

Drayton Bassett Parish Council

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September 2026

REPORT OF THE CLERK

Speed Indicator Device (SID)

The County Council has still not lifted its freeze on SID approvals, and we are still without any further information. A speed surveys has been carried out on SCC at the location of the SID and outside the school.

Historic Parish Minutes

The volumes of Parish Council minutes that have been transferred to the County Archive for safe storage and public access have been sorted. The archive has informed us that there are no minutes for the period 1982-1996. They may have been lost by the council or a former Clerk.

Local Council Award Scheme

Our application has been reviewed, and we have passed, pending a few policy updates and website tweaks. The policy updates are on the agenda, and the website tweaks will be actioned over the coming weeks.

External Audit / AGAR

The External Audit has been completed, and they have commented our return was "to a high standard", we await our certificate from the External Auditor.

Electricity Bill

Photos of the meter readings have been provided to EDF to try and resolve high bills.

BMX CIL Application

The council has been awarded £80,000 from Lichfield District Council to refurbish the BMX track and install some new sporting equipment. This funding is from their sports and leisure focused CIL fund.

Local Government Reorganisation

The Government has announced that it is pausing and reviewing Local Government Reorganisation, including the proposals for Staffordshire and Stoke-on-Trent.

The announcement was made at short notice yesterday and, at this stage, there is very little detail about the scope of the review, how long it will take, or what the outcome might mean for our county. The Government has said that the review follows updated legal advice.

It added that local elections in May 2027 will go ahead on the "existing council boundaries", which we believe means there will be the usual district and borough elections, but no Shadow Council elections for the new unitary councils.

Furthermore, the Government stated that its Rewiring the State White Paper on devolution will set out plans to reshape the country and ensure effective and sustainable local government in the future. We therefore expect further announcements this autumn.

Annual Pay Award

The annual pay award has been released and will be processed in the next payroll cycle.

Pavilion

New keys have been cut for the changing rooms, and an electrical safety check has been undertaken.

Drayton Bassett Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

08 September 2026 (2026 - 2027)

Payments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Salaries				4,500.00	1,927.94	2,572.06	2,572.06 (57%)
4	HMRC							(N/A)
5	Business Rates				1,900.00	918.83	981.17	981.17 (51%)
6	Utilities				550.00	187.59	362.41	362.41 (65%)
7	Payroll Fees				200.00	136.10	63.90	63.90 (31%)
8	IT Costs / Equipment costs				150.00		150.00	150.00 (100%)
9	Printing & Stationary				200.00	95.37	104.63	104.63 (52%)
10	Insurance				900.00	881.93	18.07	18.07 (2%)
11	Training				300.00	200.00	100.00	100.00 (33%)
12	Subscriptions				650.00	424.61	225.39	225.39 (34%)
13	Grass Cutting				5,225.00	2,270.00	2,955.00	2,955.00 (56%)
14	Playing Fields Miscellaneous Co				1,000.00	94.99	905.01	905.01 (90%)
15	Plants				500.00	160.00	340.00	340.00 (68%)
16	Hedges & Tree Maintenance				1,500.00		1,500.00	1,500.00 (100%)
17	Litter & Dog Waste Bins				1,000.00	1,050.26	-50.26	-50.26 (-5%)
18	Miscellanies Fees and Charges		564.00	564.00	250.00	510.87	-260.87	303.13 (121%)
19	Handyman				3,800.00	2,377.40	1,422.60	1,422.60 (37%)
20	Pavilion Cleaning				150.00		150.00	150.00 (100%)
21	Play Area Maintenance				1,000.00		1,000.00	1,000.00 (100%)
22	Audit Costs Fees				650.00	200.00	450.00	450.00 (69%)
23	Defibrillator Grant				500.00		500.00	500.00 (100%)
25	Software Charges				1,000.00	484.00	516.00	516.00 (51%)
26	Play area Repairs (Earmarked R							(N/A)
27	CIL (Spent)					1,269.93	-1,269.93	-1,269.93 (N/A)
29	Website / Email				550.00	224.75	325.25	325.25 (59%)
30	Bank Charges				80.00	35.00	45.00	45.00 (56%)
31	Pavilion Maintenance & inspecti				800.00	625.80	174.20	174.20 (21%)
32	Grants				500.00	75.00	425.00	425.00 (85%)
33	Goalposts				4,000.00		4,000.00	4,000.00 (100%)
35	Elections (Reserve)							(N/A)
SUB TOTAL			564.00	564.00	31,855.00	14,150.37	17,704.63	18,268.63 (57%)

