East Stoke Parish Council Employment Policy

1. Introduction

This policy sets out the principles and procedures governing the employment of the Parish Clerk. The Council is committed to being a fair, lawful, and supportive employer and will comply with all relevant employment legislation, including the Employment Rights Act 1996.

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2. Scope

This policy applies to:

- The Parish Clerk (the Council's sole employee)

The Clerk is employed by the Council as a corporate body, not by individual councillors.

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3. Roles and Responsibilities

- The **full Council** is the employer and is responsible for all employment decisions.
- Day-to-day line management is delegated to:
    - The Chair and Vice Chair of the Council

No individual councillor has the authority to issue instructions to the Clerk outside agreed Council decisions.

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4. Recruitment and Appointment

Where a vacancy arises, the Council will:

- Follow a fair and transparent recruitment process
- Prepare a job description and person specification
- Advertise the role appropriately
- Appoint on merit

The Clerk will be issued with:

- A written contract of employment
- A statement of terms and conditions

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5. Pay and Conditions

- Salary will be set in line with nationally recognised scales recommended by National Association of Local Councils and Society of Local Council Clerks (NALC/SLCC).
- The Council will review salary annually as part of the budget process.
- The Clerk will be entitled to:
    - Paid annual leave (pro rata if part-time)
    - Statutory public holidays (as per contract)
    - Access to a workplace pension in line with auto-enrolment requirements

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6. Working Hours and Duties

- The Clerk's hours and duties are set out in their contract and job description.
- Reasonable flexibility will be required to attend evening meetings.
- Any additional hours must be agreed in advance and recorded.

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7. Performance and Appraisal

- The Clerk will receive an **annual appraisal**, conducted by the Chair or Vice Chair
- The appraisal will:
    - Review performance

    - Identify training needs
    - Set objectives for the coming year

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8. Training and Development

The Council supports the Clerk in maintaining and developing professional skills, including:

- Attendance at relevant training courses
- Membership of professional bodies (where appropriate)

Reasonable costs will be met by the Council where approved.

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9. Leave and Absence

- All leave requests must be approved in advance by the Chair or Vice Chair.
- Sickness absence must be reported as soon as possible.
- Statutory sick pay (and any additional provisions) will apply in accordance with the Clerk's contract.

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10. Grievance Procedure

If the Clerk has a grievance:

- It should be raised in writing with either the Chair or the Vice Chair
- The Council will investigate and respond promptly
- The Clerk has the right to be accompanied at formal meetings

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11. Disciplinary Procedure

If issues arise regarding conduct or performance:

- The Council will follow a fair and proportionate disciplinary process
- The Clerk will have the opportunity to respond to any concerns
- The Clerk has the right to be accompanied

Procedures will follow the principles set out in the ACAS Code of Practice.

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12. Equality and Dignity at Work

The Council is committed to:

- Equal opportunities
- A workplace free from bullying, harassment, or discrimination

All employment decisions will be based on fairness and merit.

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13. Health and Safety

The Council will:

- Provide a safe working environment
- Undertake risk assessments where required
- Ensure the Clerk is able to work safely, including when working from home if applicable

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14. Confidentiality and Data Protection

The Clerk must:

- Maintain confidentiality in Council business
- Comply with data protection requirements

The Council will process employee data in accordance with the UK General Data Protection Regulation.

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15. Termination of Employment

Employment may be terminated by:

- Notice in accordance with the contract
- Redundancy (if applicable)
- Dismissal following a fair process

The Council will comply with relevant employment law and ensure fairness at all times.

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16. Review of Policy

This policy will be reviewed annually and updated as necessary.

Signed by Chair **Date**

Signed by Clerk **Date**