

Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.

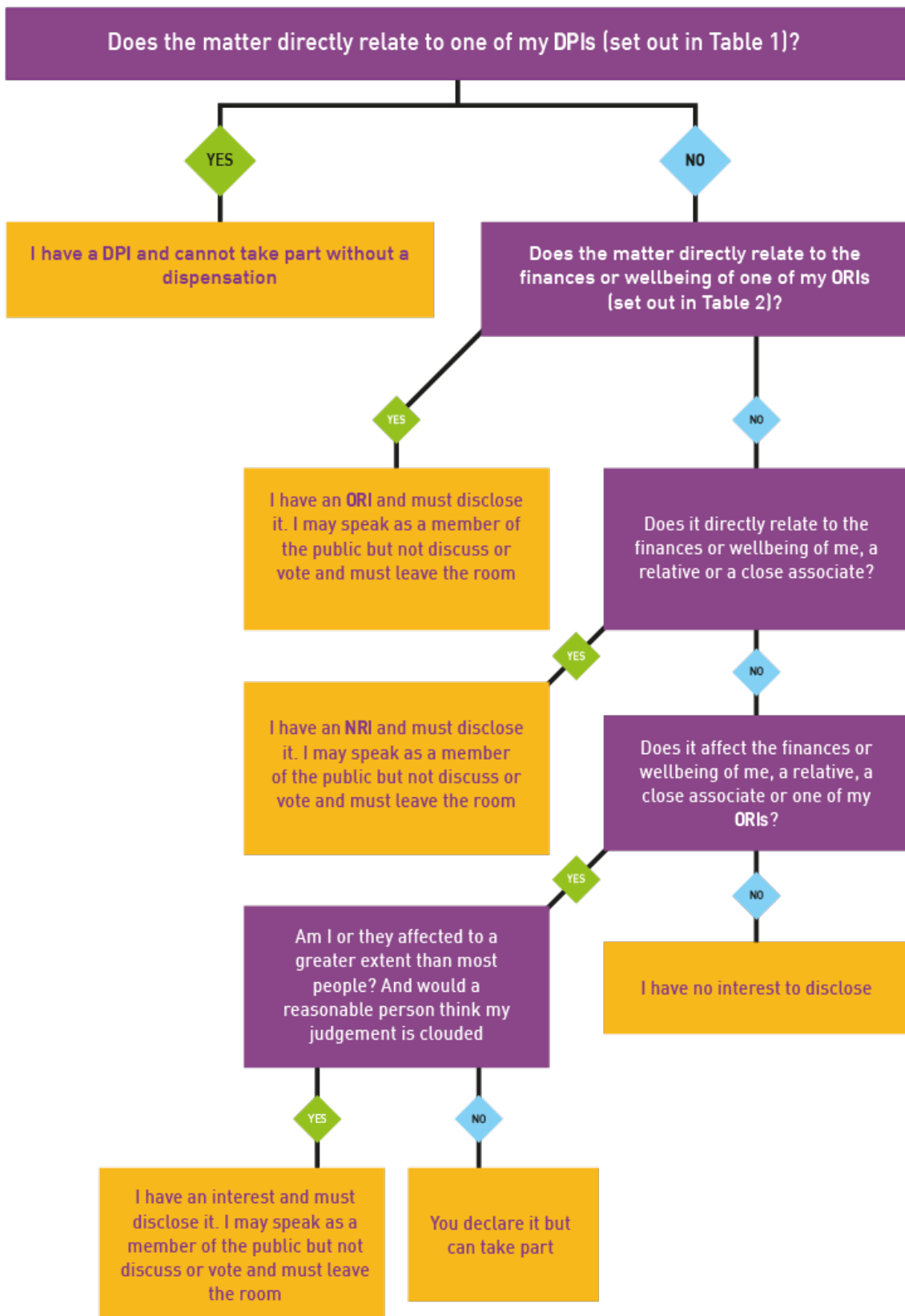


Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

<p>You must register as an Other Registrable Interest :</p> <ul style="list-style-type: none"> a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management
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**Minutes of the meeting of the Staffing Committee held on
Thursday 26th September 2024 at 7pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

Present: Cllr L Douglass – Chair of the Committee
Cllr D Britcher
Cllr G Britton
Cllr S Gurney
Cllr B Johnson
Cllr A Lock

Also in Attendance: Mrs F LeBon – Parish Clerk

The Chairman welcomed members and opened the meeting at 7pm.

