

Drayton Bassett Parish Council

Parish Clerk: Robert Pritchard

Email: parishclerk@draytonbassett-pc.gov.uk

November 2025

REPORT OF THE CLERK

Correspondence:

The council has received an email from local residents regarding setting up a shop in the village.

PSPO (Dogs on leads):

Lichfield District Council has finished the consultation on the PSPO. A final decision is being made by the Regulatory and Licensing Committee on Thursday, 13th November.

Highways:

The damaged verge at Salts Lane was reported to Staffordshire County Council. They have responded saying they are not going to take any remedial action.

Discussions are ongoing with Staffordshire Highways to try and secure their permission to install a SID.

New bins for the Pavilion:

Lichfield District Council tried to install a bin but ground conditions prevented it. They will look to place some alternative free standing bins in the area instead.

Local Council Awards Scheme Bronze Level:

The Council will be able to apply shortly, the Clerk requires 2 additional training points from the SLCC. I am booked some courses which will take me above the required level in December.

Handyman:

The successful tender has been informed.

Clarification on use of playing fields:

The playing fields remain available for use by the community, organisations, sports clubs & teams. I am not aware of any requests for use that have been sent to the council.

Tree/Hedge works:

The works have been completed and inspected, follow up queries have been raised with the contractor.

Unity Banking:

The forms will be sent to switch banking to Unity Trust Banking shortly.

Damage to Tennis Courts:

The tennis courts have been damaged, the council is seeking to fix the damage.

Pavilion Business Rates:

A valuation query has been started with the Valuation Office. We await further documentation from them. Should this prove unsuccessful the Council may wish to consider appointing a specialist provider to challenge the rates.



Established in
1927

STAFFORDSHIRE PLAYING FIELDS ASSOCIATION

IMPROVING & PROTECTING PLAY IN STAFFORDSHIRE

ABOUT US

Established in 1927 the SPFA is a registered charity. Our aims are to save threatened recreational facilities, to advise and assist in the provision of existing playing fields, sports facilities and play space and to promote the safe use of play.

We help sports clubs; parish councils and play associations to upgrade & improve their facilities, as well as help to preserve playing fields and green spaces for use by future generations. Loans are also available from the SPFA to improve your local play facilities.

JOIN THE SPFA

-  The Association is dependent on subscriptions and donations to carry out its work. Our funds are reinvested in playing fields.
-  Parish councils, sports clubs and charitable associations can join us for as little as £20 per year.
-  Membership gives access to low-cost loans from the Association to improve and invest in playing fields. Loans are repayable over five years.

***WWW.STAFFSPPLAYINGFIELDS
ASSOCIATION.COM***

CONTACT US



staffspfa.treasurer@gmail.com



Staffordshire Playing Fields Association Membership Form

President: Ben Robinson M.B.E, BEM, DL.
Chairman: Gerry Arthur
Treasurer: David Worrall LL.B. (Hons)

Please complete your organisations details & send this form to us

Name	:	
Main Contact	:	
Email	:	
Full Address	:	
	:	
Phone Number	:	

Type Of Membership

*Choose your type of membership

County/District
Council (£80)

☐

Individual member
(£6)

☐

Sports Councils, Parish Councils, Sports Clubs,
Recreational Associations & Charitable Association (£20)

☐

How to pay your membership

Please EITHER send a cheque payable to the "Staffordshire Playing Fields Association" to Mr D Worrall, Treasurer, Staffordshire Playing Fields Association, 2 Collinbourne Close, Trentham, Stoke on Trent, ST4 8GU.

OR pay by bank transfer. To Account Name: Staffordshire Playing Fields Association.
Account Number: 00458563 Sort code: 30-98-00.

Then please send your completed form -

E-mail: staffspfa.treasurer@gmail.com

Post: Mr D Worrall, Treasurer, Staffordshire Playing Fields Association, 2 Collinbourne Close, Trentham, Stoke on Trent, ST4 8GU.

