

TOLLER PORCORM PARISH COUNCIL

Full Parish Council Meeting | Wednesday 9 July 2025

Appendix E – Policy updates

Minute reference: 25/07-8

DRAFT Equality and Diversity Policy – Appendix F

New policy to completely replace the current Equalities Policy.

Policy is based on the model Equality and Diversity Policy provided by NALC and adapted to the needs of TPPC.

Review period: set to 2 years

Recommendation: **approve.**

DRAFT Grievance Policy – Appendix G

Current policy is based on the model Grievance Policy provided by NALC and adapted to the needs of TPPC. The model policy was updated in August 2024 and the draft includes these changes which are highlighted in yellow. Changes to gender neutral language have not been highlighted.

- 3. new paragraph
- 6f. new clause
- 9. (paragraph 6 in current policy) new text added
- 10. (paragraph 7 in current policy) new text added
- 12. (paragraph 9 in current policy) change to 14 calendar days from 10 working days
12b. change to 35 calendar days from 25 working days
- 14. (paragraph 11 in current policy) change to 7 calendar days from 5 working days. New text added
- 15. (paragraph 12 in current policy) change to 7 calendar days from 5 working days
- 18. (paragraph 15 in current policy) change to 14 and 35 calendar days from 10 and 25 working days
- 21. (paragraph 18 in current policy) change to 14 calendar days from 5 working days. New text added

Review period: set to 2 years

Recommendation: **approve.**

DRAFT Disciplinary Policy – Appendix H

Current policy is based on the model Disciplinary Policy provided by NALC and adapted to the needs of TPPC. The model policy was updated in August 2024 and the draft includes these changes which are highlighted in yellow. Changes to gender neutral language have not been highlighted.

- 5h. (paragraph 3, point 8 in current policy) change to 7 calendar days from 5 working days
- 17. (paragraph 14 in current policy) change to 35 calendar days from 20 working days
- 27. (paragraph 24 in current policy) change to 7 calendar days from 5 working days
- 34. (paragraph 28 in current policy) change to 7 calendar days from 5 working days
- 37. (paragraph 30 in current policy) change to 14 calendar days from 10 working days
- 40. (paragraph 34 in current policy) change to 7 calendar days from 5 working days

Review period: set to 2 years

Recommendation: **approve.**

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DRAFT Homeworking Policy – Appendix I

Current policy is based on the model Homeworking Policy provided by NALC and adapted to the needs of TPPC. The model policy was updated in August 2024 and the draft includes these changes which are highlighted in yellow with deleted text crossed out. Changes to gender neutral language have not been highlighted.

- References of reporting, submitting, discussing to/with the clerk have been changed to the Staffing Committee unless otherwise explained
- References to a filing cabinet have had 'other lockable storage' added
- Introduction has been rewritten to reflect TPPC situation
- Scope of policy has been deleted as it is not relevant
- 3. Rewritten paragraph to include Display Screen Equipment assessment
- 10. Paragraph replaced for TPPC relevance
- 13. Change of notification from the clerk to the chair
- 17. Rewritten paragraph for TPPC relevance

Review period: set to 2 years

Recommendation: **approve.**

DRAFT Homeworking Risk Assessment – Appendix J

New document to comply with Homeworking Policy.

Review period: set to 2 years

Recommendation: **adopt.**

Grant Awarding Policy and application form (on website)

No changes since last update.

Review period: set to 2 years

Recommendation: **approve.**