1. Apologies and acceptance for absence

Apologies were received from Cllr Maidstone and the Deputy Clerk.

2. Declarations of Interest and Dispensations

Cllr Gurney declared a personal and prejudicial interest in item 5 as she felt that she had outstanding correspondence for which it was alleged no response had been received.

Cllr Gurney declared an interest in item 8 and advised she would leave the room.

3. Approval of minutes of the Committee meeting held on 11th July 2024

Minutes of the meeting of 11th July 2024 had been circulated.

Cllr Britcher proposed that the line in item 6 'The Panel will have the delegated authority to agree the successful candidate and offer the role.' be struck from the minutes as he did not recall this being agreed. This was seconded by Cllr Lock. A recorded vote was requested.

In favour: Cllr Britcher, Cllr Lock.

Against: Cllr Douglass, Cllr Johnson, Cllr Britton

Abstained: Cllr Gurney

The motion was **LOST**.

A recorded vote was requested for the agreement of the minutes, as circulated:

In favour: Cllr Douglass, Cllr Johnson, Cllr Britton.

Against: Cllr Britcher, Cllr Lock.

Abstained: Cllr Gurney

The minutes were **AGREED** as a true and accurate record of the meeting.

4. Public Participation

No members of the public present

Cllr Gurney Left the Room

5. To Review Recruitment and Selection Policy

Cllr Britcher queried why this was an agenda item. Cllr Douglass advised that there were issues from the recent recruitment resulting from the current policy, therefore it was important that this policy was reviewed and made more robust.

Approved.....

Date.....

Cllr Britcher declared a prejudicial interest due to an ongoing complaint and left the room

It was established that all previous recent recruitments, including that of the clerk, had not been in accordance with this policy. The policy did not support the running of the business of a council the size of Hellesdon.

It was noted that the policy was outdated, having reference to roles of the Finance Office, Projects Officer and Head Groundsman, the roles of which are not recruited for any more. There is also no reference to a recruitment procedure for the Clerk in the policy.

It was **AGREED** after a proposal from Cllr Douglass and a second from Cllr Johnson that two separate policies were required. One for senior members of staff which would include The Clerk, Deputy Clerk and Facilities Manager, and a second policy for junior members of staff.

The current policy was reviewed and amendments made which would make it better suited to a policy for the recruitment of junior staff. It was **AGREED** after a proposal from Cllr Douglass and a second from Cllr Britton that:

- 1) The Clerk will write up the amendments and this will be presented to the next staffing committee meeting for agreement for a recruitment policy for junior members of staff.
- 2) The Clerk will use information in the existing policy and subsequent discussions in this meeting to construct a recruitment policy suitable for senior members of staff (The Clerk, Deputy Clerk and Facilities Manager). This will be presented to the next staffing committee meeting.

Cllr Britcher and Cllr Gurney Re-Entered the Room

- 6. To consider resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 7 and 8 in view of the confidential and personal nature of the business to be transacted.**

This was **AGREED**.

The Meeting was Closed to the Press and Public

- 7. To Receive Verbal Update from the Job Evaluations Working Group**

The Job Evaluations Working Group met on 6th September. Initial discussions included how scale points were used in contracts and whether there were incentives to progress within the council, both through qualification and experience.

Focus was placed on the role of the Support Officer as it was felt that this had changed the most since inception.

A further meeting will be called to progress matters further so that decisions made can be presented to the staffing committee, along with their budgetary impacts.

- 8. To Receive Advice from Monitoring Officer and Agree Resulting Actions**

Cllr Douglass proposed that this be referred to full council, seconded by Cllr Johnson and **CARRIED**.

The Meeting was Reopened to the Press and Public

- 9. Items for the Next Agenda**

Recruitment and selection policies for Junior and Senior members of staff.

