

Grimoldby and Manby Parish Council

To the Members of the Parish Council of Grimoldby and Manby:

You are hereby summoned to attend a meeting of Grimoldby and Manby Parish Council, which will be held on Wednesday 15th January 2025 in The Pavilion, Gibson Way, Manby at 7.30pm. The business to be dealt with at the meeting is listed in the agenda below.

Please note that the meeting will begin at 7.30pm UNLESS any public are present in which case there will be a public forum when members of the public may ask questions or make short statements to the Council.

Any public wishing to speak, on an agenda item or “sit in” on the meeting please contact the Clerk, using the email address below, in advance to discuss attendance arrangements. If possible, please provide written representation rather than attending in person.

Members of the public should note that they will not be allowed to speak during the formal meeting.



Mrs. L.M. Phillips

Clerk

Dated this 10th Day of January 2025

AGENDA

- 1. Apologies for Absence**
To note apologies where valid reasons for absence have been given to the Clerk prior to the meeting.
- 2. Chairman's Remarks**
- 3. Declarations of Interest / Dispensations**
To receive declarations of interest in accordance with the Localism Act, 2011 – these being **any** interest in agenda items not previously recorded on Members' Register of Interests. Council to consider granting dispensation(s), as per written requests received by the proper officer to councillors under section 22 of the Localism Act.
- 4. Council Minutes**
To approve as a correct record the draft Minutes of the Council Meeting held on 18th December 2024 and authorise the Chairman to sign the official minutes.
- 5. Finance**
To receive, note and duly resolve to authorise:
 - a. The Financial Report for January, showing a closing balance on 10th December 2024 of £83,804.06 which agrees to the closing balance on the bank statement issued on 13th December 2024.
 - b. Cheques for authorisation, listed on the Cheque Schedule 011525 totalling £1,517.60.
 - c. Cashbook Statement of Receipts and Payments for Months 1 to 10 to 31st December 2024.
 - d. Budget Variance Report to 31st December 2024.
- 6. Planning**
 - a. **Applications received by the Local Planning Authority**
To consider current applications including those listed in the schedule (Plans_01_15_25) / ratify comments already made by the Planning Working Group.
 - b. **ELDC Planning Decisions to Note**
 - i. N/067/01631/24 – Land off Middlesykes Lane, Grimoldby – ELDC have granted full planning permission.
 - ii. N/113/01621/24 – Manby House, Carlton Road, Manby, LN11 8UF – ELDC have approved a section 73 application.
 - iii. N/113/01620/24 – Manby House, Carlton Road, Manby, LN11 8UF – ELDC have approved a section 73 application.
 - c. **Temporary Traffic Restrictions**
At the time of printing there were none.
 - d. **Proposed Work to Trees**
At the time of printing there were none.

Grimoldby and Manby Parish Council

7. Town and Parish Council Scrutiny Survey

Further to discussion of the above on 18th December Council to note that no comments were received.

8. Closed Session Item

To consider moving into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a third party, commercial and confidential nature in relation to the award of Village Maintenance work in 2025/26.

9. Sexual and General Harassment Training

Following the introduction of new legislation which places greater responsibilities and legal requirements on all Employers (which includes each individual Councillor) to take proactive steps to prevent sexual harassment at work. The adoption of a policy for use by the Council on 20th November, the receipt of this by all Councillors with the Town Council agenda for 20th November 2024 and 15th January 2025. Councillors to watch a short video on the above and sign to confirm that they have received, read, understood and will abide by the policy.

10. Any Other Business

Councillors to exchange information, if required. Please note, no decisions may lawfully be taken during this item.

11. Next Meeting

Councillors to note that the next scheduled Council meeting will take place on 19th February 2025.

**MINUTES OF THE MEETING OF GRIMOLDBY AND MANBY PARISH COUNCIL
HELD AT GRIMOLDBY VILLAGE HALL
ON WEDNESDAY 18TH DECEMBER 2024**

Present Councillor T. Knowles (TK) (in the chair)

Councillors: R. Hampton (RH), N. Hind (NH), Mrs. L. Knowles (LK), M. Starsmore (MS), T. Vamplew (TV)

Councillors not present: A. Bunting (AB), Mrs. E. Billings (EB), M. Bruce (MB), C. Fairburn (CF)

The Clerk, Mrs. L.M. Phillips was also present.

T181. Apologies for Absence

Apologies for absence were received from Cllr. CF.

