

Harwell Parish Council

Staff Policies

(Adopted 17 January 2017; reviewed October 2017 , May 2018– no changes, September 2018 Appraisal Policy appended) September 2020 amendments

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1. Dispute Resolution

1.1. Grievance Procedure

You may apply in writing to the Chairman of the Staffing Committee for redress of any grievance relating to your employment or if you are dissatisfied with any disciplinary decision relating to yourself. The Chairman of the Staffing Committee shall report any such application to a duly convened meeting of the Staffing Committee.

The grievance shall be heard and a decision taken on the aforementioned grievance after you have had the opportunity to outline your grievance to the Staffing Committee. The Staffing Committee shall consider any such grievance in the absence of the public and press and the hearing shall be conducted in accordance with the current ACAS code of practice relating to discipline and grievances at work.

1.2. Disciplinary Procedure

Before the Council as represented by its Staffing Committee conducts a disciplinary hearing of any kind against you, written notice signed by the Chairman of the Staffing Committee and authorised by the Staffing Committee giving details of the matter over which you are to attend a disciplinary hearing shall be given to you.

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You have the right to be represented as defined below. You will be given full opportunity to answer the disciplinary charge at a meeting of the Staffing Committee convened in accordance with the current ACAS code of practice relating to discipline and grievances at work.

1.3. Representation

At any duly convened Grievance or Disciplinary Meeting you are entitled to be accompanied by one of the three recognised Trade Unions or by an accredited official of another Trade Union not recognised by the Council. You also have the option to be accompanied by another employee of Harwell Parish Council. No other representative may accompany you at a formal grievance hearing.

2. Annual Leave

Annual Leave entitlement for full and part time employees will be calculated according to the UK Government formula¹. This entitlement will be defined in each employee's contract.

Subject to specific clauses in the contract, the calculation of annual leave commences from the first day of employment.

Employees are entitled to the normal bank and public holidays.

Current employees are currently entitled to 5.6 weeks' annual leave (pro-rate for part time employees); for full-time employees this is 28 days per year². This figure includes public holidays.

If employment commenced or terminates part way through the leave year, leave entitlement will be calculated on a pro rata basis. Deductions from final salary payment will be made for any leave taken in excess of an entitlement.

Annual leave must be taken at times agreed with the line manager.

3. Deleted

¹ <https://www.gov.uk/calculate-your-holiday-entitlement>

² <https://www.gov.uk/holiday-entitlement-rights>

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4. Deleted

5. Equal Opportunities

This policy is not essential but is under preparation. The Council will comply with all legal requirements.

6. Injury and assault

In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with paragraph 7 of Part 3 of the Green Book³.

7. Lone Working

7.1. Introduction

The purpose of this policy is to ensure that there are adequate systems in place to ensure the health, safety and welfare of lone workers in order to reduce the risks of lone working as far as is reasonably possible and practicable.

The Council's employees are expected to work alone because of the nature of their jobs. Whilst working alone is not in itself unsafe there may be circumstances where lone working can increase risk to an employee.

This policy applies to employees and councillors and for the purposes of this policy lone working is defined as anyone who works in isolation from their colleagues without close or direct supervision.

Employee examples include:

- Office staff alone in the Parish Office;
- Grounds staff at work in the parish;

Examples of lone working include:

- Allotment inspections;
- Premises inspections;
- Meeting with contractors on site
- General site inspections and meetings

7.2. Organisation and Arrangements

Harwell Parish Council is responsible for:

- The lone working arrangements of employees and councillors
- Determining the contents of this policy
- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working
- Ensuring compliance with the policy and providing resources for putting the policy into practice

³ National Agreement On Pay And Conditions Of Service last updated 2005
<http://www.unitetheunion.org/uploaded/documents/LGGreenBook11-3717.pdf>

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- Making sure that employees and councillors are aware of this policy;
- Making sure that support is given to employees and councillors involved in any incident.

The Parish Clerk is responsible for:

- Making sure that risk assessments are carried out;
- Reporting any incidents to the Council.

All employees and councillors are responsible for:

- Taking reasonable care of themselves and other people who may be affected by their actions;
- Following rules and regulations laid down by the Council;
- Reporting incidents that may affect the health and safety of themselves or others;
- Receiving training designed to meet the requirements of this policy;
- Reporting dangers or concerns they may have;
- Recognising potentially high risk activities and putting in place arrangements to mitigate risk associated with working alone;

Lone Worker Guidance

- Carry a mobile phone with you if you have one, whether supplied by the Council or not;
- Carry a personal alarm, if supplied by the Parish Council, and use it in a violent situation;
- Do not put yourself at undue risk. Discuss any concerns with your line manager
- Plan the visit – let someone know time of leaving, where you are going and estimated time of return
- Try to avoid confrontation. If a situation develops try to remain calm. If violence is threatened try to withdraw from the situation or call for help
- Ensure that any outer door is locked when an office is occupied and staff are working alone in a building;
- Whilst it is appreciated that the Clerk has to be available to meet members of the public, this should be during office opening hours preferably when other people are in the building.

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Appraisal Policy & Procedure

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8. Aims of Policy

The purpose of an appraisal scheme is to provide an opportunity for the clerk and a member of the Parish Council to discuss performance against set objectives and examine the personal development of the Clerk within the organisation.

In addition, by auditing the strengths and weaknesses in the role of the clerk suggestions for improvement can be made to the Parish Council. The appraisal scheme is designed to be a developmental tool and should not be seen as judgemental in any way. In this respect performance appraisal is kept apart from any salary review process.

This appraisal system will, in the first instance, be an on-line exercise although a meeting will be arranged between the Clerk and Chairman or Chairman of the Staffing Committee if the need arises.

9. Procedures

1. The appraisal cycle will be annual.
2. It will normally begin at the start of the financial year.
3. The appraisal process will be managed by the Parish Council Chairman and Vice Chairman.
4. The Clerk will complete the appraisal form (as attached) and forward to the Chairman and Vice Chairman.
5. The Chairman and Vice Chairman will complete their section of the form.
6. If all agree on all aspects of the appraisal then this will be signed off and as completed for the year.

10. Substance of the Appraisal

1. Targets set from the previous year will be reviewed.
2. Joint review of performance evidence
3. Discussion of achievements and concerns
4. Review of job description
5. Setting objectives (no limit on number)
6. Summary and agreement

Objectives should be SMART (specific, measurable, achievable, relevant and time bounded). The results of the appraisal process will be recorded on the Performance Appraisal form, which is part of this Policy document. A copy of the form will be kept by both appraisers and Clerk.

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PARISH CLERK APPRAISAL FORM:

Name:

Date:

The purpose of the Council's appraisal process is to assess performance against agreed objectives and to identify training needs to ensure that staff reach their potential. Any appraisal is confidential and will involve the clerk and chairman or chairman of the Staffing Committee.

It is the chairman's responsibility to ensure that the formal appraisal is carried out at least once every 12 months and progress is monitored in between formal appraisals.

Current Agreed Objectives	Date Achieved or Ongoing Activity

Employee's Comments on Current Objectives and Performance Over Last 12 months

Chairman / Staffing Committee Comments on Current Objectives and Performance Over Last 12 months

Training Needs Identified

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Objectives for Next 12 Months	Target Date

Other Comments

Employee Signature.....

Date.....

Chairman/Staffing Committee Chairman

Signature

Date