Feedback from the Job Evaluation Working Group.

Budget

- 10. To Confirm Date, Time and Venue of Next Meeting**

Thursday 7th November at 7pm.

The Meeting Closed at 8.35pm

Approved.....

Date.....

HPC Staffing Committee Minutes 26th September 2024

Recruitment and Selection Policy and Procedure

Junior Staff

Introduction

This policy sets out the position of the Council in respect of recruiting and selecting the best candidate for the role.

Scope

This policy applies to the appointment of all junior employees. This excludes the Parish Clerk, Deputy Clerk and Facilities Manager.

Procedures for the vacancy

- a) When a post becomes vacant or the establishment of a new post is agreed, the job description will be defined.
- b) A person specification will be prepared detailing the skills and experience and qualifications required to fulfil the role
- c) Job descriptions and person specifications will be prepared to take account of The Equality Act 2010.
- d) Consideration will be given to whether the vacancy is appropriate for permanent, fixed term, temporary or casual appointment.
- e) The above points will be the responsibility of the Parish Clerk and the Chair of the Staffing Committee.
- f) The interview process will be the responsibility of the Parish Clerk. The interview panel will consist of a combination of the direct line manager, the Parish Clerk, and the Chair of the Staffing Committee.

Job Description

- a) Every post, without exception, will have a written job description outlining the main duties and responsibilities and specifying the key tasks.
- b) This will be drafted by the Parish Clerk, or the direct line manager, with approval for any amendments coming from the Staffing Committee as per Terms of Reference.

Person Specification

- a) A person specification to specify the attributes required to fulfil the duties of the job will be prepared. It will outline the criteria against which applicants are assessed at the short listing and interview stage.
- b) This will be drafted by the Parish Clerk, or direct line manager, with approval for any amendments coming from the Staffing Committee as per Terms of Reference.

Pay and Conditions for New Posts

- a) At this stage, when the job description and person specification have been defined, the question of Terms and Conditions will be considered.
- b) This will be drafted by the Parish Clerk with approval for any amendments coming from the Staffing Committee as per Terms of Reference.

Disclosures

- a) The disclosure of a criminal record, or other information, does not debar the candidate unless the selection panel considers that the conviction renders them unsuitable for appointment. In making this decision the Council will consider the nature of the offence, how long ago and the age of the candidate when it was committed and any other factors which may be relevant, including appropriate considerations in relation to the Council's Equal Opportunities Policy.
- b) Failure by an applicant to declare a conviction, caution or bind-over may, however, disqualify the candidate from appointment. Disclosure of a conviction after appointment will be subject to the disciplinary procedure.
- c) It will be the responsibility of the Parish Clerk to apply for any DBS checks which they deem necessary. The results of such checks will be discussed by the Staffing Committee if appropriate.
- d) When recruiting the council will be mindful of the Rehabilitation of Offenders Act 1974

Safeguarding

- a) The council acknowledges that everyone who uses facilities for which it is responsible, or who may be involved in Council-led activities, should be treated with dignity and respect, and should be protected from harm in accordance with the Council's Safeguarding Policy.

Fixed Term (Temporary) Contracts

- a) All temporary contracts should have defined or estimated end dates and where appropriate these will be issued as Fixed Term Contracts.
- b) The use of Fixed Term Contracts can only be justified in the following situations:
 - Cover for maternity leave;
 - Cover for long term sick leave;

- Cover for a vacancy while the recruitment process takes place;
- Short term projects of a definable length (such as seasonal posts).

Recruitment

In-house recruitment

a. The number and quality of replies to each source will be monitored by the Parish Clerk and direct line manager so that their relative success can be judged and can inform future advertising. Whether handling the whole process in house, or handing over the job to an agency, certain other decisions will be made before the advertisement is placed. These may include:

- the design of the advert
- the information pack for candidates and contact person for further details
- how applicants should respond will be detailed in the advertisement
- the dates for interviews
- the nature of the full selection process

b. The Council will as far as possible seek to run this process themselves, led by the Parish Clerk.

