



Hambleton Command: Town and Parish Council Report

Town or Parish:	Potto
Report Completed By:	PCSO 5705 Jackson
Data Reporting Period:	1 st March – 31 st March 2023

Crime and ASB Data:

Qualifier:	No of Incidents:
Anti-Social Behaviour:	ASB Personal: 0 ASB Nuisance: 0 ASB Environmental: 0
Arson/Criminal Damage:	0
Drugs:	0
Burglary:	Commercial: 0 Residential: 0
Theft (including from shops):	0
Robbery:	0
Auto crime/SMV:	0
Fraud:	0
Violence Against the Person:	1
Other crimes:	0
TOTAL THIS PERIOD:	1

Local News:

Please see attached document.

Data Protection

In order to comply with data protection, whilst details of crimes and anti-social behaviour are included in Parish / Town council reports, North Yorkshire Police may not have a lawful basis to share further information.

Contact us

Your Local Team:

PS 1845 Chris Ross
PC 184 Lisa Jones
PCSO 3503 Gina Lodge
PCSO 4337 Maisie Daniels
PCSO 5705 Eleanor Jackson

Your team are based at:

Stokesley Police Station
Bridge Street
Stokesley TS9 5DG

Email: SNASTokesley@northyorkshire.police.uk



North Yorkshire Police website: [Home](#) | [North Yorkshire Police](#)



[@NYP_Hambleton](#) – Local Twitter
[@NYorksPolice](#) – Force Twitter



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North Yorkshire Police - Hambleton
North Yorkshire Police – Force Page

EMPLOYMENT LAW CHANGES APRIL 2024

Chris Moses LLM Chartered FCIPD

EMPLOYMENT RELATIONS (FLEXIBLE WORKING) ACT 2023

– Implementation April 2024

A greater entitlement to request a change to:

- The number of hours worked each week
- Start and finish times
- To request home working.
- These will be day one entitlements.

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Regardless of whatever appears in a Job Advertisement, Job Offer letter or Contract of Employment, a new Employee can submit a request from their first day in a job.

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The Act also includes an opportunity for workers to submit two requests in a rolling twelve month period.

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Any request made by an Employee will have to be subject to a 2/3 week consultation process.

Currently a line manager only needs to meet with an Employer to discuss their request.

Reasons for refusal:

- Additional cost to the Council.
- Damage to Parishioner service.
- Inability to share work out amongst other staff.
- Damage to quality of work.
- Damage to performance.
- Inability to recruit staff to cover reduced hours.

If, following a period of consultation and a meaningful assessment of the evidence, it can be proven that one or more of the above apply, the request can be rejected.

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HOLIDAY PAY

Councils can add a holiday pay increment of 12.07% to Employees' pay, rather than pay holiday pay when they take time off.

Where would this work?

Locums

Fixed Term staff

Zero hours staff

Part time (short hours) Clerk.

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For Example

Employee earns £100/week

Holiday pay (@ 12.07%) = £12.07

Total Pay £112.07

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No pay when they take leave

No payment in lieu when they leave

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NJC Entitlement:

$$23 + 8 + 2 = 33/5 = 6.6 \text{ weeks}$$

$52 - 6.6 = 45.4$ weeks to be worked in a year.

$$6.6 / 45.4 = 0.1450$$

The percentage is 14.50% NOT 12.07%

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Worker who earns £100 per week

Holiday Pay = £14.50

Total Pay £114.50

CARERS LEAVE ENTITLEMENT

Implementation April 2024

- Employees who have caring responsibilities can request up to 1 weeks unpaid leave in a 12 month period.
- This entitlement has no qualifying period and will be available from day one of employment.

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Requests can be made for:

- The whole week in one go
 - 1, 2, 3 days
 - Half days

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Councils can refuse specific dates due to
business reason.

But must provide a mutually agreed date within
one month of the original request.

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- Failure by Councils to facilitate these requests would be a breach of statutory rights and could result in claims for Unfair/Constructive Dismissal.
- As this is a day one entitlement, such claims could be made without two years continuous service.

