Council objectives;
- the identification of achievements & to raise any concerns;
- effective employee support & guidance;

- discussions about training & development needs and individual aspirations;
- recognition of good performance and reward arrangements.

2.2 Staff on a probationary period will receive an appraisal at 12 weeks employment and a final probationary sign off appraisal at 24 weeks employment. If the staff member is not at a required standard at the 24 week sign off appraisal, the decision may be taken to terminate employment at that point or to extend the probationary period. If the probationary period is extended this will be noted in the employees personnel file. Monthly appraisals will continue until the staff member is signed off from the probationary period.

2.3 Where it is known that an employee is due to commence a long period of absence (e.g. maternity leave) this will be factored into the timescales and where appropriate, an appraisal will be held before the absence starts. Where a member of staff misses a scheduled appraisal meeting due to sickness absence, the meeting will be rearranged to take place following their return.

### **Before the appraisal meeting**

2.4 The appraisal meetings will be carried out annually in March. The Clerk will arrange the meetings and invite employees given at least one week's notice sending the appraisal form to allow the employee time to reflect and prepare for the meeting.

2.5 The Clerk's appraisal will take place first in the annual cycle (conducted by the Chairman of the Council (or Vice Chairman if the Chairman is unavailable) who will liaise with all the Parish Council prior to the appraisal for any feedback), followed by the Handyman. With the exception of the Clerk's appraisal all other appraisals will be undertaken by the Clerk. The Clerk shall liaise with the Parish Council for any feedback prior to the Handyman's appraisal.

2.6 All employees/ Councillors undertaking appraisals will be required to complete appraisal training, arranged by the Clerk, with an external provider before they undertake any appraisal.

2.7 The Appraiser should prepare for the meeting by ensuring they are clear on what is included in the staff member's job description and any previous appraisals completed. They should also be aware of any training the staff member has completed since the last appraisal and any other HR action taken. The Appraiser should also have read the 'Guidance for Appraisers' in Appendix 1.

2.8 The Appraiser should provide the Appraisee with a Staff Self Assessment Form (see Appendix 2) 2 weeks before the meeting. This form should be completed by the staff member and returned to the Appraiser at least 3 clear working days before the meeting.

### **At the appraisal meeting**

2.8 The meeting should be held in a confidential environment that is free from interruption. The appraisal discussion will allow an opportunity for both the employee and Clerk/ Councillor to reflect and comment on the previous year's objectives (linked to the relevant Job Description and Council aims). It will explore what factors have affected individual performance including internal and external constraints and issues. It will praise achievement and encourage the employee in their role.

2.9 The meeting will set objectives for the forthcoming year that are aligned to the aims and objectives of the Council. Objectives should be achievable and realistic taking into account available resources (including time) and should be capable of being monitored.

2.10 Areas for training, development and improvement should be discussed and agreed at the meeting and a plan for implementation including costs and timescales. It is important to be specific in terms of evidencing achievements and development needs. Any comments made by the Appraiser or employee are to be constructive and should not be seen as a criticism.

2.11 If there are disagreements between the parties with regard to the outcomes of the Appraisal HR advice should be sought. Employees may use the grievance procedure in the event of problems over the appraisal meeting.

### **After the Appraisal Meeting**

2.12 Following the appraisal meeting the Clerk or Councillor will complete the Appraisal Form (Appendix 3). The form will be sent to the employee to complete, sign and return with their comments.

2.13 The final version of the Appraisal Form will be signed by the Appraiser, one copy will be sent to the employee and a second copy will be held on the employee's personnel file.

2.14 When all appraisals have been completed a report will be taken to the Parish Council to note the appraisals and agree any action to be taken, if any, in respect of the outcomes from the appraisal.

2.15 The Clerk in conjunction with the Parish Council will ensure any training, development and support requirements identified in the appraisal are considered and implemented.

2.16 Feedback from all employees will be encouraged after the completion of the Appraisal Form.

## **3. General**

3.1 This policy is regarded as non-contractual and does not form part of any contract of employment. Cantley with Branton Parish Council reserves the right to amend, update, include or remove any policies according to the need of the Council's business.

