

HEXHAM TOWN COUNCIL

I HEREBY GIVE YOU NOTICE that a meeting of the Council will be held at Hexham House, Gilesgate, Hexham NE46 3NH on Monday 5 November 2018 at 6.45pm, when the following items will be discussed:

A G E N D A

1. Council to hear questions from Hexham residents regarding matters on the agenda or relating to Hexham.
2. Apologies for Absence.
3. To agree minutes of the Town Council meeting held on 1 October 2018, enclosed.
4. Matters arising not on the agenda – for report only, if any.
5. Mayor's announcements.
6. Declarations of interest (see enclosed).
7. To agree accounts for payment (list enclosed).
8. Presentation of Local Council Foundation Award from Councillor Alex Wallace, Chairman of the County Committee and Stephen Rickitt, Chief Officer Northumberland Association of Local Councils.
9. Presentation from Neil Brown, Northumberland County Council's Market Manager, on the Markets Strategy.
10. To re-adopt the Disciplinary Policy (see enclosed).
11. To re-adopt the Sustainability Policy (see enclosed).
12. To consider any correspondence received.
13. Any urgent matters at the Chairman of the meeting's discretion.
(Matters to be raised under this item should be written out (if possible) and handed to the Chairman of the meeting or the Town Clerk before the meeting begins.)



Jane Kevan
Town Clerk
30 October 2018

REMINDER: THE REMEMBRANCE DAY PARADE AND SERVICE OF REMEMBRANCE WILL BE HELD ON SUNDAY 11 NOVEMBER

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St Andrew's Cemetery
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Hexham
NE46 3RR

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Hagenda1118

HEXHAM TOWN COUNCIL

MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 1 OCTOBER 2018

7165.	<p>PUBLIC QUESTIONS:</p> <p>BENSON'S MONUMENT: A local resident asked if there was any update on cleaning this. It was noted that it is still unclear who owns it.</p> <p>PUBLIC TOILETS IN HEXHAM. A local resident asked if there was any update on these being improved. Councillor Gillanders advised the County Council has a planned refurbishment in hand.</p> <p>PRIDE IN HEXHAM: A local resident thanked those from the Town Council, and others, who had been involved in the previous week's work cleaning and weeding the town centre.</p>
7166.	<p>OCTOBER COUNCIL MEETING: Councillor T G E Gillanders, the Town Mayor, then opened the Council meeting. Present were Councillors R Hull, T Pearson, E Green, J V R Hare, D Bell, D Kennedy, T Dodds and J M Graham.</p>
7167.	<p>APOLOGIES FOR ABSENCE were given on behalf of Councillors C Hanley, J Ord, C R Homer, T Cessford and S Ball.</p>
7168.	<p>POLICING UPDATE: Inspector Pam Bridges, accompanied by Sgt Kate Benson from the Neighbourhood Policing Team, provided information on recent and ongoing work. This included how antisocial behaviour near the Middle School had been dealt with; how the new bus station is attractive to young people during winter and how this will be monitored; that an individual was recently identified and dealt with after a series of bin fires; that enquiries are ongoing regarding graffiti at the Sele; and of various proactive work. In response to questions, Inspector Bridges also spoke about parking outside the Co-op, a stolen plaque from the Sele, vehicles with headlights not working, CCTV at the Sele play area and Skatepark, and that the Police Station is soon to be refurbished and that there will be a constant police presence throughout.</p>
7169.	<p>WASTE MANAGEMENT STRATEGY. A presentation was made by County Councillor Glen Sanderson and Paul Jones, Director of Local Services & Housing Delivery. Information was provided on landfill disposal decreasing from 94% in 2001/02 to 15% in 2017/18, with 35% waste being recycled. Mixed recyclables are now sorted, with approximately 50% of waste being put through an energy recovery plant. The County Council is currently looking at an updated waste strategy for 2020, considering possibilities such as kerbside sorting or collecting food waste, although there would be a significant capital cost for the latter as there is no anaerobic digestion facility in the North East. Answers to questions included public recycling bins work well for events but less so as a standard facility; that the Council recycles only 10% of the commercial waste it collects as a high proportion is food waste; that no waste from Northumberland goes outside the EU; that there is a huge cost for clearing waste from verges and that people who throw litter from vehicles, etc will be prosecuted; and that a copy of the presentation will be sent to the Town Council.</p>
7170.	<p>MINUTES: The minutes of the Town Council meeting held on 3 September 2018, having been circulated, were AGREED.</p>
7171.	<p>MATTERS ARISING: It was NOTED that the Hexham Neighbourhood Plan additional public consultation (minute 7163 refers) had been delayed and would</p>