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NEW PATERNITY LEAVE REGULATIONS

New dads can take two week paternity leave entitlement as two separate one week blocks (rather than having to take just one week in total or two consecutive weeks)

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This can be taken any time in the 52 weeks after birth (rather than having to take leave in the 56 days following birth)

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28 days notice required to take paternity leave
(Previously 15 weeks notice required before the
Expected Week of Childbirth (EWC))

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SEPTEMBER / OCTOBER 2024

WORKERS (PREDICTABLE TERMS AND CONDITIONS) ACT 2023

Anyone with 26 weeks continuous service who is engaged on a zero hours contract, or fixed term contract, will be able to request:

1. Regular hours.
2. Regular Days.
3. If they are engaged on a fixed term contract of 12 months or less, they can request that the contract be extended for a longer period or made permanent.

The worker must submit their request in writing.

Reasons for rejection.

1. Additional Costs.
2. Potential damage to Parishioner service.
3. Detrimental impact on recruiting staff.
4. Detrimental effects on other aspects of the Council.
5. Lack of work.

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The Employee can Appeal.

If unsuccessful the Employee can make a claim to an Employment Tribunal based on the Council's failure to prove that their reasons.

**Personnel
Advice &
Solutions Ltd**

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9 FEBRUARY 2024

BRIEFING ON COUNCIL EMAIL ADDRESSES

More and more council business is being conducted online, and this means that all council staff should be aware of, and follow, best practice email use and management. This describes the importance of using official, council email accounts and offers practical guidance on email security.

The importance of using official email addresses

We strongly advocate for using official email addresses for council work. NALC, SLCC, the Cabinet Office and the Information Commissioner's Office (ICO) recommend using an official .gov.uk email. In the [ICO factsheet for councils](#), it states that 'councils must process data securely - which may be more difficult to achieve if it is being processed through personal email accounts.' There are some very important reasons for using official, rather than personal, email addresses:

- Official correspondence should reflect the professionalism of the council. An official email address enhances the credibility of the sender and the council itself. Using official government branding creates trust and makes it easier for residents to identify official communications.
- If official communications are always sent through council-sanctioned channels then council staff can be sure that records are kept, and decisions are documented for public scrutiny.
- Council email accounts facilitate the creation and maintenance of official records. This is crucial for the proper functioning of the council, for auditing purposes, transparency, and accountability. It helps track decisions, discussions, and other important communications.
- By separating your personal life from your professional life, you ensure members of the public, partners and suppliers understand you are emailing them in your role as a clerk or councillor. Recipients will be clear about who the email is from and the capacity it is being sent.
- An official email address ensures there is no confusion about the legitimacy of communications. They are less likely to be sent to spam or blocked, and more likely to be read and responded to quickly.
- If a subject access or freedom of information request is made then all emails to and from that account pertaining to that request may need to be reviewed and / or released. If using a personal email account, this can be a complex and invasive process. Using an official account both protects your personal information and makes managing such a request straightforward.

More detailed guidance on [data protection](#) and [freedom of information](#) can be found in the members' area of the NALC website.

- Changes in council staff are easier to manage with an official email address. Compliance with the council's legal obligations around data control are more straightforward; information can be retained or archived appropriately. The clerk is able to complete administrative tasks, such as accessing historic emails / data, before closure. There will be no confusion for residents and ex-staff members will not accidentally receive council related emails.

Good practice password management and email security

To comply with privacy and data protection rules, council staff must operate their email account in a secure way. Here is some key advice on keeping your email account secure:

- Do not share your password with anyone else or write it down where other people can find it.
- Use [the National Cyber Security Centre's guidance](#) to help you choose a secure password.
- Use multi-factor authentication (MFA). This means providing additional information on an occasional basis but provides the best security. You can [find more on MFA here](#).
- Make sure your computer is password protected and that it automatically locks if you are away from it for more than 5-10 minutes. You can also lock it manually: usually this is by pressing CTRL + ALT + DELETE at the same time on Windows devices.
- Do not routinely redirect council emails automatically from one account to another.
- Educate yourself - there are a number of online courses via Nimble eLearning, such as basic cyber security, password management and phishing. Register through your county association or NALC.
- Make sure other staff (where these exist), or the chair, know the process and who to contact in an emergency, such as a sudden absence. This is best achieved through contacting the IT/email provider and arranging for an out-of-office, with alternative contact details to be added to the inaccessible account, or by forwarding emails to someone else for a very limited period. As a precaution, you should not store crucial information that colleagues may need within your email system.

Need help on deciding your email address or website name?

- Website: acmeparish.gov.uk, acmeparishcouncil.gov.uk or acme-pc.gov.uk
- Councillor email addresses: cllr.firstname.lastname@XYZ.gov.uk
- Clerk email addresses: clerk@XYZ.gov.uk