Receipts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	29,919.24	29,919.00	-0.24				-0.24 (0%)
2	VAT Refund	2,000.00		-2,000.00				-2,000.00 (-100%)
24	CIL (Received)		1,278.59	1,278.59				1,278.59 (N/A)
28	Miscellaneous Income							(N/A)
SUB TOTAL		31,919.24	31,197.59	-721.65				-721.65 (-2%)

Drayton Bassett Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

08 September 2026 (2026 - 2027)

Summary

NET TOTAL	31,919.24	31,761.59	-157.65	31,855.00	14,150.37	17,704.63	17,546.98
V.A.T.		1,072.12			916.61		
GROSS TOTAL		32,833.71			15,066.98		

Drayton Bassett Parish Council Action

Plan 2026-2029

Adopted by the Parish Council on:

Revisions approved on:

Next review date:

Introduction

This action plan sets out what Drayton Bassett Parish Council plan to do over the next three financial years.

The plan considers the issues facing us and our ability to respond with the resources available and how the Council will prioritise those resources.

This plan has been prepared and approved by your Parish Councillors, it will aid us as a planning tool and as a review process to measure our performance.

By publishing this action plan, we can help those who live, work and visit the Parish see the work we are undertaking on their behalf.

Context

This is our first action plan, through the Parish Plan we can have a shared vision and direction, protect what is important and consider new ways of achieving our goals and getting things done.

Drayton Bassett Parish Council, as the first tier of local government is uniquely situated to provide the forum for understanding and supporting the needs of this community. The Council provides advocacy on behalf of its residents and liaises with other organisations (including public bodies) to bring in services or procure them. Day to day, the Council seeks to find solutions for issues arising within the community, looks for highly skilled workers and local volunteers to make improvements to our surroundings and promote a better quality of life for all.

Basis of the Planning Cycle

The Parish Council plan is a continuous system of gathering information, formulating actions, acting, measuring the outcomes and suggesting further improvements. Once specific actions are agreed to deliver this plan, they are entered into the Actions Register which is monitored by the Council.

Key Dates

Our finances are primarily derived from the precept within the Council Tax system. This precept must be declared at the end of January each year to Lichfield District Council and so this plan is drafted in autumn each year, allowing it to evolve as the Budget is prepared for the final precept calculations.



What is a Parish Council?

A civil parish is an independent democratic unit for villages, smaller towns and suburbs of urban areas. Each Parish has a meeting of all its electors and where the electors exceed 200, have a Parish or Town Council. Drayton Bassett Parish Council have approximately 1,107 electors.

The Parish Council is a small local authority; its councillors are elected for four years at a time in the same way as other councils. By-elections may be held to fill vacancies between elections or members may be co-opted if no election is called.

The Council is the corporation of its parish in Lichfield, and it covers the village of Drayton Bassett, the communities of New Mill Lane, Marina View and Mayfair Drive in Fazeley, as well as sporadic properties and farms on the Sutton Road, Colehill Road and Bassett Pole. In May of each year, the Councillors choose a chairman from their number.

Powers and Duties

Parish Councils have many powers and a handful of duties set out in legislation. A duty is something that a council must do, a power is something it may do if it so decides. A Parish Council cannot do anything that is not permitted by law.

What do we do?

The Parish Council acts as custodian to several assets within the parish including Drayton Bassett Playing Field and the building and equipment there, various benches, litter and dog waste bins, the Mayfair Drive playing field and 2 notice board. The Council is responsible for the maintenance, repairs and insurance for these items and facilities.

Although Lichfield District Council is the Planning Authority, the Parish Council is consulted on each planning application made in the Parish and these are considered by councillors at each meeting. Lichfield District Council are informed of their views.

At each meeting, the Council discuss the correspondence received from residents and local organisations. Community issues are also considered, for example crime, highways, maintenance in the public realm and issues arising with Parish Council assets. The Council can act as an advocate for

residents, to communicate information and as a liaison point for dealing with appropriate departments of other local authorities to ensure that views, comments and necessary actions are dealt with.

Accountability

Residents within the Parish elect members every four years, the next time will be May 2027.

Residents are invited every May to attend the Annual Parish Meeting and say what they think. They are also entitled and encouraged to attend the Parish Council Meetings which take place monthly. These meeting dates are listed on our website and community noticeboards. During Parish Council meetings, residents are allocated time to raise their concerns, ask questions or give comment. Following this the Parish Council will discuss business set out in the agenda, published prior to each meeting.

The Accounts are audited each year and are published on the website, there is also a public inspection period for around 6 weeks every summer, which is displayed on the community noticeboards and the website.

You can find out more about meetings, accounts and what work the Parish Council is undertaking at the website www.draytonbassett-pc.gov.uk.