T182. Chairman's Remarks

Cllr. Knowles reported that 1) LCC had confirmed that the S106 agreement for the Biodigester had not actually been agreed yet. 2) An email regarding the Ossian Wind Farm had been received. It was thought that this would be the biggest in the world when finished and would be offshore of the East Coast. Cllr. TK did not think that the Parish Council would be consulted on it unless it came onshore.

T183. Declarations of Interest / Dispensations

No declarations of interest nor requests for dispensations were made.

T184. Council Minutes

It was proposed, seconded and **RESOLVED** to approve as a correct record the Minutes of the Council Meeting held on 20th November 2024.

T185. Finance

It was proposed, seconded and **RESOLVED** that the Council should receive, note and duly authorise:

- a. The Financial Report for December, showing a closing balance on 11th November 2024 of £85,667.30 which agreed to the closing balance on the bank statement issued on 14th November 2024.
- b. Cheques for authorisation, listed on the Cheque Schedule 121824 totalling £1,792.85.
Following explanation by the Clerk it was also noted that the order of cheques on the cheque schedule had been mixed up, with the last one listed actually needing to be listed first against cheque number 1513 and the others being moved down the list accordingly.

T186. Planning

a. Applications received by the Local Planning Authority

The Committee considered all current applications including those listed in the schedule (Plans_12_18_24) / ratified comments already made by the Planning Working Group. It was proposed, seconded and **RESOLVED** as follows:

- i. N/067/00679/23 – Development off Church Walk, Grimoldby – Grimoldby and Manby Parish Council Planning Working Group consider that the observations and proposed conditions raised by Lincolnshire County Council Highways should be incorporated into any planning permission granted. The Parish Council remains concerned over the already heavy traffic use along Mill Lane which is a narrow single track carriageway and cul-de-sac [with no footpath] and, therefore, any construction traffic to the site along Mill Lane should be prevented or severely restricted. Mill Lane is extensively used not only by the current residents but also by delivery, refuse vehicles etc., which regularly have to reverse into and along and out of the lane creating hazards to other road users and bordering properties.

b. ELDC Planning Decisions to Note

There were no planning decisions to note.

c. Temporary Traffic Restrictions

There were no temporary traffic restrictions to note.

d. Proposed Work to Trees

There were no proposed works to trees to consider.

T187. Town and Parish Council Scrutiny Survey

Further to discussion on 20th November, it was proposed, seconded and **RESOLVED** that Councillors should email any comments they wished to be included in a corporate response to the Clerk before the 6th January, who would collate, circulate around Councillors for agreement, submit and bring the response back to Council for ratification retrospectively.

T188. Annual Playpark Inspection

It was proposed, seconded and **RESOLVED** that:

- a. All work quoted for by Wicksteed, except the first item listed be approved for order at a cost of approximately £3,944.46 and this expenditure should be taken from the day to day playpark budget head, going overspent, as required.
- b. An overlay detailing the playparks location and the Council's email address should be obtained from GRS Signs for siting on the existing sign, if possible.
- c. Mr. Towler be asked to undertake work to the grid, rectify any trip hazards near the grid, remove algae on the bench and remove any tree debris.
- d. A contractor be asked to fix the bin to the ground/a base and repair/replace the rotted gate.
- e. Wicksteed be asked to quote for all other items identified in the report such as work to swings, horse and tiles.

T189. Any Other Business

No other business was discussed.

T190. Next Meeting

It was noted that the next meeting of the Council was scheduled to take place on 15th January 2025.