Advertising the vacancy

The advertisement should contain the following:

- The Council's corporate identity logo
- The heading, including the Council's name and the job title
- What will have primary importance in the text - for example, job interest, pay, career opportunities, location and qualifications required
- What form of reply is required and the closing date for applications and interview dates for the position

All advertisements must be approved by the Parish Clerk, direct line manager and Chair of the Staffing Committee

Information for candidates

a) The total package will vary according to the advertised position. All applicants will receive the below items:-

- A copy of the job description
- A copy of the person specification
- The relevant application form

Initial applications

If initial applications are not to be acknowledged applicants should be advised at the outset.

Short listing

- a) It is important that the immediate line manager is involved, and can express a view before a final decision is made.
- b) When the deadline is reached the Parish Clerk will be responsible for the confidentiality of the information supplied in line with all data protection legislation.
- c) Applications will be shortlisted by the Parish Clerk, direct line manager and the Chair of Staffing.
- d) The candidates will then be marked accordingly using the person specification and job description as criteria, with the most appropriate candidates being invited to interview.

The reasons applicants have not been short-listed will be recorded, to include, but not limited to:

- lack of relevant skills,
 - lack of relevant previous experience,
 - lack of relevant qualification
 - lack of work experience at appropriate level
- a) Internal candidates are to be given no special consideration and it is their responsibility to communicate to the panel through their application their suitability for the post.
 - b) If at any point during this process a panel member is aware of any reason why they may be prejudiced against or in favour of any candidate then they must excuse themselves from the process immediately.
 - c) The Parish Clerk will then invite the shortlisted candidates to interview.

Interview arrangements

- a) Candidates are recruited following interview. It is, therefore, essential that the interview is structured and questions aimed at obtaining information about the candidate, relevant to the person specification and job description.
- b) All candidates will be offered the opportunity to meet the direct line manager and be shown around the site.
- c) If at the time of interview additional requirements are identified to overcome any disability not previously notified, the Council is under a duty to make reasonable adjustments accordingly.

- d) Should a candidate not be available at the date and time set for the interview, an online interview should be offered.
- e) It is the responsibility of the Parish Clerk to facilitate this arrangement and communicate all details to the candidates.

Interview Questions

- a) It will be the responsibility of the panel to construct questions with guidance from the Parish Clerk.
- b) Questions should be designed to probe the candidates' knowledge, ability, disposition and attitudes.
- c) There should be no 'trick questions'.
- d) Questions asked should be shared amongst the panel members

Preparation for Interview

- a) Good interviews are prepared and conducted in an orderly and thorough manner.
- b) All panel members will receive adequate notice of the interview, and any supporting paperwork or requirements.
- c) Reception staff should be informed of the interviews so that candidates can be welcomed.
- d) A Chair of the Panel should be appointed prior to the interviews. The Chairman will be responsible for keeping the interview moving. A facilitator should also be appointed to who will be responsible for greeting the candidate and informing them of the content of the interview.
- e) If the panel feel it necessary, a pre-interview meeting can be arranged to run through the process and address any last minute concerns.

During the Interview

- a) The panel will arrive in good time for the interview with the appropriate paperwork in place.
- b) Opportunities for interruption should be minimalised, such as switching off mobile phones.
- c) All questions will be given to candidates in a considered manner. Any follow up questions should pertain to the original question.
- d) The focus and style of interviewing must be designed to draw the best possible response from the interviewees and not be designed to trip up candidates.
- e) The candidate should be allowed time to ask questions of the panel.
- f) Sufficient time should be given to the interviewers to record their assessment of a candidate.
- g) Interviews should never be cut short.

Making a decision

- a) Panel members must use the job description and person specification in measuring the suitability of each candidate.
- b) Due consideration should be given to the marking and assessment sheets when making the decision.
- c) Any decision does not necessarily have to be unanimous but should absolutely include a majority decision with input from the potential line manager.
- d) If the panel feel it to be appropriate, a second choice candidate should be agreed, should the successful candidate decline the role.
- e) The panel should have delegated responsibility to appoint.