	now be from 5 October to 16 November.
7172.	<p>MAYOR'S ANNOUNCEMENTS. For information Councillor Gillanders advised the meeting:</p> <ol style="list-style-type: none"> a. ROYAL VISIT. He had been privileged on 9 September to welcome Charles, Prince of Wales to Hexham and to show him the Market. He has subsequently received a thank you letter from Clarence House. b. BATTLE OF BRITAIN DAY. On 15 September he had laid a wreath at the RAF window at the Abbey. The Deputy Mayor had laid a wreath on his behalf the following day at the War Memorial. c. EGGER OPEN DAY. He had gone to this on 16 September and found it very informative and enjoyable. d. MARKET PLACE. On 19 September he had attended a joint County Council and Sustrans meeting to see data on the effect of closing Hallstile Bank. Two possible options should be put before the town by the end of the year. e. PRIDE IN HEXHAM. With the Deputy Mayor and Town Clerk, he spent some hours on 20 September cleaning Priestpople, as part of a joint initiative with Hexham Community Partnership. f. MACMILLAN COFFEE MORNING. He enjoyed the Tanners Row Homegroup hosted event on 28 September. g. NALC AGM. On 29 September he attended this at The Sill. There was a presentation on the Borderlands Initiative where he found out it was not as popular as some think and has not yet been agreed because of money being spent in both Scotland and England. h. TOWN TWINNING VISIT. He noted that visitors from Metzingen left today and had enjoyed the weekend. i. HEXHAM IN BLOOM. He was pleased to advise that the Cemetery, County Hotel, Golf Club, Hospital, Market Street, Sele, Wydon Water and Tanners Row all got Gold in their class. Tanners Row also got best in class. The Town Centre, Carntyne Residential Home and private garden entry were all awarded Silver-Gilt in their class. Councillor Bell and the Committee are to be congratulated.
7173.	DECLARATIONS OF INTEREST: There were no declarations of interest.
7174.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.
7175.	ACTION PLAN 2018/19: Progress was NOTED. It was also AGREED that all Councillors will publicise the Council's budget dedicated to tourism, as few applications have been received.
7176.	TRAINING AND DEVELOPMENT POLICY: This policy was AGREED.
7177.	2017/18 EXTERNAL AUDIT REPORT: It was AGREED that the External Auditor annual report as circulated be received and accepted.
7178.	<p>CORRESPONDENCE RECEIVED. <i>(Note: wherever possible, all communications addressed to the Council are circulated to Councillors for information as and when received.)</i></p> <ol style="list-style-type: none"> a. ST CUTHBERT'S: It was noted that Councillors had been circulated information from Karbon Homes on the work on this development. b. CONSULTATION ON REDUCING THE LEVEL OF COUNCIL TAX

	<p>SUPPORT FOR WORKING AGE CLAIMANTS IN NORTHUMBERLAND: It was noted that Councillors had been circulated information from the County Council on this consultation running from 24 September to 2 November.</p> <p>c. REFUSE COLLECTION ROUTES: It was noted that Councillors had been circulated information from the County Council on changes to take place from late October.</p> <p>d. TEMPORARY ROAD CLOSURES: It was noted that Councillors had been circulated information on road closures for Spook Night on 27 October and the Hexham Christmas Market on 7 and 8 December.</p>
7179.	<p>NEXT MEETING: The next meeting of the Council will be held on 5 November 2018 at 6.45pm at Hexham House, Hexham.</p>

Chairman

Signed as a correct record of the minutes of the Annual Town Council meeting held on 1 October 2018.

HEXHAM TOWN COUNCIL - DECLARATIONS OF INTEREST

Under the Code of Conduct adopted by the Council on 3 September 2012 Councillors must declare if they have a disclosable interest in any matters under consideration.

To do so Councillors must use one of the following statements:-

- “I have a disclosable pecuniary interest
in..... (for example) Agenda item
3, Planning application number 14/1234”.
(NOTE: Code of Conduct paragraphs 11&15 apply).
- “I have a disclosable personal interest
in..... (for example) Agenda
item 4, Grant aid application by Hexham Youth Initiative
(NOTE: Code of Conduct paragraph 13 applies).