## **4. Implementation**

4.1 All Councillors and Staff have responsibility to ensure this policy is implemented and followed. Failure to do so may result in Disciplinary Action being taken against staff or Councillors being reported to Doncaster Council Monitoring Officer under the Code of Conduct.

## **5. Monitoring**

5.1 The policy will be monitored in the following ways:

| <b>Monitoring Activity</b>                                          | <b>Person Responsible</b>      |
|---------------------------------------------------------------------|--------------------------------|
| Annual appraisals of all employees to take place in March each year | Chairman of the Parish Council |

|                                                            |                                              |
|------------------------------------------------------------|----------------------------------------------|
| Training requests responded to within one month of request | Clerk/RFO in relation to budget implications |
|------------------------------------------------------------|----------------------------------------------|

## **6. Policy Consultation**

6.1 A copy of the policy has been given to all staff and Councillors.

Dated : 21<sup>st</sup> May 2026

Adopted: 3<sup>rd</sup> June 2026

Review: Annually or upon any changes to legislation; or subject to the requirements of Cantley with Branton Parish Council.

## **RELATED POLICIES AND STRATEGIES**

Councillor Code of Conduct

Disciplinary Policy

Grievance Policy

## **Appendix 1 – Guidance for Appraisers**

Prior to the formal appraisal meeting, Appraisers should ensure they are adequately prepared for the appraisal meeting. The appraiser should look at objectives set in previous appraisals and familiarise themselves with any other relevant information concerning the employee which may need to be raised at the appraisal meeting. It is important for the success of the process that appraisals are conducted with an eye on the wider aims and objectives of the Council.

### **Be prepared**

Prepare by referring to a list of agreed objectives and notes on performance throughout the year.

### **Create the right atmosphere**

A successful meeting depends on creating an informal environment in which a full, frank but friendly exchange of views can take place. It is best to start with a general discussion before getting into any detail.

### **Work to a clear structure**

The meeting should be planned to cover all the points identified during preparation with time allowed for individuals to fully express their views.

### **Use positive feedback**

Where possible, appraisers should begin with praise for some specific achievement, but this should be sincere and deserved. Praise helps people to relax; everyone needs encouragement and appreciation.

### **Let the employee do the talking**

This enables them to talk freely and helps them to feel that they are getting a fair hearing. Use open questions to encourage people to be expansive.

### **Invite self-appraisal**

This is to look at how the employee view themselves. It provides a basis for discussion as many individuals underestimate themselves.

### **Performance, not personality**

Always refer to actual events, behaviour and results.

### **Encourage analysis of performance**

Performance should be analysed jointly and objectively why things went well or badly and what can be undertaken to maintain a high standard in the future.

### **Don't deliver unexpected criticisms**

Feedback on performance should be immediate and should not wait until the appraisal meeting. The purpose of the appraisal meeting is to reflect briefly on experiences during the review period and to look ahead. Any specific complaints/ criticisms from employer/

employee should be dealt with separately during the year by using the agreed grievance/ complaints procedure within the organisation. These are not matters to be dealt with within the context of the staff appraisal.

### **Agree measurable objectives and a plan of action**

The aim should be to end the appraisal meeting on a positive note. There should be an outcome from the appraisal meeting; either a continuation of previous behaviours and conduct, or a change to the employees' role that improves the situation for the employee and the organisation.

## Appendix 2



# Cantley with Branton Parish Council

## **Staff Self Appraisal Form**

To be completed in preparation for your annual  
appraisal/review

**Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Appraisal Date:** \_\_\_\_\_

**What have you achieved in your key area of work during the appraisal period:**

**What do you consider to be your key strengths within your role:**

**What skill/knowledge areas would you like to develop to help byou in your role:**

**Which parts of your job do you enjoy the most:**

**Which parts of your job do you find the most challenging:**

**What are your goals for the next 12 months:**

**What can the Parish Council do to help you fulfil your role to the best of your ability:**

**Do you have any concerns or feedback for the Parish Council;**

**Signed** \_\_\_\_\_

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Acknowledged on behalf of the Parish Council**