What we achieved to date (2024-2026)

Added – New bins in the parish.

Secured – £80,000 to build a BMX track on the Drayton Bassett Playing Fields.

Maintained – We appointed a handyman contract and new grass cutting contractor.

Published – Flyers for Council vacancies, publicity material councillor vacancies. Annual Governance and Accountability Return. Parish Council newsletter.

Recruited – A new Clerk & RFO and co-opted to some of the vacant council seats.

Adopted – Updated Financial Regulations Policy, Scheme of Delegation to the Clerk, Standing orders and a number of policies.

Reviewed – Asset register, Disciplinary Policy, Grievance Policy, Health and Safety Policy, Information and Data Protection Policy, Reserves, Grant Awarding Policy, Training Policy.

Considered – Numerous unique planning applications and consulted on rules for the playing fields and submitted an application to the Best Kept Village Competition.

What we want to do

In addition to ensuring that the Parish is clean, prosperous and safe, the Council will work to boost community pride and work to further improve the services received from the Parish Council.

Action Plan 2026-2029

OBJECTIVE	ACTION	RESPONSIBILITY & RESOURCES	TIMESCALE
Governance			
Transparency Code Compliancy	Publish Annual Governance Audit Review, end of year accounts, agendas, minutes, and means of contacting the Council on the website and noticeboards (where applicable)	Clerk	Ongoing work
Ensure Council policies and procedures are reviewed and updated as necessary.	Policies and procedures to be scheduled for review throughout the year as appropriate	Clerk and Parish Council to review. A document tracker is in place to assist.	Ongoing work
Ensure that the Council meets Health and Safety requirements for its staff, for councillors and the public at events and during activities.	Parish Council review a Risk Management Schedule annually. Parish Council renews insurance.	Clerk and Parish Council	Annually

Ensure the Council has access to professional guidance, advice and training	Maintain subscriptions for Society of Local Council Clerks (SLCC) and Staffordshire Parish Councils Association (SPCA).	Clerk and Parish Council	Annually
Planning			
Consider all planning applications which fall within the Parish boundary, and those outside of the boundary which impact upon the Parish.	Clerk to ensure all planning applications are referred to Councillors and included on the meeting agendas when possible. Clerk to seek time extensions from Lichfield District Council when necessary. Clerk to ensure that Council's objections and comments are formerly reported to the Planning Authority in time. Action taken to ensure the views of the Parish residents are known when large planning applications take place within the vicinity of the Parish.	Clerk and Parish Council	Ongoing work

Infrastructure			
To update and maintain play & sports equipment on our Drayton Bassett Playing Fields	To carry out maintenance work when required. To accrue funds to ensure equipment can be updated and repaired as necessary.	Parish Council	Ongoing
To maintain and ensure the general upkeep of the Mayfield Drive playing field	To carry out maintenance work when required. To accrue funds to ensure equipment can be updated and repaired as necessary.	Parish Council	Ongoing
Highways – To seek that parish infrastructure including roads, grass verges, trees and hedgerows are adequately maintained.	To report to Staffordshire County Council Highways all faults or repairs required. To remind Staffordshire County Council when maintenance is required on trees, hedgerows and verges.	Clerk and Parish Council	As required
Culverts and Watercourses – To seek that these sites are adequately maintained.	To report to Staffordshire County Council, the Canal and River Trust or Severn Trent Water as appropriate when maintenance issues arise.	Clerk and Parish Council	As required

To plan and spend the Community Infrastructure Levy (CIL) funding within the given timescales, to ensure the Parish benefits from local developments.	To decide how to use CIL Funding to mitigate the impacts of local development. To consult with residents on how best to use CIL Funding.	Parish Council	Ongoing
General Maintenance			
To support the provision of local defibrillators.	To fund local initiatives to maintain and install defibrillators	Clerk and Parish Council	Ongoing
To ensure that all council assets are maintained in a safe and proper manner	To regularly review and maintain the asset register. To carry out regular inspections of assets and undertake any maintenance required. To ensure insurance cover is adequate.	Clerk	Ongoing

Community Engagement			
To support and promote community groups and organisations within the Parish.	Councillors to attend organised events when possible. Parish Council to promote these events through their website and social media. Investigate grants which could be useful for local groups and community projects. Consider grant funding requests from local groups.	Clerk and Parish Council	Ongoing
To encourage County Council and District Councillor participation within the Parish.	District and County Councillors to be invited to bi-monthly Parish meetings.	Clerk	Ongoing
Maintain and update the village noticeboards	Ensure the village noticeboards are maintained and that literature displayed is current. Ensure Council meeting dates, agendas and other required notices are displayed at appropriate dates.	Clerk	Ongoing