Councillors should familiarise themselves with the Code of Conduct regarding the definitions of (A) pecuniary interest and (B) other personal interest and their obligations when declaring any such interests.

To ensure Councillors’ interests are correctly minuted please use one of the above statements when declaring an interest.

NB. Should a Councillor wish to take part in the consideration and voting on a matter or matters in which he/she has a disclosable interest then they may request a dispensation be granted to enable them to take part in the discussion and voting on it but at least 10 days’ notice must be given for any dispensation request.

HEXHAM TOWN COUNCIL
ACCOUNTS FOR PAYMENT 5 NOVEMBER 2018

Payments are authorised by LGA 1972 s14, 144, 145, 214 or 215 or PCA 1957

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Safe and Secure 24	Alarm systems 24 hour monitoring	15.60	2.60	13.00	DD	7380
HSBC	Bank charges (September)	34.70	0	34.70	DD	5060
Malthurst Ltd	Diesel (October)	249.81	41.64	208.17	Visa	7310
EE & T Mobile	Accounts (October)	49.68	8.28	41.40	DD	5010
Onecom Limited	Phone and broadband (October)	77.29	12.88	64.41	DD	5010
Ford Lease	Monthly payment for Transit Tipper	366.00	61.00	305.00	DD	7315
Opus Energy Limited	Abbey Floodlights	58.88	2.80	56.08	DD	7450
NCC (wages and PAYE)	October	10210.84	0	10210.84	BACS	6020
NCC (pension fund)	October	1821.82	0	1821.82	BACS	6030
NCC (payroll admin fee)	5 payslips @ £4.167 (October)	25.01	4.17	20.84	BACS	6020
British Gas	Cemetery electricity	235.55	11.21	224.34	DD	7370
Purdy's Skip Hire	Lift at Quatre Bras	252.00	42.00	210.00	BACS	7020
Purdy's Skip Hire	Lift at Dene Park allotments	252.00	42.00	210.00	BACS	7000
Tesco	Coffee, tea bags	16.74	0	16.74	Visa	6010
Tesco	Air compressor	15.00	0	15.00	Visa	7320
Robson Print Limited	Christmas market bookmarks	220.80	36.80	184.00	BACS	5130
Viking Payments	Printer cartridges, paper, etc.	145.03	24.17	120.86	BACS	5030
Hampshire Flag Company	Flagpole	255.59	42.60	212.99	Visa	5100
Bridge House B&B	Town twinning accommodation	110.00	0	110.00	BACS	7870
Bolton Gate Services Ltd	Annual workshop roller shutter maintenance	96.00	16.00	80.00	BACS	7320
CJL Fenwick	Alterations to gates at Park Well play areas	540.00	90.00	450.00	BACS	5094
CJL Fenwick	Work at Skatepark	444.00	74.00	370.00	BACS	5094

Newsquest Media Group	N/Plan notice	119.28	19.88	99.40	BACS	5600
Newsquest Media Group	N/Plan revised notice	204.12	34.02	170.10	BACS	5600
Down to Earth Garden Centre	Sphagnum moss for the Chapel baskets	9.99	1.66	8.33	109203	7330
Crawford Higgins Associates Ltd	Tender documents for grave stone head foundations	768.00	128.00	640.00	109204	6095
Turfcare Specialists Limited	Moss control	49.20	8.20	41.00	BACS	7380
Broxap Limited	3 Litterbins	810.00	135.00	675.00	BACS	7100
Northumbria Pest Control Ltd	Treatment for cluster flies in Chapel	162.00	27.00	135.00	BACS	7380
Peter Rodger	IT and website support	595.00	0	595.00	BACS	7830
Robson Print Limited	Remembrance Day booklets	498.00	0	498.00	BACS	7800
NCC	Contribution to Sele toilets	2400.00	400.00	2000.00	BACS	5120
The Millenium Quest Limited	Installation and take-down of 2018 Christmas lights displays	16192.80	2698.80	13494.00	BACS	7060
J T Dove Ltd	Cemetery Lodge lock	21.52	3.59	17.93	109205	7380
David Dixon Garden Machinery	Brushcutter repair	23.38	3.90	19.48	109206	7320
David Dixon Garden Machinery	Husqvarna chainsaw service and parts	67.12	11.19	55.93	109206	7320
David Dixon Garden Machinery	Stihl chainsaw service and parts	125.01	20.84	104.17	109206	7320
Matthew Charlton	Corner brace for woodland area seat and De-icer spray	7.44	1.24	6.20	109207	7330
Matthew Charlton	Hand tools	11.99	2.00	9.99	109207	7315
Stokoe Rodger LLP	Bookkeeping services for the quarter ended 30/9	432.00	72.00	360.00	109208	6000
TOTALS		37989.19	4079.47	33909.72		