Appointment

- a) It is the responsibility of the Parish Clerk to inform the successful candidate, gain a verbal acceptance and then send out a written offer of appointment letter.
- b) Upon receipt of a verbal acceptance the Parish Clerk will then inform the unsuccessful candidates with appropriate feedback.
- c) After making a decision the panel, via the Parish Clerk, should then feed back to the Staffing Committee advising that the position has been fulfilled.
- d) The Staffing Committee will report to full council at the earliest opportunity.
- e) The appropriate administrative procedures for the appointment is the responsibility of the Parish Clerk who will obtain references and make sure arrangements are in place for a start date.

References

- a) References will be used to check factual information such as job title, length of service, attendance record.
- b) The Parish Clerk can obtain this information most efficiently by asking specific questions or using a standard form.
- c) If the Parish Clerk wants an opinion as to suitability for a specific job, a brief outline of duties should be included, and a telephone discussion may be helpful.
- d) Written references will be taken up after an offer of appointment. The offer of appointment will be made subject to receipt of these references satisfactory to the Council.

Recruitment and Selection Policy and Procedure

Senior Staff

Introduction

This policy sets out the position of the Council in respect of recruiting and selecting the best candidate for the role.

Scope

This policy applies to the appointment of the senior staff of Hellesdon Parish Council. These are the Parish Clerk, Deputy Clerk and Facilities Manager.

Procedures for the vacancy

- a) When a post becomes vacant the job description will be defined.
- b) A person specification will be prepared detailing the skills and experience and qualifications required to fulfil the role
- c) Job descriptions and person specifications will be prepared to take account of The Equality Act 2010.
- d) Consideration will be given to whether the vacancy is appropriate for permanent, fixed term, temporary or casual appointment.
- e) The above points will be the responsibility of the Parish Clerk and the Staffing Committee.
- f) The interview process will be the responsibility of the Parish Clerk. The interview panel will consist of three members of the staffing committee and, in the case of recruitment of the Deputy Clerk and Facilities Manager, with input from the Clerk.

Job Description

- a) Every post, without exception, will have a written job description outlining the main duties and responsibilities and specifying the key tasks.
- b) This will be drafted by the Parish Clerk with approval for any amendments coming from the Staffing Committee as per Terms of Reference.

Person Specification

- a) A person specification to specify the attributes required to fulfil the duties of the job will be prepared. It will outline the criteria against which applicants are assessed at the shortlisting and interview stage.

- b) This will be drafted by the Parish Clerk, with approval for any amendments coming from the Staffing Committee as per Terms of Reference.

Pay and Conditions

- a) At this stage, when the job description and person specification have been defined, the question of Terms and Conditions will be considered.
- b) This will be drafted by the Parish Clerk with approval for any amendments coming from the Staffing Committee as per Terms of Reference.

Disclosures

- a) The disclosure of a criminal record, or other information, does not debar the candidate unless the selection panel considers that the conviction renders them unsuitable for appointment. In making this decision the Council will consider the nature of the offence, how long ago and the age of the candidate when it was committed and any other factors which may be relevant, including appropriate considerations in relation to the Council's Equal Opportunities Policy.
- b) Failure by an applicant to declare a conviction, caution or bind-over may, however, disqualify the candidate from appointment. Disclosure of a conviction after appointment will be subject to the disciplinary procedure.
- c) It will be the responsibility of the Parish Clerk to apply for any DBS checks which they deem necessary. The results of such checks will be discussed by the Staffing Committee if appropriate.
- d) When recruiting the council will be mindful of the Rehabilitation of Offenders Act 1974

Safeguarding

- a) The council acknowledges that everyone who uses facilities for which it is responsible, or who may be involved in Council-led activities, should be treated with dignity and respect, and should be protected from harm in accordance with the Council's policies.