To support entry in the Best kept Village Competition	Help the village of Drayton Bassett enter the Best Kept Village competition annually.	Community & Parish Council	Ongoing
Maintain and update website and social media	Encourage dialogue with residents and encourage resident participation at local meetings.	Clerk	Ongoing
Training			
To encourage and support training and development opportunities for councillors	To notify and promote attendance at appropriate training courses for Councillors. To ensure sufficient funding is provided through the Annual Budget.	Clerk, Parish Council and the SLCC and SPCA	Ongoing.
To encourage and support training development opportunities for employees.	To support the Clerk in attendance at appropriate training courses to better assist the Council. To ensure sufficient funding is provided through the Annual Budget.	Clerk, Parish Council, SLCC and SALC training providers	Ongoing

To ensure any Parish Council volunteers can access training and development as appropriate.	To provide training as appropriate to any volunteer carrying out activities on behalf of the Parish Council. To ensure sufficient funding is provided through the Annual Budget.	Clerk and Parish Council	Ongoing
Environment, Crime & Open Spaces			
Work to prevent fly tipping from ruining our open spaces.	Work with Lichfield District Council, the Police and partners to tackle fly tipping. Raise awareness on how residents can report fly-tipping.	Clerk, Parish Council and partners	As required.
Ensure a positive impression of the parish.	Plant flowers in the parish Clean open spaces and public areas. Explore cosmetic improvements to the Village Green. Remove litter & graffiti where possible.	Clerk, Parish Council and partners	As required.
Work to reduce speeding within the Parish and take steps to reduce car crime.	Work with Staffordshire Police, Staffordshire County Council and other partners to reduce issues.	Clerk, Parish Council, partners	Ongoing

	Maintain and monitor the speed limit monitoring signs within the parish. Support evidence gathering activities carried out by Police and partner groups – like Community Speed watch.		
Reduce litter and dog mess within the Parish	To ensure that sufficient litter and dog mess bins are provided and emptied regularly. To display appropriate warning notices throughout the parish. To seek support and cooperation of residents and visitors to keep the area clean. Continue to review litter bin locations, especially in areas where problems have repeatedly arisen. Work with partners to increase litter picking in the area and support local voluntary groups with litter picking activities.	Clerk, Parish Council, Partners and volunteers.	Ongoing

Drayton Bassett Parish Council

Grievance Policy and Procedure

DRAFT

Date Created	Date Adopted	Date Revised	Review Date
September 2026			

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>).
2. It also takes account of the ACAS guide on discipline and grievances at work. https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf).
3. It also takes into account relevant law affecting Councils.
4. It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
5. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
6. This policy confirms:
 - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for their grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case.
 - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
 - any changes to specified time limits must be agreed by the employee and the Council
 - an employee has the right to appeal against the decision about their grievance. The appeal decision is final
 - information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)

- audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if they raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can only use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of Lichfield District Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)
- the Council may engage external investigators, grievance or appeal panels for the purposes of the process.
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns their safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with their line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

Informal grievance procedure

7. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with their manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with their manager (for example, because it concerns the manager), the employee should contact the Chairman of the staffing committee or, if appropriate, another member of the staffing committee. If the employee's complaint is about a councillor, it may be

appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

Formal grievance procedure

8. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the staffing committee.
9. The staffing committee will appoint a sub-committee of 3 members to hear the grievance in the event that the grievance is raised by or relates to the Clerk. Where the grievance is not raised by or relates to the Clerk, the staffing committee may appoint the Clerk to hear the Grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

10. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigator may be an appropriate employee, Councillor or external party. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
11. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

Notification

12. Within 14 calendar days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
 - the names of its Chairman and other members
 - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 35 calendar days of when the Council received the grievance
 - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
 - a copy of the Council's grievance policy
 - confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of their witnesses as soon as possible before the meeting
 - confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
 - findings of the investigation if there has been an investigation
 - an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The grievance meeting

13. At the grievance meeting:
 - the Chairman will introduce the members of the sub-committee to the employee
 - the employee (or companion) will set out the grievance and present the evidence
 - the Chairman will ask the employee questions about the information presented and will want to understand what action does they wants the Council to take
 - any member of the sub-committee and the employee (or the companion) may question any witness
 - the employee (or companion) will have the opportunity to sum up the case
 - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.
14. The Chairman will provide the employee with the sub-committee's decision, in writing, usually within 7 calendar days of the meeting though may be longer e.g. where further investigations are required. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