HEXHAM TOWN COUNCIL
MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 5 NOVEMBER 2018

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				2500.01		
Danielle's Bistro	Town twinning evening meal	300.00	0	300.00	Visa	5080
Amazon	3 giant bean bags for Gateway into the Community	181.97	30.33	151.64	Visa	5080
Balance fwd				2048.37		

HEXHAM TOWN COUNCIL – INCOME – OCTOBER 2018

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Various	Cemetery charges	155.00	HDW2018/69	011018	4010
Various	Allotment fees	660.00		021018	4000
Mr D Robson	Christmas Market fee	130.00		021018	4020
Kelly Morgan	Christmas Market fee	209.00		021018	4020
Various	Christmas Market fees	2158.00		031018	4020
Various	Allotment fees	630.00		051018	4000
Various	Cemetery charges	2975.00	HD2018/70	101018	4010
Various	Allotment fees	540.00		101018	4000
Moonshine	Christmas Market fee	206.00		101018	4020
Various	Allotment fees	240.00		111018	4000
RWL Graphics	Christmas Market fee	130.00		111018	4020
CWGC	War graves	168.00		151018	4010
Various	Allotment fees	450.00		151018	4000
Snapper Photography	Christmas Market fee	180.00		161018	4020
Various	Cemetery charges	310.00	HD2018/72	191018	4010
Various	Allotment fees	570.00		191018	4000
Various	Cemetery charges	1430.00	HDW2018/73	221018	4010
HMRC	VAT Refund	13438.22		221018	4020
Northumberland Honey Co.	Christmas Market fee	130.00		221018	4020
Various	Cemetery charges	790.00	HD2018/74	231018	4010
Various	Allotment fees	390.00		261018	4000
Y Sheldon	Christmas Market fee	100.00		301018	4020
Various	Allotment fees	330.00		301018	4000
TOTAL		26319.22			

Hexham Neighbourhood Plan 2018/19

(As at 31 October 2018)

Budget	Expense (net)	Detail	Date	Cheque No.	Balance
£5000.00					£5000.00
	£342.20	Consultation Notices in the Hexham Courant	16 & 23/3/18 – invoice received 3/4/18	109115	£4657.80
	£1057.50	Planning Consultant fee	30/9/17-16/3/18	109120	£3600.30
	£110.74	Accent Distribution Services - consultation responses delivered with Hex-Press	Invoice received 5/4/18	BACS	£3489.56
	£280.00	Robson Print – response forms	Invoice received 6/4/18	BACS	£3209.56
	£9.79	Laminating pouches	Tesco 8/4/18	109121	£3199.77
£1540.00		Transfer of unspent 2017/18 budget (minute 7102 refers)	14/5/18		£4739.77
	£1006.25	Stacy Towler: support work	27/3-14/5/18	109146	£3733.52
	£167.29	Royal Mail Response Plus service	14/5/18	109147	£3566.23
	£5.04	Royal Mail Response Plus service	18/6/18	109169	£3561.19
£2000.00		Grant from Groundwork UK	6/7/18		£5561.19
	£1400.00	Planning Consultant fee	13/3-24/7/18	109182	£4161.19
	£2000.00	Planning Consultant fee	5 days in August	109194	£2161.19
	£99.40	Courant notice	20/9/18	BACS	£2061.79
	£170.10	Revised Courant notice	4/10/18	BACS	£1891.69

RE-ADOPTION OF DISCIPLINARY POLICY

The policy below was first adopted in 2013 and, with minor amendments, was considered and recommended by the Finance and General Purposes Committee on 15 October 2018 for re-adoption (Committee minute 499 refers).

