



St Stephen in Brannel Parish Council

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Uniform Policy¹

Introduction

St Stephen in Brannel Parish Council expects employees to observe a standard of personal appearance which is appropriate to their position, the nature of the work undertaken and which portrays a professional approach which the public will have confidence in.

The adoption of a uniform policy is aimed at providing clarity and guidance for employees.

Scope

This policy applies to all employees who have been provided with uniform.

Uniform is defined as any clothing or footwear, including Personal Protective Equipment (PPE), whether it be branded or not, supplied by the Council.

Responsibilities

The Parish Council has a duty to ensure that it complies with the legislation on equality, health and safety legislation and human rights.

The Parish Council provides the appropriate uniform to enable employees to carry out their role safely whilst promoting the services of the Parish Council.

The Parish Council will provide the correct quantity and items of uniform for employees to carry out their duties.

Employees are required to sign for their uniform as it is considered Parish Council property and upon issue, it becomes the responsibility of the employee for maintenance and care.

In the event an item needs repair or replacement, the employee will be required to return said item (unless lost) in exchange for the replacement.

Employees are required to return all issued uniform upon leaving the Parish Council's employment shortly after completing their last day of service as per the terms of their employment.

Employees should remember that whilst dressed in uniform they are a representative of the Parish Council and their behaviour should reflect this.

¹ Adopted by Full Council at their meeting held on Wednesday 3rd February 2021 under minute number FPC29/21. Due for review in 2024.

Uniform should not be worn outside of working hours other than to travel to and from work.

Personal Protective Equipment (PPE)

Under the Health and Safety at Work Act 1974 and Personal Protective Equipment at Work Regulations 1992, there is a duty upon the Parish Council as the employer to provide PPE when required in the workplace, and in addition, to provide the requisite training in the use of such equipment.

Following a risk assessment PPE will be issued with the aim of reducing significant risk as far as reasonably practicable.

Employees who occupy roles that require PPE clothing are required to wear this clothing while carrying out their duties whenever required by law or by the Council's health and safety rules.

Employees should alert the Clerk if they have concerns in connection with PPE, for example, if it becomes damaged or lost.

Benefits

Employees are encouraged to claim tax relief for the washing of uniform provide by the Parish Council. (Follow the link below for further information).

<https://www.gov.uk/tax-relief-for-employees/uniforms-work-clothing-and-tools>

The Parish Council will pay the appropriate staff a taxable benefit of £52 annually towards the purchase of a black suit which is to be worn when attending funerals. These suits are not regarded as uniform and remain the property of the employee.