15. If an employee decides that their grievance has not been satisfactorily resolved by the sub-committee, they may submit a written appeal to the staffing committee. An appeal must be received by the Council within 7 calendar days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
16. Appeals may be raised on a number of grounds, e.g.:
 - a failure by the Council to follow its grievance policy
 - the decision was not supported by the evidence
 - the action proposed by the sub-committee was inadequate/inappropriate
 - new evidence has come to light since the grievance meeting.
17. The appeal will be heard by a panel of 3 members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the staffing committee. The Council may engage external parties if there are insufficient councillors to form the panel. The appeal panel will appoint a Chairman from one of its members.
18. The employee will be notified, in writing, usually within 14 calendar days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 35 calendar days of the Council's receipt of the appeal. The employee will be advised that they may be accompanied by a workplace colleague, a trade union representative or a trade union official.
19. At the appeal meeting, the Chairman will:
 - introduce the panel members to the employee

- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
 - explain the action that the appeal panel may take.
20. The employee (or companion) will be asked to explain the grounds of appeal.
 21. The Chairman will inform the employee that they will receive the decision and the panel's reasons, in writing, and when they are likely to receive the letter. This may be within 14 calendar days of the appeal meeting however will be longer where further investigations are required.
 22. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
 23. The decision of the appeal panel is final.

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Drayton Bassett Parish Council

Disciplinary Policy and Procedure

DRAFT

Date Created	Date Adopted	Date Revised	Review Date
September 2026			

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice.
2. It also takes into account the ACAS guide on discipline and grievances at work.
3. The policy is designed to help council employees improve unsatisfactory conduct and performance in their jobs. Wherever possible, the council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.
4. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
5. This policy confirms:
 - Informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance.
 - The council will fully investigate the facts of each case.
 - The council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information, see ACAS Performance Management.
 - Employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case.
 - Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing.
 - Employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case.
 - The council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions.
 - If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within seven calendar days of the original meeting date, unless it is unreasonable not to propose a later date.
 - Any changes to specified time limits in the council's procedure must be agreed to by the employee and the council.

- Information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR).
- Audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition.
- Employees have the right to appeal against any disciplinary decision. The appeal decision is final.
- If an employee who is already subject to the council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure.
- Disciplinary action taken by the council can include a written warning, a final written warning or dismissal.
- This procedure may be implemented at any stage if the employee's alleged misconduct warrants this.
- Except for gross misconduct, when an employee may be dismissed without notice, the council will not dismiss an employee on the first occasion that it decides there has been misconduct.
- If an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The council will write to the employee to confirm any period of suspension and the reasons for it.
- The council may consider mediation at any stage of the disciplinary procedure where appropriate (for example, where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

Examples of misconduct

6. Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct (the list is not exhaustive):
 - Unauthorised absence.
 - Poor timekeeping.
 - Misuse of the council's resources and facilities, including telephone, email and internet.
 - Inappropriate behaviour.
 - Refusal to follow reasonable instructions.
 - Breach of health and safety rules.

Examples of gross misconduct

7. Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct (the list is not exhaustive):

- Bullying, discrimination and harassment.
- Incapacity at work because of alcohol or drugs.
- Violent behaviour.
- Fraud or theft.
- Gross negligence.
- Gross insubordination.
- Serious breaches of council policies and procedures, e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology.
- Serious and deliberate damage to property.
- Use of the internet or email to access pornographic, obscene or offensive material.
- Disclosure of confidential information.