**Name** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_



## Appendix 3



# Cantley with Branton Parish Council

## Appraisal Form

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Employee's Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Job Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Appraiser</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Date of Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Objective/Competence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <p>This section should be used to record discussion on the key areas of the job and include a summary of achievement against the objectives that have been previously agreed.</p>                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Development and Training</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <p>This section should be used to record any areas of the employees work where further training and support is required, and any areas where performance is particularly strong. Specific requirements for training and development should be outlines. These activities are not restricted to training courses and may include projects, coaching, planned experience or any other suitable activity that will enhance the skills, knowledge and behaviours required in the employees work or to develop further.</p> |  |

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|                                  |
|----------------------------------|
| <b>Other areas of Discussion</b> |
|----------------------------------|

|                                                                             |
|-----------------------------------------------------------------------------|
| This section should record any other points raised at the appraisal meeting |
|-----------------------------------------------------------------------------|

|  |
|--|
|  |
|--|

|                             |  |
|-----------------------------|--|
| <b>Employees Signature</b>  |  |
| <b>Appraisers Signature</b> |  |
| <b>Date</b>                 |  |

One copy of this completed form will be kept by the employee and one by the appraiser to be kept on the employees personnel file



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## **FIRE SAFETY POLICY**

### **AIM**

Cantley with Branton Parish Council are a responsible employer and take our fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff and visitors under the Fire Safety Order (2005).

These include the provision of a safe place of work where fire safety risks are minimized. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority at all times is the safety of Individuals.

### **POLICY**

#### **1. Employee Duties**

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff and visitors.

#### **2. Communication**

All employees will be kept informed either directly or via the Clerk to the Council of any relevant changes to fire safety procedures or fire risk assessments.

#### **3. Procedures**

There is a Fire & Electrical Safety & Maintenance Manual, prepared by The Fire House Group Ltd. The Manual is designed to assist in complying with the Regulatory Reform (Fire Safety) Order 2005 with the recording the testing of fire safety features and equipment contained within Kilham Hall. The Manual forms part of Cantley with Branton Parish Council's Risk Assessment process. The Manual is kept in Kilham Hall Kitchen on the shelves. The following procedures are also in place to ensure high standards of fire safety:

##### Fire Risk Assessments

Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. This may include alterations to the premises or new work processes.

##### Staff Training

Training will be provided, as necessary, to any staff given fire safety responsibilities.

All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given regular refresher training.

#### Escape Routes

All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly by the designated building fire Marshal or their 'responsible person'.

The fire evacuation procedure set out below is posted prominently throughout each side of Kilham Hall.

#### Fire Fighting Equipment

All fire extinguishers will be serviced and maintained annually. If any employee notices defective or missing equipment they must report it to the Clerk.

#### Fire Alarm Systems

Alarms are checked annually by a specialist company and tested weekly by the buildings fire marshal or responsible person.

#### Near Miss Procedure

The Parish Council maintains a record of any incident that occurs that had the potential to cause a fire. This will be used as part of future risk assessments to ensure measures are put in place to prevent a potential incident of that type occurring in the future.

#### Emergency Lighting

Emergency lighting is checked annually by a specialist company and monthly by the buildings fire Marshal.

#### Electrical Safety

Cantley with Branton Parish Council abides by the Electricity at Work Regulations 1989 by ensuring all electrical equipment within buildings is safe to use. This is achieved by:

- Use within the manufacturer's instructions
- IT equipment serviced by a specialist company
- Electrical equipment PAT Tested by RJ Electrical.

All electrical equipment is to be turned off at the mains sockets at the end of each day.

#### Electricity testing

Electrical equipment testing is undertaken every five years by a competent company.

Records are maintained centrally of the testing schedule.

### Cooking

Where kitchen facilities have been provided, cooking should not be left unattended, equipment is to be turned off after use and toasters (where present) should be cleaned of crumbs etc regularly.

### Portable Heaters

The use of portable electric heaters must be strictly controlled.

Where temporary heating is provided in the form of portable heaters these should not be positioned under desks or near furniture.

Combustible items or refuse must not be stacked or placed near them.

All portable heaters should be located so that there is no possibility of their coming into contact with combustible material or flammable substances, including clothing worn by staff, or visitors.

They must not be positioned on escape routes.