The meeting closed at 8.02pm

Signed _____ (Chairman) Dated _____

Financial Report - January 2025

			£	£
Opening balance as at 14th November 2024				85,667.30
ADD receipts				
FPI	Smith YC	Room Hire		84.00
				<u>85,751.30</u>
LESS payments				
1429	Mr. A. Bunting	Mileage Expenses	40.00	
1450	SLCC	Annual Membership	139.20	
1494	Mr. K. Towler	Village Maintenance August	433.33	
1500	HMRC	Employer Costs October	160.46	
1504	Manby FC	Football Pitch Grass Cutting x 4	80.00	
1508	G&M1	Employer Costs November incl. backpay	797.24	
1509	HMRC	Employer Costs November incl. backpay	199.40	
1510	Mr. K. Towler	Village Maintenance October	433.33	
1511	SLCC	Annual Subscription	144.00	
1512	MG Ubique Ltd	Cut Tennis Court Hedge	1,150.00	
1513	PKF Littlejohn LLP	External Audit	252.00	
1514	G&M1	Employer Costs December	650.80	
1515	HMRC	Employer Costs December	170.47	
1516	Mr. K. Towler	Village Maintenance November	433.33	
1517	Dave Skells TM Ltd	Grasscutting	150.00	
1518	British Gas Trading Ltd	Pavilion Electric	136.25	
1519	G&M1	Employer Costs January	651.00	
1520	HMRC	Employer Costs January	170.27	
1521	Mr. K. Towler	Village Maintenance December	433.33	
1522	Wicksteed	(Invoice) Annual Inspection	246.00	
1522	Wicksteed	(Credit Note) Annual Inspection	- 66.00	
1523	Darryl J. Stones	Repair to Pavilion Window	83.00	
			<u>6,887.41</u>	<u>78,863.89</u>
ADD Uncleared Cheques				
1429	Mr. A. Bunting	Mileage Expenses	40.00	
1450	SLCC	Annual Membership	139.20	
1494	Mr. K. Towler	Village Maintenance August	433.33	
1500	HMRC	Employer Costs October	160.46	
1504	Manby FC	Football Pitch Grass Cutting x 4	80.00	
1509	HMRC	Employer Costs November incl. backpay	199.40	
1510	Mr. K. Towler	Village Maintenance October	433.33	
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1513	PKF Littlejohn LLP	External Audit	252.00	
1514	G&M1	Employer Costs December	650.80	
1515	HMRC	Employer Costs December	170.47	
1516	Mr. K. Towler	Village Maintenance November	433.33	
1517	Dave Skells TM Ltd	Grasscutting	150.00	
1518	British Gas Trading Ltd	Pavilion Electric	136.25	
1519	G&M1	Employer Costs January	651.00	
1520	HMRC	Employer Costs January	170.27	
1521	Mr. K. Towler	Village Maintenance December	433.33	
1522	Wicksteed	(Invoice) Annual Inspection	246.00	
1522	Wicksteed	(Credit Note) Annual Inspection	- 66.00	
1523	Darryl J. Stones	Repair to Pavilion Window	83.00	
Closing balance as at 10th December 2024			<u>4,940.17</u>	<u>83,804.06</u>

Cheque Schedule 121824

January 2025							
Cheque No.	Supplier / Payee	Details	Cheque Total	Invoice Total	VAT	Net	Ref
1519	G&M1	Employer Costs January	651.00	651.00	-	651.00	
1520	HMRC	Employer Costs January	170.27	170.27	-	170.27	
1521	Mr. K. Towler	Village Maintenance December	433.33	433.33	-	433.33	9
1522	Wicksteed Leisure Ltd	Annual Inspection		246.00	41.00	205.00	827143
		Credit Note		- 66.00	- 11.00	- 55.00	1070
			180.00	180.00	30.00	150.00	
1523	Darryl J. Stones	Repair Pavilion Window	83.00	83.00	-	83.00	Nov 2024
TOTALS			1,517.60	1,517.60	30.00	1,487.60	