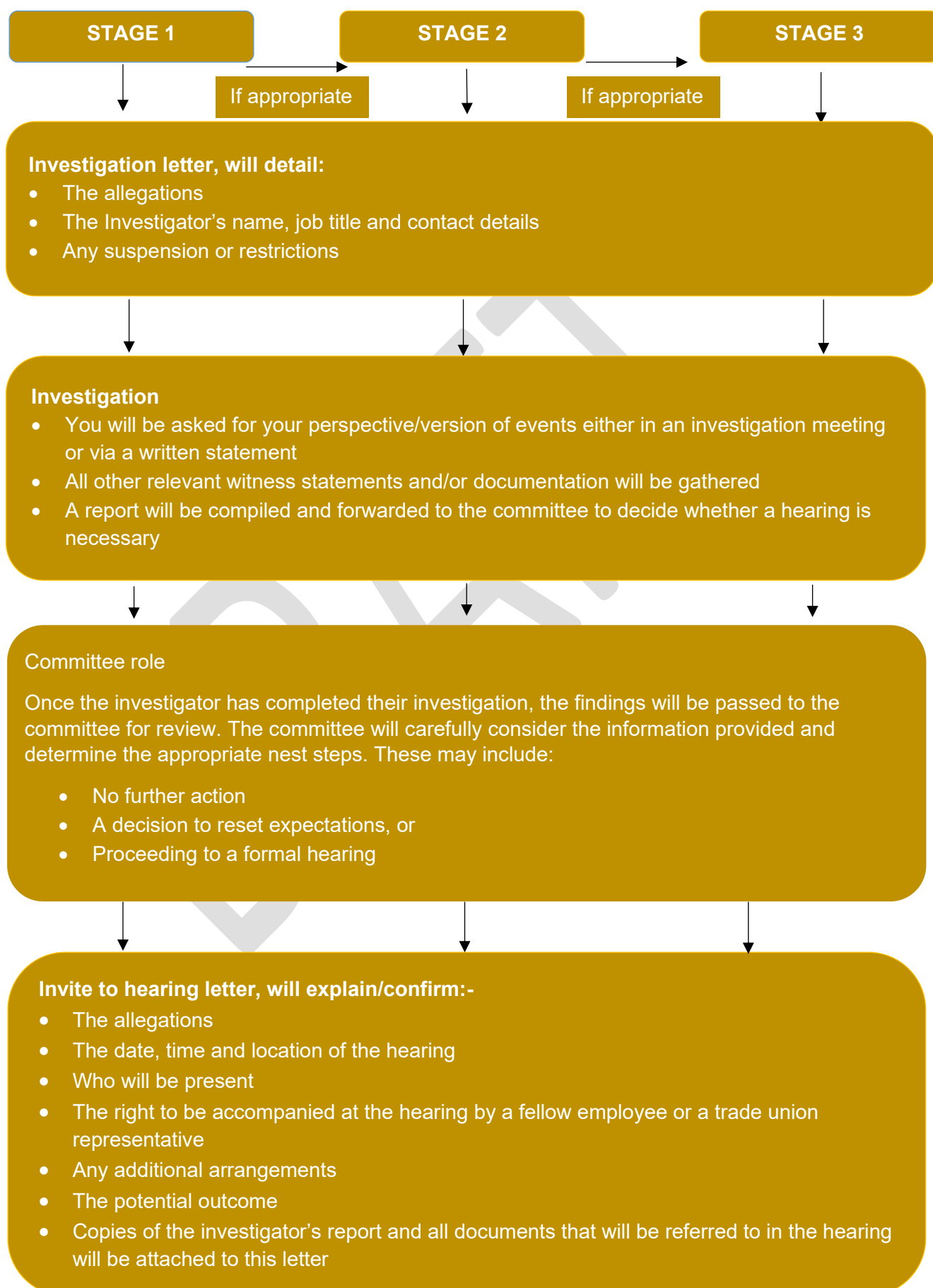
Suspension

8. If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
9. While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or discuss this matter with any other employee or councillor.
10. The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

11. The following list contains some examples of unsatisfactory work performance (the list is not exhaustive):
 - Inadequate application of management instructions/office procedures.
 - Inadequate IT skills.
 - Unsatisfactory management of staff.
 - Unsatisfactory communication skills.

The procedure



The Hearing

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

**Potential outcome:
First Written
warning**

**Potential outcome:
Final Written
warning**

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

Outcome letter will advise:

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

Outcome letter will advise:

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

12. Preliminary enquiries. The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.
13. If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.
14. Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

15. A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
16. If a formal disciplinary investigation is required, the Council's staffing committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the staffing committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The staffing committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
 - The allegations or events that the investigation is required to examine.
 - Whether a recommendation is required
 - How the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report.
 - Who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
17. The Investigator will be asked to submit their findings, usually within 35 Calendar days of appointment, where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).
18. The Staffing Committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that they have a reasonable time to prepare for it. The letter will explain the investigatory process and

that the meeting is part of that process. The employee will be provided with a copy of the council's disciplinary procedure. The council will also inform the employee that when they meet with the Investigator, they will have the opportunity to comment on the allegations of misconduct.

19. Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
20. If there are other persons (e.g. employees, councillors, members of the public or the council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
21. The Investigator has no authority to take disciplinary action. Their role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Staffing Committee whether or not disciplinary action should be considered under the policy.
22. The Investigator's report will contain their recommendations and the findings on which they were based. They will recommend either:
 - The employee has no case to answer, and there should be no further action under the council's disciplinary procedure.
 - The matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally.
 - The employee has a case to answer, and a formal hearing should be convened under the council's disciplinary procedure.
23. The Investigator will submit the report to the staffing committee, which will decide whether there is no case to answer; the matter should be considered informally, or a formal Disciplinary Hearing should be convened. If the Investigator is a member of the Committee making the decision, they should recuse themselves from any formal votes or decision-making regarding their findings as to whether there is a case to answer at a Disciplinary Hearing.
24. If the council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

25. If the Staffing Committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors to formally hear the allegations. The staffing sub-committee will appoint a Chair from one of its members. The Investigator shall not sit on the sub-committee. The staffing sub-committee will be given the delegated authority to make a decision in relation to the Disciplinary.
26. No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:
 - The names of its chair and the other two members.