### Housekeeping and Storage of Combustibles

Care be taken to ensure that combustible items (paper, card, clothing, wood), are kept away from all ignition sources and that any refuse or recyclable materials are disposed of frequently to secure external bins.

The storage of large quantities of paper records, especially if not filed in proprietary cabinets increases the fuel loading & fire hazard. The means of escape provision is the most important Fire Safety requirement and should be maintained and protected at all times.

Poor housekeeping can impede egress during an emergency.

Items that are a source of fuel, (paper, card, clothing, furniture, wood), or pose an ignition risk, and likely to increase the fuel loading or spread of fire, should not be located on any corridor or circulation route.

### Windows and Doors

Staff should ensure all windows and doors are secured and shut at the end of each day. This helps reduce the risk of fire spreading as well as reducing the risk of arson through any open window.

### Assisted Evacuation

The Caretaker will specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate

the premises. Where appropriate, a PEEP (Personal Emergency Evacuation Plan) will be developed.

#### Visitors and Contractors

All visitors must be logged into the relevant Visitors Book (located in the Parish Council office) on arrival on site and will be accompanied by a member of staff at all times throughout the duration of their visit.

#### Smoking Policy

There is a strict no smoking policy throughout all areas of the building which is to be adhered to by every member of staff.

Smoking is only permitted within designated areas.

#### E-Cigarettes & Chargers

The use of E-Cigarettes is not permitted in any area of the building including the outside garden.

#### Event/function fire safety procedure

As part of the conditions of hire for an event/ function taking place within or on Parish Council property fire safety information is provided to the hirer including all relevant information relating to fire evacuation.

Procedure for greeting the fire service In the event of the fire alarm being raised whilst a member of staff is within the building, they will meet the fire service and provide them with the information contained within the fire safety basic plan of the building (located in the entrance of both sides to Kilham Hall) including a basic plan of the building and escape routes.

Where a member of staff is not within the building the lead hirer will be responsible for providing this information to the fire service and should contact the on-call caretaker as soon as safe to do so.

#### **4. Review**

A regular review of this policy will be carried out to ensure all areas are been met and enforced as appropriate with any deficiencies to be addressed appropriately.

Reactive reviews will take place following a fire safety event occurring.

A review will also be undertaken following a fire, changes to the premise's construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and role.

#### **IMPLEMENTATION**

All staff and Councillors and hirers have a responsibility to ensure the policy is implemented within existing resources.

## **MONITORING**

The Policy will be monitored by the Clerk and reported back to the Parish Council where appropriate under the terms of the policy.

## **RELATED POLICIES AND STRATEGIES**

Health and Safety Policy

Risk Management Policy

Risk Assessment

**Approved:** 5<sup>th</sup> June 2024

**Reviewed:** 21<sup>st</sup> May 2026

**Approved:** 3<sup>rd</sup> June 2026

## **Fire Evacuation Procedure**

For: Cantley with Branton Parish Council

Fire Marshals: Bev Walton and Councillor Joanne Rushby

Cantley with Branton Parish Council fire procedures will be made available to all staff and included in the induction of all new starters.

Hirers should ensure that they & their group members are aware of;

- The need to sound the alarm by a 'break glass' alarm point if a fire is discovered;
- The need to evacuate the building immediately if a fire bell sounds;
- The need to assist anyone with a disability;
- The location of the fire exits;
- The need, if safe to do so, for someone to call the fire brigade;
- If or when safe to do so, the hirer should call the on-duty caretaker and advise them of the situation.

Hirers are recommended to keep a register of attendance for each session which can be referred to for roll call purposes if required.

### **Actions on Discovering a Fire**

- Raise the alarm by operating the nearest fire alarm call point or other means.
- Trained personnel (Fire Marshals) to tackle the fire with fire extinguishers only where appropriate.
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure visitors are escorted from the building to the assembly point.
- Close any doors en-route without delaying your escape.
- Fire Marshal/ lead hirer to ring 999 when safe to do so.
- You must remain at the assembly place and ring the on-duty caretaker if they are not present.
- Return to the building only when authorised to do so.