Reconciliation Report – September 2025

Opening Balance 1/09/25	49,001.99
Income for the period	500.00
Expenditure for the period	2,276.34
Closing Balance 29/09/25	47,225.65

Breakdown of payments:					NET		VAT		GROSS		CREDIT	
	01/09/2025	Lichfield Council	DD	Rates	£	175.00	£	-	£	175.00		
	01/09/2025	Manor Primary Academy	FPO	Grant	£	450.00	£	-	£	450.00		
	17/09/2025	Clerk 2	FPO	Salary	£	215.98	£	-	£	215.98		
	17/09/2025	L Hodge	FPO	Grounds Maintenance	£	1,050.00	£	-	£	1,050.00		
	17/09/2025	Clerk 1	FPO	Salary	£	341.54	£	-	£	341.54		
	18/09/2025	SAGE	DD	Payroll	£	11.00	£	2.20	£	13.20		
	23/09/2025	EDF Energy	DD	Electricity	£	17.30	£	0.86	£	18.16		
	23/09/2025	Water Plus	DD	Water Charges	£	8.21	£	-	£	8.21		
	29/09/2025	Explore Transport	FPI	Grant	£	-	£	-	£	-	£	500.00
	29/09/2025	Lloyds Bank	PAY	Bank Charges	£	4.25	£	-	£	4.25		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		
							£	-	£	-		

Signed by Chairman

Date

Drayton Bassett Parish Council

Reconciliation Report – October 2025

Opening Balance 1/10/25	47,225.65
Income for the period	-
Expenditure for the period	1,169.08
Closing Balance 28/10/25	46,056.57

Breakdown of payments:				NET	VAT	GROSS	CREDIT
01/10/2025	Lichfield Council	DD	Rates	£ 175.00	£ -	£ 175.00	
09/10/2025	Royal British Legion	FPO	Poppy Displays	£ 114.99	£ -	£ 114.99	
16/10/2025	SAGE	DD	Payroll	£ 11.00	£ 2.20	£ 13.20	
20/10/2025	V Buffery	FPO	Grounds Maintenance	£ 164.00	£ -	£ 164.00	
20/10/2025	Staffordshire Parish Councils Association	FPO	Training	£ 35.00	£ 7.00	£ 42.00	
20/10/2025	The Play Area Inspection Company	FPO	Inspections	£ 110.00	£ 22.00	£ 132.00	
20/10/2025	Vision ICT	FPO	Website Domain	£ 65.00	£ 13.00	£ 78.00	
20/10/2025	Vision ICT	FPO	Email Hosting	£ 100.00	£ 20.00	£ 120.00	
21/10/2025	EDF	DD	Electricity	£ 28.12	£ 1.41	£ 29.53	
24/10/2025	Clerk Salary	BP	Salaries	£ 287.90	£ -	£ 287.90	
27/10/2025	Water Plus	DD	Water	£ 8.21	£ -	£ 8.21	
28/10/2025	Lloyds Bank	PAY	Bank Charges	£ 4.25	£ -	£ 4.25	
Total expenditure				£ 1,103.47	£ 65.61	£ 1,169.08	£ -

Bank balance agreed to bank statement

Signed by Chairman _____

Date _____

Drayton Bassett Parish Council

Dignity at Work Policy

Drayton Bassett Parish Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Drayton Bassett Parish Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

[Optional – for Councils who have committed to the pledge] In support of this objective, Drayton Bassett Parish Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks and all employees engaged to work at Drayton Bassett Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with Drayton Bassett Parish Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the Deputy Chairman.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Drayton Bassett Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others

- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the council's equality and diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

Date Created	Date Adopted	Date Revised	Review Date
November 2025			

Drayton Bassett Parish Council

Equality and Diversity Policy

Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when they don't, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because they made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so. However, an employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations.

The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, sex/gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training and prevention

The council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will raise awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

We will take active steps to try to prevent third-party harassment of staff. If any third-party harassment of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. Action may include warning the harasser about their behaviour, banning them from our premises, reporting any criminal acts to the police, and sharing information with other branches of the business.

Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law. In particular, the council will monitor the treatment and outcomes of any complaints of harassment, sexual harassment or victimisation we receive to ensure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed; the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring . If changes are required, the council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.

This is a non-contractual procedure which will be reviewed from time to time.

Date Created	Date Adopted	Date Revised	Review Date
November 2025			



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

**This is to certify that
Drayton Bassett parish Council
has signed up to the Civility & Respect Pledge**

Drayton Bassett parish Council believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector.

Certificate Number 1943

Drayton Bassett parish Council will:

- Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- Put in place a training programme for councillors and staff.
- Sign up to Code of Conduct for councillors.
- Have in place good governance arrangements including staff contracts and Dignity at Work Policy.
- Commit to seek professional help at early stages should civility and respect issues arise.
- Commit to calling out bullying and harassment if and when it happens.
- Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
- Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Signed on behalf of the council by:

Chairperson/Mayor: _____ Date: _____