Jane Kevan
Town Clerk
October 2018

1. INTRODUCTION

This disciplinary procedure is designed to help and encourage employees to achieve and maintain acceptable standards of conduct and job performance at all times, including the need to:

- Fulfil the duties specified in their contract of employment.
- Be honest and act beyond suspicion of dishonesty.
- Maintain high standards of integrity and conduct to protect the Council's image and reputation with the public.

1.1 This policy indicates the disciplinary procedure that will normally be followed in the event of misconduct. The following list provides examples of conduct that will normally be regarded as misconduct leading to disciplinary proceedings. The list is not exhaustive and these are examples only:

- Unsatisfactory timekeeping.
- Absenteeism, including any absence from work during a working day without prior authorisation or instruction.
- Failure to comply with rules and regulations applicable to job requirements.
- Failure by an employee to perform the duties and responsibilities of his or her post to the standard expected by the Council.
- Insubordination
- Any other conduct that from time to time is defined by the Council as amounting to misconduct.

1.2 For first instances of minor misconduct the employee's manager or the Town Clerk may speak to the employee informally before implementing a formal disciplinary procedure. However there is no obligation for the employee's manager or the Clerk to do this.

1.3 This policy applies to all employees of Hexham Town Council.

2. VERBAL WARNING

Verbal warnings are issued for most first instances of general misconduct, depending on the seriousness of the offence. If the employee is given a verbal warning he or she will be warned of the likely consequences of any further disciplinary offences or a failure to improve his or her conduct to the satisfaction of the Council. A note confirming the verbal warning will be placed on the employee's personnel file (and a copy will be provided to the employee). A verbal warning will normally remain in force for 6 months.

The verbal warning stage of the procedure may be omitted if the offence is of a sufficiently serious nature.

3. FIRST WRITTEN WARNING

In the case of a serious offence or repetition of an earlier minor offence the employee will normally be given a first written warning. A first written warning will be issued by the employee's manager or the Town Clerk and will set out:

- i. the nature of the offence and the improvement required (if appropriate) and over what period;
- ii. the likely consequences of any further offence or failure by the employee to improve his/her conduct to an acceptable standard;
- iii. that further offences will result in more serious disciplinary action; and
- iv. the employee's right of appeal.

A first Written Warning will normally remain in force for 6 months.

The first written warning stage of the procedure may be omitted if the offence is of a sufficiently serious nature.

4. FINAL WRITTEN WARNING

If further misconduct occurs within the time period specified in a first written warning, or if the misconduct is sufficiently serious, the employee will be given a final written warning. A final written warning will be issued by the employee's manager or the Town Clerk and will set out:

- i. the nature of the offence and the improvement required (if appropriate) and over what period;
- ii. the likely consequences of any further offence or a failure by the employee to improve his/her conduct to an acceptable standard;
- iii. that further offences will result in more serious disciplinary action up to and including dismissal; and
- iv. the employee's right of appeal.

Final written warnings may also be issued in circumstances where the misconduct does not amount to gross misconduct, but is sufficiently serious enough to warrant only one written warning.

A final written warning will normally remain in force for 12 months.

5. STANDARD COUNCIL DISCIPLINARY PROCEDURE

5.1 In the case of further misconduct within the time period specified in any final written warning or if the misconduct is sufficiently serious and the Council deems it to be appropriate to contemplate the dismissal, demotion or suspension (without pay) of the employee the following formal disciplinary procedure will be followed.

5.2 The Council will investigate the alleged misconduct and will establish the facts surrounding the complaint as necessary, taking into account the statements of any available witnesses.

5.3 The Council will set out in writing the alleged conduct or other circumstances which lead the Council to contemplate dismissing the employee or taking disciplinary action against the employee and the basis for the allegation, and will send the employee a copy of the statement inviting the employee to attend a disciplinary meeting to discuss the matter. The employee will be provided with a reasonable opportunity to consider his or her response to the information provided in the statement before attending the meeting. The employee must take all reasonable steps to attend the meeting.

5.4 Disciplinary meetings will normally be convened within 5 working days of the Council sending the employee the written statement referred to in 5.3 above. The employee may be accompanied to any disciplinary meeting by a fellow employee or by a representative of a trade union or friend. The Council will be represented by the employee's manager or the Town Clerk.

5.5 If the time or date proposed for the meeting is inconvenient (either for the employee or for the employee's companion should he or she wish to be accompanied to the meeting in line with to 5.4 above) the employee may ask to postpone the meeting by up to 5 working days.