### **Actions on Hearing the Fire Alarm**

- Leave the building by the nearest exit.
- Close any doors en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any firefighting equipment unless you have been trained.
- If have responsibilities for assisting persons with Personal Evacuation Plans respond as required following the actions as identified in the Plan. (PEEP)
- You must remain at the assembly place.
- Return to the building only when authorised to do so.



Fire Marshals In the event of a fire where a designated fire Marshal is in the building; they should take charge and lead in the evacuation by:

- Ensuring all staff are ushered quickly and safely from the premises.
- Check store rooms, toilets etc are clear.
- Close windows and doors on the way out if safe to do so.
- Ensure all staff/visitors have made their way to the assembly point.
- Take a roll call.
- Liaise with Fire Service on their arrival providing them with as much information as possible.

### **Escape Routes**

The designated escape route(s) for these premises are;

Kilham Hall - Main Entrance. Side/disabled entrance from Main Hall to side garden.

Parish Council Office – Main Entrance

### **Fire Extinguisher Points**

The fire extinguisher points for these premises can be located in the main hall, kitchen and entrance to the Parish Council Office.

### **Fire Alarm Call Points**

The Fire Alarm call points for these premises can be located in the entrance of the main hall, next to the fire escape in the main hall and entrance to the Parish Council Office.

### **Assembly Point**

The designated assembly point is in the main car park to the front of the building. All staff should make their way to this point upon the alarm being raised. Visitors will be escorted.



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## **FLEXIBLE WORKING POLICY**

### **1. Introduction**

This policy aims to encourage staff to consider flexible working arrangements. The organisation recognises that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress. Therefore the organisation wants to support its employees achieve a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests. The organisation is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met.

It is the organisation's policy to encourage open discussion with employees. An employee that thinks they may benefit from flexible working is encouraged to contact their line manager to arrange an informal discussion to talk about the options.

#### What is flexible working?

Flexible working is any type of working arrangement that gives some degree of flexibility on how long, where and when an employee works. The following flexible working options are considered to be the typical arrangements that employees will request but the organisation recognises that there may be alternatives or a combination of options which are suitable to both the organisation and the employee:

- Annualised hours - where an employee's contractual working hours are calculated as the total number of hours to be worked over the year, allowing flexible working patterns to be worked throughout the year. Usually the hours will be divided into rostered hours, which are set, and unallocated hours, when an employee can be called into work as demand dictates (and to cover unplanned work and employee absence). Payment will be in 12 equal instalments (although arrangements may be permitted where the pay for the work actually done is in the period to which the payment relates)
- Compressed hours is where an employee works their usual full time hours in fewer days by working longer blocks meaning that there is no reduction in their pay. For example, a five-day week is compressed into four days, or a 10- day fortnight into nine days
- Flexitime allows an employee to choose, within certain limits, when to begin and end work. An employee is required to work during a core time and must work an agreed number of hours during the accounting period of [four weeks/a month]. Their hours of attendance will be recorded and added up at the end of each accounting period. An employee can carry over an excess of up to 10 hours or a deficit of up to 2 hours from one accounting period to another. A deficit of hours should be made up in the following accounting period. Excess hours may be used to either reduce attendance outside of core hours or, take additional leave (flexi-leave), subject to a maximum of 2 full days in any accounting period. Additional

leave should be requested and agreed with the employee's line manager in the same way as annual leave

- Home-working is when an employee regularly carries out all, or part of, their duties from home rather than the employer's premises. The organisation can consider home-working being an occasional agreed day, a mix of home and office based work each week or a full time arrangement.

Employees approved for home-working must ensure that they maintain appropriate standards of confidentiality, data protection and information security in accordance with the organisation's policies and procedures. Any organisation equipment provided for home-working purposes must be used safely, securely and only for authorised work purposes.

The organisation reserves the right to undertake appropriate health and safety assessments of the employee's home-working environment and employees are required to cooperate with any reasonable measures identified to ensure a safe working arrangement. Employees must immediately report any work-related accidents, incidents or health and safety concerns arising whilst working from home.

Employees are responsible for ensuring that they have a suitable working environment, including adequate internet access, workspace and compliance with health and safety requirements. Arrangements relating to equipment, expenses, insurance and attendance at the organisation's premises will be agreed on a case-by-case basis.

