

TOLLER PORCORUM PARISH COUNCIL

Annual Meeting of Parish Council | Wednesday 13 May 2026

Appendix J – Register and Policy updates

Register updates

Minute reference: 26/05-14.vii and viii

Risk Management Register (view with Appendix K)

9. Staff /Compensation and legal fees from staff making a claim against council:

- Updated as need for Lone working policy deemed unnecessary
- Updated as Health and Safety Policy to be reviewed in 2026/27

9. Staff /Claims against staff for errors arising from performance of their duties

- Updated as clerk has achieved CiLCA

17. All other policies /Inadequate, out of date or missing

- Updated as data protection policies are now in place

19. Legal powers /Making decisions that are ultra vires (without legal authority)

- Updated as TPPC now operates with General Powers of Competence

Asset Register (view with Appendix L)

- Telephone box added
- Round picnic table disposed of
- Estimated current values added

Policy updates

Minute reference: 26/05-15.i and v - vii

Standing Orders (available on website)

Internal auditor recommends SO 18.a.v is updated to '£30,000 including VAT' from £25,000, to match Financial Regulations 5.7.

Recommendation: **approve**

Disciplinary Policy (available on website)

NALC's model policy has been updated with a flow chart to para 11, Examples of unsatisfactory work performance, and changes to paras 25 – 26.

Recommendation: **approve**

25. If the Staffing Committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors, to formally hear the allegations. The staffing sub-committee will appoint a chair from one of its members. The Investigator shall not sit on the sub-committee.

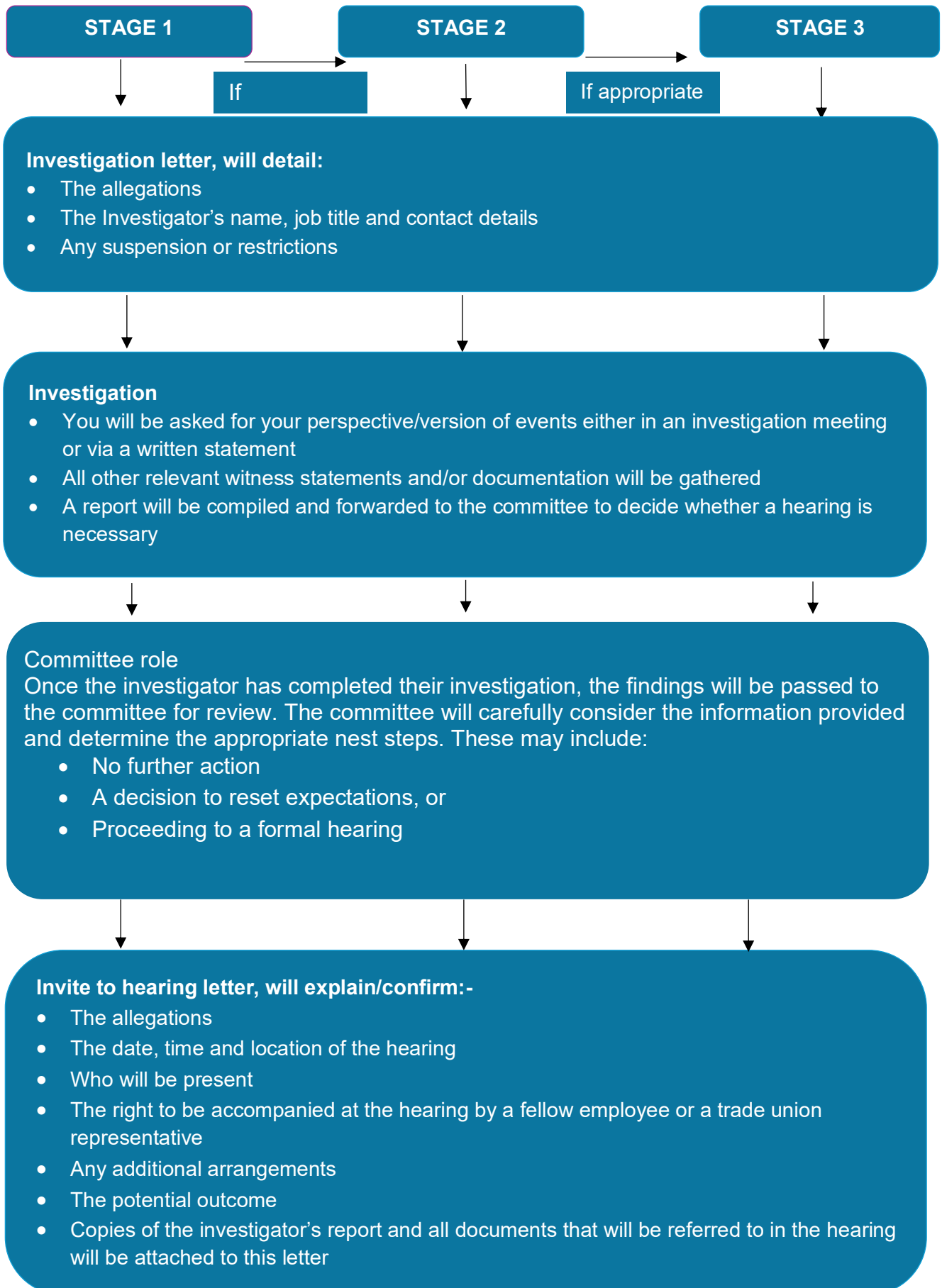
25.1 ~~No councillor with direct involvement in the matter shall be appointed to the sub-committee.~~

26. No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting.

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The procedure



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The Hearing

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

**Potential outcome:
First Written
warning**

**Potential outcome:
Final Written
warning**

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

Outcome letter will advise:

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

Outcome letter will advise:

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

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Equality and Diversity Policy (available on website)

Council requested the following updates the next time this policy is reviewed:

18. The council will monitor the ethnic, sex/gender and age composition of the existing workforce and of applicants for jobs (including promotion) and councillors, and the number of people with disabilities within these groups and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.
24. Councillors, co-opted councillors, employees and others are required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination.

Recommendation: **approve**

Staffing Committee Terms of Reference (available on website)

Updated for clarity between Disciplinary Policy and Grievance Policy.

Recommendation: **approve**

4. Performance

- a. To carry out staff appraisals and manage performance, when necessary, in line with the council's Disciplinary Policy.
- b. To receive and consider any complaints of misconduct made under the council's Disciplinary Policy.
- c. To investigate and, where appropriate, hear complaints of misconduct and take whatever action is necessary in line with the council's Disciplinary Policy.
- d. To identify training requirements through appraisal and agree staff training programmes.
- e. To make recommendations on personnel related expenditure to the Finance Committee-Working Group of the council and to full council.

5. Complaints

- a. To receive and consider any complaints made under the council's Grievance ~~and Disciplinary Procedure Policy.~~
- b. To investigate and, where appropriate, hear complaints and take whatever action is necessary in line with ~~made under~~ the council's Grievance ~~and Disciplinary Procedure Policy~~ and take whatever action necessary.