5.6 The meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the employee's manager or the Clerk to consider their decision.

5.7 After the meeting the Council will inform the employee of the decision and any applicable sanction within 5 working days (the meeting may be reconvened for this purpose). The decision will be confirmed to the employee in writing.

5.8. If the employee wishes to appeal against the decision he or she must notify the Council in writing within 5 days of receiving written notice of the decision.

5.9. If the employee notifies the Council that he or she wishes to appeal, the employee will be invited to attend a disciplinary appeal meeting before the Council's Staff Committee. The employee must take all reasonable steps to attend that disciplinary appeal meeting. The employee has the right to be accompanied to a disciplinary appeal meeting by a fellow employee or by a representative of a trade union or friend.

5.10. A disciplinary appeal meeting will normally be convened within 10 working days of the Council receiving notification that the employee wishes to appeal in line with 5.8 above. If the meeting date is inconvenient for the employee or the employee's companion he or she may ask to postpone the meeting by up to 5 working days.

- i. Any new evidence that the employee wishes to put forward will be considered, as will any new evidence from the Council. The original disciplinary penalty will be reviewed.
- ii. The disciplinary appeal sanction originally imposed cannot be increased upon appeal.
- iii. The disciplinary appeal meeting will not necessarily take place before any disciplinary sanction imposed by the Council takes effect. If the employee's appeal is against dismissal and the appeal is successful the employee will be reinstated and continuity of employment will be preserved.
- iv. The meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the Council's Staff Committee time to consider its decision.

5.11. After the disciplinary appeal meeting the Council will inform the employee of its final decision within 5 working days (the meeting may be reconvened for this purpose). The decision will be confirmed to the employee in writing.

6. COUNCIL PROCEDURE FOR USE IN GROSS MISCONDUCT

6.1. The following list provides examples of conduct that will normally be regarded by the Council as Gross Misconduct. This list is not exhaustive and these are examples only:

- Refusal or repeated failure by an employee to carry out his or her duties.
- Falsification of documents or information (including expense claims).
- Unauthorised disclosure of confidential information.
- Assaulting a fellow employee or any other person whilst acting or purporting to act on behalf of the Council.
- Insulting, indecent or offensive behaviour towards a fellow employee or any other person whilst acting or purporting to act on behalf of the Council.
- Serious or repeated harassment (including sexual and racial harassment).
- Incapacity at work due to the influence of alcohol, un-prescribed drugs or any other substance.

- Wilful damage to Council property.
- Theft, unauthorised use or possession of Council property or theft of the property of a fellow employee.
- Conduct bringing the Council into disrepute.
- Any other conduct that from time to time is defined by the Council as amounting to gross misconduct.

6.2. If an employee is accused of any Gross Misconduct he or she may be suspended from work on full pay pending the outcome of an investigation into the alleged offence(s). Such a period of suspension will not normally exceed 10 working days unless there are exceptional circumstances.

6.3. The Council will investigate the matter and will establish the facts surrounding the complaint as necessary, taking into account the statements of any available witnesses. As part of that investigation the employee will be interviewed.

6.4. If the Council believes the employee is guilty of gross misconduct his or her employment will be terminated summarily without notice or pay in lieu of notice.

6.5. The Council will send the employee a statement, setting out the allegations of misconduct that led to the employee's dismissal and the Council's basis for thinking that the employee is guilty of that misconduct. The date on which the employment terminated will be confirmed to the employee and the employee may be reminded of any continuing obligations he or she may have following the termination of employment. This statement will also explain the employee's right to appeal against the Council's decision.

6.6. If the employee wishes to appeal against the Council's decision he or she must notify the Council in writing within 5 working days of receiving notice of the Council's decision as in 6.5 above.

6.7. If the employee appeals the Council will invite the employee to attend a disciplinary appeal meeting before three Councillors. The employee must take all reasonable steps to attend the meeting. The employee has the right to be accompanied to a disciplinary appeal meeting by a fellow employee or by a representative of a trade union or friend.

6.8. Any disciplinary appeal meeting will normally be convened within 10 working days of the Council receiving notice from the employee that he or she wishes to appeal as outlined in 6.6 above. If the date of the meeting is inconvenient for the employee or his or her companion the employee may ask to postpone the meeting by up to 5 working days.

i. Any new evidence that the employee wishes to put forward will be considered as will any new evidence from the Council. The original disciplinary penalty will be reviewed.

ii. The disciplinary sanction originally imposed cannot be increased upon appeal.

