

Wortwell Parish Council

Human Resources and Employee Matters Policy

Adopted: February 2018
Reviewed: June 2023
Next Review Due: June 2025

Objective

The policy seeks to ensure that all aspects of the Council's Human Resource (HR) activities for both employees and councillors meet all relevant statutory regulations, UK legislation and that the Council follows good working practices.

Policy

1.1 Organisation: Wortwell Parish Council will keep reviewed job descriptions and skills requirements for all positions within its organisation and promote the continuous professional development and training of both employees and councillors.

1.2 Selection: Wortwell Parish Council will agree recruitment procedures that do not discriminate against sex, age, race, colour or disability and that consider both the needs of the job and that of Council. Wortwell Parish Council will encourage residents to participate in the work of the Council and to promote suitable candidates to become prospective Councillors according to the needs and the work of the council.

1.3 Pay and Conditions: Wortwell Parish Council will determine pay and contractual conditions of employment and review/update these as necessary to comply with UK Employment Law as well as good practice and set the expenses policy for both employees and councillors. Wortwell Parish Council will not recommend ex-gratia payments, honoraria or exceptional increments.

1.4 Appraisal: Wortwell Parish Council will conduct an annual appraisal of all Council employees.

1.5 Grievance, Misconduct and Dismissal: The Finance and Resources sub Committee on behalf of the full Council will oversee all grievance, misconduct and dismissal procedures and make recommendations to full Council when appropriate.

General

2.1 Complaints: Complaints made under this policy should be referred to the Clerk as identified under the Council's Complaints Policy.

Wortwell Parish Council

Appendix to Human Resources Policy - Handling Staff Matters

Adopted: January 2020

Reviewed: June 2023

Next Review Due: June 2025

1. A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing orders
2. Subject to the Council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of absence occasioned by illness or other reason and that person shall report such absence at the next meeting.
3. The chairman, or in his absence the vice chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution of the council.
4. Subject to the council's policy regarding the handling of grievance matters, the council's most senior member of staff shall contact the chairman in respect of an informal or formal grievance matter and this matter shall be reported back and progressed by resolution of the council.
5. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the Chairman or Vice Chairman this shall be communicated back to council and progressed by resolution of the council
6. Any persons responsible for all or part of the management of staff shall treat as confidential written records of all meetings relating to their performance capabilities grievance or disciplinary matters.
7. In accordance with Standing Orders, persons with line management responsibilities shall have access to staff records referred to in 6 above.

The above to be read in conjunction with other formal policies of the council not exclusively but to include:

Standing Orders

Internal Control Policy

Contracts and Tenders Policy

Financial Regulations

Risk Management

Job Description

Proper Officer's Contract of Employment