Fixed Term (Temporary) Contracts

- a) All temporary contracts should have defined or estimated end dates and where appropriate these will be issued as Fixed Term Contracts.
- b) The use of Fixed Term Contracts can only be justified in the following situations:
 - Cover for maternity leave;
 - Cover for long term sick leave;
 - Cover for a vacancy while the recruitment process takes place;

Recruitment

In-house recruitment

a. The number and quality of replies to each source will be monitored by the Parish Clerk so that their relative success can be judged and can inform future advertising. Whether handling the whole process in house, or handing over the job to an agency, certain other decisions will be made before the advertisement is placed. These may include:

- the design of the advert
- the information pack for candidates and contact person for further details
- how applicants should respond will be detailed in the advertisement
- the dates for interviews
- the nature of the full selection process

b. The Council will as far as possible seek to run this process themselves, led by the Parish Clerk.

Advertising the vacancy

The advertisement should contain the following:

- The Council's corporate identity logo
- The heading, including the Council's name and the job title
- What will have primary importance in the text - for example, job interest, pay, career opportunities, location and qualifications required
- What form of reply is required and the closing date for applications and interview dates for the position

All advertisements must be approved by the Parish Clerk and Chair of the Staffing Committee

Information for candidates

a) The total package will vary according to the advertised position. All applicants will receive the below items:-

- A copy of the job description
- A copy of the person specification
- The relevant application form

Initial applications

If initial applications are not to be acknowledged applicants should be advised at the outset.

Shortlisting

- a) It is important that the immediate line manager is involved, and can express a view before a final decision is made.
- b) When the deadline is reached the Parish Clerk will be responsible for the confidentiality of the information supplied in line with all data protection legislation.
- c) Applications redacting personal data will be sent to the Staffing Committee for shortlisting.
- d) The candidates will then be marked accordingly using the person specification and job description as criteria, with the most appropriate candidates being invited to interview.
- e) The interview panel will be agreed at the Staffing Committee meeting when shortlisting occurs. The interview panel will consist of three members of the staffing committee and, in the case of recruitment of the Deputy Clerk and Facilities Manager, with input from the Clerk.

The reasons applicants have not been short-listed will be recorded, to include, but not limited to:

- lack of relevant skills,
 - lack of relevant previous experience,
 - lack of relevant qualification
 - lack of work experience at appropriate level
- a) Internal candidates are to be given no special consideration and it is their responsibility to communicate to the panel through their application their suitability for the post.
 - b) When the shortlisted candidates for interview are known, then the panel shall be supplied with the candidate's personal information.
 - c) If at any point during this process a Member of the Staffing Committee or the Parish Clerk is aware of any reason why they may be prejudiced against or in favour of any candidate then they must excuse themselves from the process immediately.
 - d) The Parish Clerk will then invite the shortlisted candidates to interview.

Selection Process

The Staffing Committee will agree on the most appropriate method(s) of selection. This must include an interview but may also include, but not limited to, methods such as presentations and written assessments.

All methods used for selection must be relevant to the job role and be capable of being assessed and applied equally to all candidates.

Interview arrangements

- a) Candidates are recruited following interview. It is, therefore, essential that the interview is structured and questions aimed at obtaining information about the candidate, relevant to the person specification and job description.
- b) All candidates will be offered the opportunity to meet the Parish Clerk and be shown around the site.
- c) If at the time of interview additional requirements are identified to overcome any disability not previously notified, the Council is under a duty to make reasonable adjustments accordingly.
- d) Should a candidate not be available at the date and time set for the interview, an online interview should be offered.
- e) It is the responsibility of the Parish Clerk to facilitate this arrangement and communicate all details to the candidates.

Interview Questions

- a) It will be the responsibility of the panel to construct questions with guidance from the Parish Clerk.
- b) Questions should be designed to probe the candidates' knowledge, ability, disposition and attitudes.
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Preparation for Interview

- a) Good interviews are prepared and conducted in an orderly and thorough manner.
- b) All panel members will receive adequate notice of the interview, and any supporting paperwork or requirements.
- c) Reception staff should be informed of the interviews so that candidates can be welcomed.
- d) A Chair of the Panel should be appointed prior to the interviews. The Chairman will be responsible for keeping the interview moving. A facilitator should also be appointed to who will be responsible for greeting the candidate and informing them of the content of the interview.
- e) If the panel feel it necessary, a pre-interview meeting can be arranged to run through the process and address any last minute concerns.