Cashbook 2024/25

OUT				IN						
Chq. No.	Date	PAYEE	Cheque Total £	Total £	VAT £	Net £	Ref	Date	PAYEE	Amount £
1465	17/04/2024	G&M1	627.75	627.75	-	627.75	FPI	02/04/2024	Plot 5	25.00
1466	17/04/2024	HMRC	160.46	160.46	-	160.46	FPI	08/04/2024	Plot 2	25.00
1467	17/04/2024	GRS Signs	369.60	369.60	61.60	308.00	FPI	08/04/2024	Plot 4	25.00
1468	17/04/2024	Mrs. L. Phillips	9.00	9.00	-	9.00	FPI	08/04/2024	Plot 6	25.00
1469	17/04/2024	NSALG	66.00	66.00	11.00	55.00	FPI	08/04/2024	Plots 7 & 8	50.00
							FPI	08/04/2024	Plot 3	25.00
							FPI	09/04/2024	Plot 10	25.00
							BGC	19/04/2024	Precept Installment 1	10,141.47
April Totals			1,232.81	1,232.81	72.60	1,160.21				10,371.47
1470	15/05/2024	G&M1	627.55	627.55	-	627.55	FPI	07/05/2024	Plot 9	25.00
1471	15/05/2024	HMRC	160.66	160.66	-	160.66	FPI	28/05/2024	Smith YC	56.00
1472	15/05/2024	Mr. T. Knowles re. GRS Zurich Municipal	246.00	246.00	41.00	205.00				
1473	15/05/2024	Mr. K. Towler	1,267.95	1,267.95	-	1,267.95				
1474	15/05/2024	Adrip Plumbing Ltd	433.33	433.33	-	433.33				
1475	15/05/2024	Adrip Plumbing Ltd	84.00	84.00	14.00	70.00				
May Totals			2,819.49	2,819.49	55.00	2,764.49				81.00
1476	19/06/2024	G&M1	627.75	627.75	-	627.75				
1477	19/06/2024	HMRC	160.46	160.46	-	160.46				
1478	19/06/2024	Mr. K. Towler	433.33	433.33	-	433.33				
1479	19/06/2024	British Gas Trading Ltd	127.77	127.77	6.08	121.69				
1480	19/06/2024	Dave Skells Traffic Management Ltd	300.00	300.00	50.00	250.00				
1481	19/06/2024	Grimoldby and Manby Village Hall	200.00	200.00	-	200.00				
1482	19/06/2024	Mrs. J. Cooper	40.00	40.00	-	40.00				
June Totals			1,889.31	1,889.31	56.08	1,833.23				
1483	17/07/2024	G&M1	627.55	627.55	-	627.55				
1484	17/07/2024	HMRC	160.66	160.66	-	160.66				
1485	17/07/2024	Mr. K. Towler	433.33	433.33	-	433.33				
1486	17/07/2024	LALC	453.44	453.44	-	453.44				
1487	17/07/2024	Bridge McFarland LLP	600.00	600.00	100.00	500.00				
1488	17/07/2024	Broxap Ltd	1,196.22	1,196.22	199.37	996.85				
July Totals			3,471.20	3,471.20	299.37	3,171.83				
1489	21/08/2024	Employer Costs August	627.75	627.75	-	627.75	FPI	02/08/2024	Smith YC	63.00
1490	21/08/2024	Employer Costs August	160.46	160.46	-	160.46				
1491	21/08/2024	Village Maintenance August	433.33	433.33	-	433.33				
August Totals			1,221.54	1,221.54	-	1,221.54				63.00
1492	18/09/2024	G&M1	627.55	627.55	-	627.55	FPI	16/09/2024	Smith YC	56.00
1493	18/09/2024	HMRC	160.66	160.66	-	160.66	BGC	17/09/2024	Precept Instalment 2	10,141.47
1494	18/09/2024	Mr. K. Towler	433.33	433.33	-	433.33				
1495	18/09/2024	LALC	120.00	120.00	20.00	100.00				
1496	18/09/2024	Dave Skells Traffic Management Ltd	300.00	300.00	50.00	250.00				
1497	18/09/2024	Manby FC	80.00	80.00	-	80.00				
1498	18/09/2024	British Gas Trading Ltd	140.22	140.22	6.68	133.54				
September Totals			1,861.76	1,861.76	76.68	1,785.08				10,197.47
1499	16/10/2024	G&M1	627.75	627.75	-	627.75	FPI	07/10/2024	Smith YC	56.00
1500	16/10/2024	HMRC	160.46	160.46	-	160.46	FPI	23/10/2024	Wilkin Chapman	285.00
1501	16/10/2024	Mr. K. Towler	433.33	433.33	-	433.33				
1502	16/10/2024	LALC	87.00	87.00	14.50	72.50				
1503	16/10/2024	Dave Skells Traffic Management Ltd	600.00	600.00	100.00	500.00				
1504	16/10/2024	Manby FC	80.00	80.00	-	80.00				
1505	16/10/2024	Adrip Plumbing Ltd	120.00	120.00	20.00	100.00				
1506	16/10/2024	Foxhall Construction Ltd	432.00	432.00	72.00	360.00				
1507	16/10/2024	SCIS UK Ltd	1,214.54	1,214.54	202.42	1,012.12				
October Totals			3,755.08	3,755.08	408.92	3,346.16				341.00
1508	20/11/2024	G&M1	797.24	797.24	-	797.24	FPI	11/11/2024	Smith YC	70.00
1509	20/11/2024	HMRC	199.40	199.40	-	199.40	FPI	25/11/2024	Smith YC	84.00
1510	20/11/2024	Mr. K. Towler	433.33	433.33	-	433.33				
1511	20/11/2024	SLCC	144.00	144.00	-	144.00				
1512	20/11/2024	MG Ubique Ltd	1,150.00	1,150.00	-	1,150.00				
November Totals			2,723.97	2,723.97	-	2,723.97				154.00
1513	18/12/2024	PKF Littlejohn LLP	252.00	252.00	42.00	210.00	DEP 500141	17/12/2024	Manby FC	250.00
1514	18/12/2024	G&M1	650.80	650.80	-	650.80				
1515	18/12/2024	HMRC	170.47	170.47	-	170.47				
1516	18/12/2024	Mr. K. Towler	433.33	433.33	-	433.33				
1517	18/12/2024	Dave Skells Traffic Management Ltd	150.00	150.00	25.00	125.00				
1518	18/12/2024	British Gas Trading Ltd	136.25	136.25	6.49	129.76				
December Totals			1,792.85	1,792.85	73.49	1,719.36				250.00