Home-working arrangements do not alter the employee's contractual duties, standards of conduct or performance expectations, and employees are expected to remain available and contactable during agreed working hours unless otherwise authorised.

- Job-sharing is an arrangement where a full-time post is divided into two part-time roles. The two job holders then share the overall duties and responsibilities. Their skills and the hours each employee wishes to work must be compatible, and meet the needs of the organisation. Pay and benefits are shared in proportion to the hours each works. Job sharing can be considered where the creation of a single part-time post is difficult, or where two individuals wish to work part-time. The suitability of posts for job-sharing will be stated in any internal or external advertisements

- Overtime is when hours are worked in addition to the usual full time hours. Overtime can be agreed where the organisation would benefit from an employee working more hours. This is voluntary and an employee can refuse overtime if they wish. Overtime will be paid at one and a half times the basic rate during Monday to Saturday and double time the basic rate if it is a Sunday or a Public Holiday.

- Part-time working covers any arrangement where an employee is contracted to work anything less than typical full time hours for the type of work in question. For example, an employee who only works Monday to Wednesday. The organisation believes that all posts will be available on a part-time basis, except where a critical examination by line management proves this to be impracticable. The suitability of posts for part-time working will be stated in any internal or external advertisements

- Term-time working is where an employee reduces their hours or takes time off during any school holidays. Any weeks above their annual leave entitlement will be unpaid. Salary can be paid in 12 equal monthly instalments (although arrangements may be permitted where an employee is only paid for the time worked and receive no pay during the holidays apart from their entitlement to annual leave). The needs of the organisation **need to be considered when assessing requests for term-time working, and approval will be subject to operational requirements and the ability to maintain service delivery.**

The organisation is committed to providing a range of appropriate working patterns. However employees and management need to be realistic and to recognise that not all flexible working options will be appropriate for all roles. Where a flexible working arrangement is proposed the organisation will need to take into account a number of criteria including (but not limited to) the following:

- the costs associated with the proposed arrangement
- the effect of the proposed arrangement on other staff
- the need for, and effect on, supervision
- the existing structure of the department
- the availability of staff resources
- details of the tasks specific to the role
- the workload of the role
- whether it is a request for a reasonable adjustment related to a disability
- health and safety issues

## **2. Eligibility**

~~Any employee with at least 26 weeks of employment service has a statutory right to request flexible working.~~ All employees have a statutory right to request flexible working from the first day of employment. However the organisation has taken the view that employees in all areas, and at any level, are entitled to submit a request for flexible working regardless of their length of service.

Submitting a flexible working request

An eligible employee is entitled to submit two flexible working requests in a twelve month period (an employee is entitled to additional requests if they relate to a statutory entitlement e.g. the Equality Act 2010 right to request reasonable adjustments).

All requests must be made by email or letter. Any request made must include:

- the date of the application
- the changes that the employee is seeking to their terms and conditions
- the date from when the employee would like the proposed change to come into effect
- ~~how, in their view, any such effect could be dealt with~~

- whether this is a statutory or non-statutory request
- whether a previous application for flexible working has been made
- the dates of any previous applications If the employee is making the request in relation to the Equality Act, e.g. as a reasonable adjustment relating to a disability, this should be made clear in the application.

If an application does not contain all of the required information the line manager will explain to the employee what additional or amended information they need to provide and ask the employee to resubmit the request.

### **3. Meetings regarding flexible working**

Upon receiving a written request for flexible working the line manager will usually seek to arrange a meeting with the employee to:

- discuss the request
- find out more about the proposed working arrangements
- how it could be of benefit to both the employee and organisation

If a meeting is arranged it will be held within **28 14** days of the organisation receiving the request. This time limit may be extended with the agreement of both the employee and line manager. The employee will be given advance notice of the time, date and place of the meeting. If the initial date is problematic then one further date will be proposed. If a face to face meeting is difficult to arrange then, if agreed by the employee and line manager, the meeting may be held over the telephone.

At the meeting the employee may, if they wish, be accompanied by a workplace colleague or a trade union representative.

If the employee fails to attend a meeting and then fails to attend a rearranged meeting without good reason, their application will be deemed to have been withdrawn.