- Details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting.
 - A copy of the information provided to the sub-committee, which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure.
 - The time and place for the meeting. The employee will be given reasonable notice of the hearing so that they have sufficient time to prepare for it.
 - Whether witnesses may attend on the employee's and the council's behalf, and if they may, both parties should inform each other of their witnesses' names at least two working days before the meeting.
 - The employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
27. The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:
- The chair will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing.
 - The chair will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation).
 - The chair will invite the employee to present their account.
 - The employee (or the companion) will set out their case and present evidence (including any witnesses and/or witness statements).
 - Any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness.
 - The employee (or companion) will have the opportunity to sum up.
28. The chair will provide the employee with the sub-committee's decision with reasons, in writing, within 7 calendar days of the meeting. The chair will also notify the employee of the right to appeal the decision in the event that formal action is taken.
29. The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

Disciplinary action

30. If the sub-committee decides that there should be disciplinary action, it may be any of the following:

First written warning:

31. If the employee's conduct has fallen below acceptable standards, a first written warning will be issued. A first written warning will set out:
- The reason for the written warning, the improvement required (if appropriate) and the time period for improvement.
 - That further misconduct/failure to improve will result in more serious disciplinary action.
 - The employee's right of appeal.

- That a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Final written warning:

32. If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- The reason for the final written warning, the improvement required (if appropriate) and the time period for improvement.
- That further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal.
- The employee's right of appeal.
- That a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal:

33. The council may dismiss:

- For gross misconduct.
- If there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning.
- If another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

34. The council will consider very carefully a decision to dismiss. If an employee is dismissed, they will receive a written statement of the reasons for their dismissal, the date on which the employment will end and details of their right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal:

35. An employee who is the subject of disciplinary action will be notified of the right of appeal. Their written notice of appeal must be received by the council within seven calendar days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

36. The grounds for appeal include:

- A failure by the council to follow its disciplinary policy.
- The sub-committee did not support the sub-committee's disciplinary decision.
- The disciplinary action was too severe in the circumstances of the case.
- New evidence has come to light since the disciplinary meeting.

37. Where possible, the appeal will be heard by a panel of 3 members of the staffing committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of 3 members of the council who may include members of the staff committee. The appeal panel will appoint a chair from one of its members.
38. The employee will be notified, in writing, within 14 calendar days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that they may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
39. At the appeal meeting, the chair will:
- Introduce the panel members to the employee.
 - Explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision.
 - Explain the action that the appeal panel may take.
40. The employee (or companion) will be asked to explain the grounds for appeal.
41. The chair will inform the employee that they will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
42. The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained in the employee's personnel file.
43. If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
44. The appeal panel's decision is final.

Important notice

This is an example of an employment policy designed for a small council, adhering to statutory minimum requirements, and does not constitute legal advice. As with all policies, it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) for the purpose of its members. Every effort has been made to ensure that the contents of this document are correct at the time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Drayton Bassett Parish Council

Complaints Policy and Procedure

Date Created	Date Adopted	Date Revised	Review Date
March 2021	March 2021	September 2026	September 2028

Introduction

Drayton Bassett Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this Council, or are unhappy about an action or lack of action by this Council, this Complaints Procedure sets out how you may complain to the Council and how we shall try to resolve your complaint.

Who is covered by this policy

This Complaints Procedure applies to complaints about Council administration and procedures and may include complaints about how Council employees have dealt with your concerns.

This Complaints Procedure does not apply to complaints by one Council employee against another Council employee, or between a Council employee and the Council as employer. These matters are dealt with under the Council's disciplinary and grievance procedures.

When to make a Complaint

The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings.

PLEASE NOTE THIS MAY ONLY OCCUR WHEN THERE IS AN AGENDA ITEM FOR THE ITEM AND NOT JUST AN ITEM IN THE CORRESPONDENCE. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

Who to make the complaint to

You may make your complaint about the Council's procedures or administration to the Clerk. You may do this in person, by phone, by writing to or emailing the Clerk. The addresses and numbers are set out on the Parish Council web site. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will acknowledge your complaint within ten working days.

If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council. The Clerk/Chairman will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.