Grimoldby and Manby Parish Council

Planning Schedule
15th January 2025

Our Ref	Authority	Application No.	Type	Applicant	Proposal	Location	Comments	Deadline for Comments
10/24	ELDC	N/113/ 01952/24	Consent	Intercounty Supplies	Erection of a storage building (within the curtilage of a Listed Building).	Centurion House, Manby Park, LN11 8UT	No objection in principle. Withdrawn 20th January 2025	21/01/2025
11/24	ELDC	N/113/ 01953/24	Planning Permission	Intercounty Supplies	Erection of a storage building (within the curtilage of a Listed Building).	Centurion House, Manby Park, LN11 8UT	No objection in principle.	21/01/2025
12/24	ELDC	N/113/ 01909/24	Listed Building Consent	Mr. J. Coulson	Change of use and internal alterations to existing building to provide a childcare centre on the ground floor and 1no. dwelling on the first floor.	Centurion House, Manby Park, LN11 8UT	No objection in principle.	24/01/2024
13/24	ELDC	N/067/ 01975/24	Outline	Mr. P. Spindley	Outline application for the erection of 1 no. dwelling.	Harriet House, 123 Tinkle Street, LN11 8TF	No objection in principle. However, consideration should be given as to the adequacy of the soakaway arrangements and appropriate conditions imposed to ensure vehicular exit from the proposed access is in a forward gear and there are suitable provisions to satisfy road safety needs as the site is by a sharp bend.	24/01/2024
14/24	ELDC	N/113/ 02007/24	Planning Permission	Mr. J. Coulson	Change of use and internal alterations to existing listed building to provide a childcare centre on the ground floor and 1no. dwelling on the first floor.	Centurion House, Manby Park, LN11 8UT	No objection in principle.	24/01/2025

Grimoldby and Manby Parish Council

SEXUAL AND GENERAL HARASSMENT POLICY

POLICY

1. Grimoldby and Manby Parish Council recognises that harassment and victimisation is unlawful under the Equality Act 2010. As such, harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable and will not be tolerated.
2. Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. For the purposes of this policy, it also includes bullying.
3. Bullying is understood to be targeted and persistent offensive, intimidating, malicious or insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.
4. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.
5. Grimoldby and Manby Parish Council recognises that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.
6. Grimoldby and Manby Parish Council deplors all forms of personal harassment and seeks to ensure that the working environment is sympathetic to all its employees. The aim of this policy is to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.
7. This policy covers all areas of the Council. This includes overseas sites, subject to any applicable local laws which impose any additional requirements on the Council.
8. Grimoldby and Manby Parish Council recognises that it has a duty to implement this policy and all employees are expected to comply with it. The Council will also endeavour to review this policy at regular intervals in order to monitor its effectiveness.

Examples of personal harassment

9. Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:
 - insensitive jokes and pranks
 - lewd or abusive comments
 - deliberate exclusion from conversations
 - displaying abusive or offensive writing or material
 - abusive, threatening or insulting words or behaviour
 - name-calling
 - picking on someone or setting them up to fail
 - exclusion or victimisation
 - undermining their contribution/position
 - demanding a greater work output than is reasonably feasible
 - blocking promotion or other development/advancement.

Grimoldby and Manby Parish Council

SEXUAL AND GENERAL HARASSMENT POLICY

10. These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

Examples of sexual harassment

11. Sexual harassment can take place in many forms within the workplace and can go undetected for a period of time where employees do not understand that particular behaviour is classed as sexual harassment. Sexual harassment is unwanted behaviour related to sex, or of a sexual nature, by one employee towards another and examples of sexual harassment include:
- lewd or abusive comments of a sexual nature such as regarding an individual's appearance or body
 - unwelcome touching of a sexual nature
 - displaying sexually suggestive or sexually offensive writing or material
 - asking questions of a sexual nature
 - sexual propositions or advances, whether made in writing or verbally.
12. Sexual harassment can also take place where an employee is treated less favourably because they have rejected, or submitted to, the unwanted conduct that is related to sex or is of a sexual nature. Whether less favourable treatment occurs as a result will be examined broadly and includes areas such as blocking promotion and refusal of training opportunities or other development opportunities.