- iii. The disciplinary appeal meeting will not necessarily take place before any disciplinary sanction imposed by the Council takes effect. If the employees appeal is against dismissal and the appeal is successful he or she will be reinstated and continuity of employment will be preserved.
- iv. The meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the Council's Staff Committee time to consider its decision.
- v. After the disciplinary appeal meeting the employee will be informed of the Council's final decision within 5 working days (the meeting may be reconvened for this purpose). The Council's decision will be confirmed to the employee in writing.

7. GENERAL PROCEDURAL INFORMATION

7.1. Verbal warnings and written warnings will normally be issued by the employee's manager or the Town Clerk. Disciplinary proceedings raised under the standard Council disciplinary procedure will also normally be investigated, and any meetings to discuss the disciplinary proceedings will be conducted, by the employee's manager or the Clerk.

7.2. Where disciplinary proceedings are instigated against the Clerk or all employee relations matters are dealt with by the Council's Staff Committee, verbal warnings and written warnings will be given by the Chairman of that Committee. Any investigations and any meetings will be carried out by the Council's Staff Committee. Any disciplinary appeal meeting will be conducted by three members of the Council who do not sit on the Staff Committee.

(NOTE: This document is an appendix to the Staff Handbook, given to all employees when commencing employment with the Council.)

November 2018 – Date for Review: November 2020
clerk@hexhamtowncouncil.gov.uk

HEXHAM TOWN COUNCIL
5 NOVEMBER 2018

RE-ADOPTION OF SUSTAINABILITY POLICY

The policy below was first adopted in 2015 and, after being redrafted, was considered and recommended by the Finance and General Purposes Committee on 15 October 2018 for re-adoption (Committee minute 500 refers).

Jane Kevan
Town Clerk
October 2018

SUSTAINABILITY POLICY

Hexham, in line with all other communities, faces the global challenges of demographic change, resource constraints, increases in waste, rising energy costs, climate change, the requirements of a low carbon economy and loss of biodiversity. Hexham Town Council is committed to caring for a sustainable future for the town based on sustainable development. The generally accepted definition of sustainable development is “development that meets the needs of the present without compromising the ability of future generations to meet their own needs”.

Hexham Town Council supports the principle of sustainable development and will aim to fulfil this by adopting this Sustainability Policy. It is a Policy that states what the Council can be responsible for and is able to achieve.

In addition to putting its own affairs on a more sustainable footing the Council will ensure sound and defensible decisions are made to support local needs. It will aim to influence wider strategic planning so that sustainability is at the heart of decision making on e.g. planning and physical development.

In all its activities the aim will be for the Council to:

- Pursue the social, health and economic needs of the town while minimising environmental impacts;
- Seek to ensure local needs are met through local resources;
- Seek to minimise and ensure the efficient consumption of energy, water and other natural resources;
- Seek to minimise the production of waste and reduce the impact of its disposal;
- Seek to reduce or prevent pollution and minimise emissions of greenhouse gases wherever possible;
- Protect and enhance the biodiversity of the town.

Hexham Town Council Sustainability Policy, adopted by the Council on 6th July 2015, revised and readopted on 5 November 2018

1. Council will endeavour to ensure whenever and wherever possible all Council created pollution, waste or greenhouse gases are reduced and/or prevented.
2. Council will endeavour to adopt sustainable working practices for its members and its employees.
3. Council will wherever possible ensure sustainable procurement is adopted with suppliers.
4. Council will collaborate with local organisations in order to encourage and promote the use of sustainable working practices within the local community.
5. Council will endeavour to promote, encourage and raise awareness of sustainable working practices by the public when holding promotions at public events.
6. Council will encourage the adoption of sustainable working practices by its stakeholders, local businesses, other public bodies, local organisations and individuals.
7. Council will endeavour to support and or promote the adoption of sustainable development within any local plan, the Neighbourhood Plan and within any new developments.
8. Any use of energy, water and other natural resources by the Council will always be by the most efficient methods.
9. Council will, whenever this is possible, ensure local needs will be met from local resources.
10. Council will periodically review its performance on sustainable development to help to identify new initiatives and approaches.

July 2015, readopted November 2018 – Date for Review: November 2021
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