

Date of Meeting: 12th November 2020

Draft Employee Handbook/Employment Contract

1. Purpose of Report

To consider recommendations for the introduction of the attached draft employee handbook and employment contract

2. Background

Earlier in 2020 Council approved the appointment of new HR consultants as the Town Council has several areas to address in relation to the management of human resources:

- There are several members of staff who do not currently have an employment contract in place which breaches legislation.
- The Town Council has not carried out 'Right to Work' checks on all its employees which again is a legislative requirement.
- There is no appraisal system in place.
- Whilst there are many varying HR policies that have been found on the system. There has been a phased approach to the policies which leads to the risk of policies contradicting each other rather than complementing each other.
- It is good practice to carry out regular reviews of all policies/procedures to meet the ever-changing legislation.

3. Considerations

The Clerk and Facilities Manager have met with three representatives from the Since the appointment the Clerk has been working with the consultants on the attached draft employee handbook and employment contract.

Employee Handbook

The draft handbook contains all relevant employment policies and has been reviewed by the Clerk and Facilities Manager to ensure the suitability for the town council. All the policies are in line with up to date employment law.

Employment Contract

The draft employment contract has been developed to ensure consistency between all employees. The contract is based on the existing contract of longer serving employees and the model SLCC Clerk contract of employment. The contract is also in line with Nation Joint Council (NJC) for Local Government Services National Agreement on pay and conditions of service (Green Book agreement).

There is no need for a formal consultation period, due to the fact that we are replicating the terms of existing staff within the new version. Obviously, some staff may have some questions, and these could be addressed individually.

4. Recommendations

4.1 That members consider the proposals and make recommendations to Council.

5. Financial Implications

There would be no financial implications.

6. Equalities Impact

The draft documents are in line with current employment law including the Discrimination and Equality Act 2010.

7. Personnel Implications

The implementation of the documents will not have any implications on personnel.

8. Environmental implications

Not applicable.

9. Consultation

Not applicable.