Where a request can, without further discussion, be approved as stated in the employee's written application a meeting to discuss the request may not be necessary.

The employee will be informed of the organisation's agreement to the request by a confirmation letter as outlined in the section 'Responding to a flexible working request' within two months of the organisation receiving the request. This time limit may be extended with the agreement of both the employee and the line manager.

### **4. Responding to a flexible working request**

The line manager will consider the proposed flexible working arrangements, looking at the potential benefits, and adverse **affects effects**, to the employee and to the organisation in implementing the proposed changes.

Each request will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their working pattern.

The employee will be informed in writing of the organisation's decision as soon as is reasonably practicable, but no later than **28 14** days after the meeting.

The request may be granted in full, in part or refused. The organisation may propose a modified version of the request, the request may be granted on a temporary basis, or the employee may be asked to try the flexible working arrangement for a trial period.

If the request is agreed then the employee will be sent a confirmation letter which will include details of the new arrangements. The employee should contact their line manager within 14 days if they wish to discuss the new arrangements further, or have any concerns.

## **5. Refusal to a flexible working request**

Requests may be refused for one or more of the following statutory business reasons:

- burden of additional costs
- detrimental effect on ability to meet customer demand
- inability to reorganise 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

The organisation will consult with the employee before any decision is made to refuse a request.

## **6. Right to appeal decision**

The employee has the right to appeal the decision if their request is refused or is only agreed in part. The employee may lodge an appeal within 14 days of being notified of a decision on their application. This should be done in writing and clearly state the grounds on which they are appealing.

The appeal will be heard within 14 days. The employee will then be informed of the outcome to their appeal within 14 days of the appeal meeting.

The organisation will complete the flexible working request process, including any appeal, within two months unless an extension is agreed with the employee.

These time limits may be extended with the agreement of both the employee and line manager.

## **7. Trialling new working arrangements**

Where there is some uncertainty about whether the flexible working arrangement is practicable for an employee and/or the organisation a trial period may be agreed. If a trial period is arranged the organisation will allow sufficient time for an employee and their manager to implement and become used to the new working practices before taking any decisions on the viability of a new arrangement.

## **8. Varying an employee's contract**

Where flexible working practices are agreed as a permanent change, a variation will need to be made to the employee's contract of employment. A new contract of employment will be sent to the employee within 28 days of the change to the employee's working pattern being agreed.

If the employee has any questions or concerns about the new contract of employment they should contact their line manager to discuss the matter further.

Where a trial period has been arranged the organisation will provide the employee with a document that details their new working pattern and makes clear that it is only a temporary variation to the terms of the employee's contract. The employee will be informed in writing of the start and end dates of the trial period (although the organisation may reduce or lengthen the trial period where necessary with the agreement of the employee). The organisation will reserve the right, at the end of the agreed trial period, to require the employee to revert to their previous working arrangement.

## **9. Complaints and further information**

The organisation is strongly opposed to any form of victimisation of individuals who work, or request to work under flexible working arrangements. If an employee feels that they have been treated unfairly or are dissatisfied with any stage of the flexible process, they should raise their concerns informally with their line manager.

If informal discussions do not resolve the matter to an employee's satisfaction, they should raise a grievance under the organisation's grievance procedure. For further information an employee should refer to the documents listed below and/or contact their line manager.

## **10. Law relating to this document:**

Employment Rights Act 1996

Equality Act 2010

Flexible Working Regulations 2014

**Dated:** 21<sup>st</sup> May 2026

**Approved:** 3<sup>rd</sup> June 2026

**Review:** May 2028 or sooner if there is a change in legislation



# Cantley with Branton Parish Council

[www.cantleywithbrantonparish.ccgov.uk](http://www.cantleywithbrantonparish.ccgov.uk)

## GENERAL PRIVACY NOTICE

### Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the ~~General Data Protection Regulation (the “GDPR”)~~ and other legislation the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable data protection legislation relating to personal data and rights such as the Human Rights Act.

### Who are we?

This Privacy Notice is provided to you by Cantley with Branton Parish Council which is the data controller for your data.

### Other data controllers the council works with:

- e.g. other data controllers, such as local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

### The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;