Timescale

The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. In exceptional cases the 20 working days timescale may have to be extended. If it is, you will be kept informed

Drayton Bassett Parish Council Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
Who's Who on the Parish Council	Your Councillors - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC
Contact Details for the Parish Clerk and Members	Your Councillors - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC
Location of the main office and accessibility details	The Parish Clerk works from home but can be contacted by email: parishclerk@draytonbassett-pc.gov.uk or by telephone: 07703 647 883. Monthly meetings are held in the Sports Pavilion, Village Park, Rectory Close, Drayton Bassett, B78 3UH. This building has a slight step up to gain entry.	
Staffing Structure	The Parish Council has one part time (22 hours per month) parish clerk.	
Class 2 – What we spend and how we spend it		
Annual Return Form and report by the Internal Auditor	Financial Reports - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC
Finalised Budget	Financial Reports - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC
Precept	Financial Reports - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC
Borrowing Approval Letter	N/A	
Financial Regulations	Policy Documents - Drayton Bassett Parish Council	FOC
Grant given and received	Financial Reports - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC
Payments made by the council	Financial Reports - Drayton Bassett Parish Council	FOC
Members allowances and expenses	The Councillors currently do not claim any allowance for their work although verified expenses are covered.	

Class 3 – What our priorities are and how we are doing		
Neighbourhood Plan	There is no Neighbourhood Plan for Drayton Bassett.	
Quality Status	The parish council is currently working towards Foundation Level status.	

Drayton Bassett Parish Council Publication Scheme

Class 4 – How we make decisions		
Timetable of meetings	The meetings are held on the 3 rd Tuesday of every month EXCEPT August and December. Additional meetings may be called for specific items requiring consideration. In addition there is the Annual Parish Council meeting which is held in May each year.	
Agendas of Meetings	Meetings & Minutes - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC
Minutes of meetings <i>(not including any information that has been deemed as private to the meeting)</i>	Meetings & Minutes - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC
Reports presented to the council meetings <i>(not including any information that has been deemed as private to the meeting)</i>	Meetings & Minutes - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC
Responses to consultation papers	Not currently published on the website. Information is in the minutes or held by the Parish Clerk.	
Responses to planning applications	Detailed in the minutes of monthly meeting: Meetings & Minutes - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC

Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business:		
Standing Orders	Policy Documents - Drayton Bassett Parish Council	FOC
Committee and subcommittee terms of reference	The parish council does not currently have any committees or sub committees.	

Drayton Bassett Parish Council Publication Scheme

Delegated authority in respect of the Parish Clerk	The authority of the parish clerk is in the Standing Orders and Financial Regulations and scheme of Delegation Policy Documents - Drayton Bassett Parish Council .	FOC
Members Code of Conduct	Policy Documents - Drayton Bassett Parish Council	
Recruitment Policies (including any vacancies)	Councillor vacancies are published on the website and on local notice boards as and when they appear. Parish Clerk vacancies are advertised on local notice boards and on the web site in addition to being advertised through the Staffordshire Parish Councils Association.	FOC
Policies and procedures for handling requests for information	Any FOI request or general request for information should be emailed to the Parish Clerk parishclerk@draytonbassett-pc.gov.uk	
Complaints procedures (including those covering request for information and operating the publication scheme)	Policy Documents - Drayton Bassett Parish Council	
Information security policy	The Parish Council does not hold details of individuals other than the Parish Clerk and the Councillors. Any details of individuals held i.e. during a survey, are held until the statistics have been verified and then the details are deleted. All other documents are held in according with national guidelines.	

Records management policies (records retention, destruction, archives)	Policy Documents - Drayton Bassett Parish Council	FOC
Data protection policies	Policy Documents - Drayton Bassett Parish Council	
Schedule of Charges	The parish council information is available via website or email and therefore free of charge. A reasonable charge will be made for any photocopying /	15 p per sheet for

Drayton Bassett Parish Council Publication Scheme

	printing required at a cost of 15 pence per sheet.	printing
Class 6 – Lists and Registers		
Assets Register	Financial Reports - Drayton Bassett Parish Council	FOC
Register of Members Interests	Your Councillors - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC
Register of gifts and hospitality	To date no gifts have been received.	
Class 7 – The services we offer		
Advice and Guidance	Home - Drayton Bassett Parish Council or via email to the Parish Clerk: parishclerk@draytonbassett-pc.gov.uk	FOC
Media Releases	Home - Drayton Bassett Parish Council and through our Facebook Page: DraytonBassettParishCouncil	FOC
Summary of services we provide	Home - Drayton Bassett Parish Council	FOC

Adopted September 2026

Next review Sept 2028