During the Interview

- a) The panel will arrive in good time for the interview with the appropriate paperwork in place.

- b) Opportunities for interruption should be minimalised, such as switching off mobile phones.
- c) All questions will be given to candidates in a considered manner. Any follow up questions should pertain to the original question.
- d) The focus and style of interviewing must be designed to draw the best possible response from the interviewees and not be designed to trip up candidates.
- e) The candidate should be allowed time to ask questions of the panel.
- f) Sufficient time should be given to the interviewers to record their assessment of a candidate. Interviews should never be cut short.

Making a decision

- a) Panel members must use the job description and person specification in measuring the suitability of each candidate.
- b) Due consideration should be given to the marking and assessment sheets when making the decision.
- c) Any decision does not necessarily have to be unanimous but should absolutely include a majority decision with input from the potential line manager.
- d) If the panel feel it to be appropriate, a second choice candidate should be agreed, should the successful candidate decline the role.

Appointment

- a) After making a decision the panel, via the Parish Clerk, should then feed back to the Staffing Committee advising that a decision has been made by the panel
- b) It is the responsibility of the Parish Clerk to inform the successful candidate of their appointment, subject to ratification by the council, and gain a verbal acceptance. Once verbal acceptance has been received, the unsuccessful candidates will be informed.
- c) Ratification by full council should be conducted at the earliest opportunity, in fairness to the candidate and to ensure the smooth operation of the council.
- d) Upon ratification by the Council the Parish Clerk should send out a written offer of appointment letter.
- e) The appropriate administrative procedures for the appointment is the responsibility of the Parish Clerk who will obtain references and make sure arrangements are in place for a start date.

References

- a) References will be used to check factual information such as job title, length of service, attendance record.

- b) The Parish Clerk can obtain this information most efficiently by asking specific questions or using a standard form.
- c) If the Parish Clerk wants an opinion as to suitability for a specific job, a brief outline of duties should be included, and a telephone discussion may be helpful.
- d) Written references will be taken up after an offer of appointment. The offer of appointment will be made subject to receipt of these references satisfactory to the Council.

Senior Draft

Staffing Committee Meeting

7th November 2024

Item 6 - To Receive Notification of Updated Legislation on Sexual Harassment

Introduction

From 26 October 2024, employees can expect their employers to take reasonable steps to protect them from sexual harassment as a new duty comes into force. This is a new duty under the Equality Act 2010.

Employers now have a duty to anticipate when sexual harassment may occur and take reasonable steps to prevent it. If sexual harassment has taken place, an employer should take action to stop it from happening again.

What Employers Should Do

Employers should:

- consider the risks of sexual harassment happening in your organisation
- consider steps you could take to reduce the risks of sexual harassment happening
- consider which of those steps are reasonable for you to take
- take those steps

What is reasonable depends on the situation. There's no set list of steps that all employers must take.

Risks

You should assess any possible risks in your organisation.

In your risk assessment, consider any factors specific to:

- your sector
- the type of work
- ways of working
- different roles in your organisation

Higher risk factors might include things like:

- meeting clients or service users alone
- an environment where people are drinking alcohol
- work-related social events
- power imbalances
- travelling for work, including overnight stays

Examples of steps to prevent sexual harassment

Examples of steps you could take include:

- making it clear to everyone who works for you, or uses your services, that you will not tolerate sexual harassment
- encouraging staff to report any incidents of sexual harassment
- encouraging staff to report situations where they felt at risk, even if nothing happened
- introducing ways for staff to get help quickly, for example panic buttons or alarms
- setting standards of behaviour for work social events
- having someone at senior level to make sure the organisation is taking steps to prevent sexual harassment

Recommendation

That Hellesdon Parish Council risk assesses the organisation to identify risks of sexual harassment.

That Hellesdon Parish Council creates a Sexual Harassment Policy, specifying:

- an explanation of what sexual harassment is
- a statement that says you will not tolerate sexual harassment
- what someone should do if they experience or witness sexual harassment
- how the Parish Council should deal with sexual harassment complaints