Examples of victimisation

13. Victimisation takes place when an employee is treated unfavourably as a direct result of raising a genuine complaint of discrimination or harassment. Furthermore, any employee who supports or assists another employee to raise a complaint is also subjected to victimisation if they are treated unfavourably.

Third party harassment

14. The Council operates a zero-tolerance policy in relation to harassment perpetrated against one of its employees by a third party such as a volunteer, client, customer, contractor, member of the public or visitor to the Council. All employees are encouraged to report any and all instances of harassment that involve a third party in line with our reporting procedure, as outlined below.
15. If we find that the allegation is well-founded, we will take the steps we deem necessary in order to remedy this complaint. This can include, but is not limited to:
- warning the individual about the inappropriate nature of their behaviour
 - banning the individual from Council premises
 - reporting the individual's actions to the police.

In addition to this, the Council will endeavour to take all reasonable steps to deter and prevent any form of harassment from third parties taking place.

16. **Responsibilities**

Employee responsibilities

- 16.1. The Council requires its employees to behave appropriately and professionally at all times during the working day, and this may extend to events outside of working hours which are classed as work-related such as social events. Employees should not engage in discriminatory, harassing or aggressive behaviour towards any other person at any time.

Grimoldby and Manby Parish Council

SEXUAL AND GENERAL HARASSMENT POLICY

16.2. Any form of harassment or victimisation may lead to disciplinary action up to and including dismissal if it is committed:

- in a work situation
- during any situation related to work, such as a social event
- against a colleague or other person connected to the employer outside of a work situation, including on social media
- against anyone outside of a work situation where the incident is relevant to their suitability to carry out the role.

16.3. A breach of this policy will be treated as a disciplinary matter.

17. Council responsibilities

17.1. The Council will be responsible for ensuring all members of staff, including officers and those within management positions, understand the rules and policies relating to the prevention of harassing and bullying behaviour at work and during work-related social events. We will promote a professional and positive workplace whereby managers are alert and proactively identify areas of risk and incidents of harassment, sexual harassment and bullying.

17.2. The Council will also take into account aggravating factors, such as abuse of power over a more junior colleague, when deciding what disciplinary action to take.

17.3. Where an incident is witnessed, or a complaint is made under this policy, the Council will take prompt action to deal with this matter. All incidents will be deemed serious and dealt with in a sensitive and confidential manner.

Complaining about harassment and/or bullying

18. Informal method

18.1. The Council recognises that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper.

18.2. If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

19. Formal method

19.1. Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the Town Clerk as a formal written grievance and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:

- the name of the alleged harasser
- the nature of the alleged harassment

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- the dates and times when the alleged harassment occurred
 - the names of any witnesses
 - any action already taken by you to stop the alleged harassment.
- 19.2. Where it is not possible to make the formal complaint to the above named person, for example where they are the alleged harasser, we would encourage you to raise your complaint to the Chairman of the Personnel Committee.
- 19.3. On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved. Only one investigation need take place into both the Employee's complaint and any subsequent Disciplinary action. In the event of a potential criminal matter it will be referred to the Police. If this matter concerns the behaviour of a councillor it will be referred to the Monitoring Officer.
- 19.4. On conclusion of the investigation, which will normally be within 10 days of the meeting with you, a report of the findings will be submitted to the Personnel Committee who will hold the grievance meeting.
- 19.5. You will be invited to attend a meeting of a Grievance Panel which will consist of 3 members of the Personnel Committee, at a reasonable time and location, to discuss the matter once the committee hearing the grievance has had the opportunity to read the report. You have the right to be accompanied at such a meeting by a colleague or a union representative and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.
- 19.6. You will be able to put your case forward at the meeting and the manager will explain the outcome of the investigation. You have a right to appeal the outcome, which is to be made to the Town Clerk within 5 days of receiving the outcome. This will be presided over by the Mayor/Deputy Mayor.
- 19.7. If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure up to and including dismissal.
- 19.8. The Council is committed to ensuring employees are not discouraged from using this procedure and no employee will be victimised for having brought a complaint.
- 19.9. Employees will be given paid time off to obtain help with any resulting physical or mental health problems.