



Tadley Town Council  
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26 June 2023

You are summoned to attend a meeting of Full **Council** as detailed below:

Nicki Barry, Clerk

DATE, TIME AND LOCATION: **3 July 2023 at 7.30pm at Tadley Town Council**

MEMBERS: Cllrs: Atkinson, Burdett (Chairman), Flahive, Hankinson, Leeks, Lovegrove, Meiszner, Morrow, Mullan, Slimin, Spence and Witton

## **AGENDA**

### **1. APOLOGIES**

### **2. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS**

Arising from this Agenda, Members and Officers are invited to declare any relevant interests. Notwithstanding this item, Members may subsequently declare an interest at any point during the meeting. To receive any applications made by Members for a dispensation to allow them to speak and vote on an agenda item in spite of a disclosable pecuniary interest.

### **3. MINUTES**

To receive and confirm the accuracy of the minutes of Full Council held on 15 May 2023, the contents of which will be taken as correct unless there is a specific resolution otherwise.

[https://www.tadleytowncouncil.gov.uk/\\_UserFiles/Files/\\_Minutes/161835-150523FC\\_Redacted.pdf](https://www.tadleytowncouncil.gov.uk/_UserFiles/Files/_Minutes/161835-150523FC_Redacted.pdf)

### **4. OPEN FORUM**

The meeting will recess for not more than 15 minutes for questions and comments from members of the public.

### **5. CO-OPTIONS**

To receive any nominations for the vacancies in Tadley East, North and South wards.

### **6. ACCOUNTS**

To receive and sign a statement of receipts & payments for the months of May and June 2023. (Previously circulated by email)

### **7. CHAIRMAN AND VICE-CHAIRMAN'S REPORTS**

To receive reports from Chairman and Vice-Chairman.

### **8. APPOINTMENT/CONFIRMATION OF REPRESENTATIVES**

To appoint/confirm representatives for the following:

Tadley and District Community Association	-	1 member – Chris Spence
The Point Champions	-	1 member

### **9. CIVILITY AND RESPECT PLEDGE & DIGNITY AT WORK POLICY**

To sign up to the pledge and to adopt the Dignity at Work Policy as attached.

## **10. REPLACEMENT PLAY EQUIPMENT AT THE GREEN**

To agree expenditure for replacement play equipment at The Green.

## **11. COMMITTEES**

To receive nominations:

Vice Chairman of Finance & General Purposes Committee

Vice Chairman of Recreation & Leisure Committee

To receive the reports and any recommendations of the following Committees and to receive any items for report from the Chairmen: -

a. Highways and Planning Committee held on 25 May and 26 June

<https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Minutes/162322-250523HP.pdf>

<https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Minutes/164610-260623HP.pdf>

b. Finance & General Purposes Committee held on 12 June

<https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Minutes/163679-120623FGP.pdf>

## **12. REPORTS**

To receive reports from the following: -

a. Hampshire County Council – Cllr Mellor

b. Basingstoke & Deane Borough Council – Cllrs Bound, Johnstone, Leeks, Morrow, Rhatigan and Slimin

c. Representatives on external organisations.

## **CIVILITY AND RESPECT PLEDGE**

**Definition of Civility and Respect** - Civility means politeness and courtesy in behaviour, speech, and in the written word. Examples of ways in which you can show respect are 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.

Tadley Town Council:

1. Has agreed it 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.
2. Has committed to training councillors and staff.
3. Has signed up to the Code of Conduct for councillors.
4. Has good governance arrangements in place including staff contracts and a dignity at work policy.
5. Will commit to seeking professional help in the early stages should civility and respect issues arise.
6. Will commit to calling out bullying and harassment if and when it happens.
7. Will continue to learn from best practice in the sector and aspire to being a role model/champion council.
8. Will support the continued lobbying for change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

## **DIGNITY AT WORK POLICY**

Tadley Town 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**

Tadley Town 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

In support of this objective, Tadley Town 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.

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/chief officers and all employees engaged to work at Tadley Town Council. Should agency staff, or contractors have a complaint connected to their engagement with Tadley Town 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 chair.

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. Tadley Town 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.