

# BROOKLAND PARISH COUNCIL

## EMPLOYMENT POLICY

The members of Brookland Parish Council are committed to eliminating discrimination and encouraging diversity among employees and to treat all employees fairly and help and encourage their true potential.

The Parish Council's commitment is to:

Create an environment in which the contributions of all staff are recognised and valued

Recognise individual differences

Ensure that no form of bullying, harassment or intimidation is tolerated

Train, develop and make available progression opportunities to all staff

Ensure equality in the workplace

Review all employment practices and procedures to ensure fairness

Treat breaches of the council's equality policy as misconduct

Monitor and review this policy annually

### **APPOINTMENT OF STAFF**

Vacancies will be advertised on the Parish Notice Boards and the Website.

Advertisements for a replacement Clerk will be sent to the Kent Association of Parish Councils for inclusion on their website

Three members of the council will interview candidates and their recommendation will be put to the full council at a council meeting at which the final decision will be made.

### **SALARY REVIEWS**

An allowance for salary increases will be included in the budget.

Salaries will be reviewed annually at the Annual Parish Council meeting.

### **DISCIPLINARY PROCEDURE**

Any complaint or allegation regarding the conduct of an employee should be referred to The Clerk.

In the event that a complaint or allegation is made against The Clerk the matter should be referred directly to The Chairman.

Minor misdemeanours should be dealt with informally by The Clerk or The Chairman.

In the event that improvement is required the employee will be advised that he/she is being given a verbal warning, told that his conduct will be reviewed over 3 months and advised of the consequences of a lack of improvement or further misconduct occurring.

A note of the details of the discussions and verbal warning will be kept on file and a copy given to the employee, who will be asked to confirm receipt in writing.

If no further action is required after 6 months the note should be destroyed.

The employee shall be advised in writing of his/her right of appeal and the appeal will be conducted by 3 The Appeals Committee.

If it is decided that the offence is considered serious or there has been no improvement within 3 months the employee will receive a formal warning from The Clerk or the Chairman, which will set out the nature of the offence, the improvement required, a timescale where applicable and the consequences of no improvement or further misconduct.

A note of the details of the formal written warning will be kept on file and a copy given to the employee, who will be asked to confirm receipt in writing.

If no further misconduct relative to the warning occurs and the improvement is sustained then the note will be destroyed after 9 months.

The employee shall be advised in writing of his/her right of appeal and the appeal will be conducted by 3 The Appeals Committee.

If there is not improvement following a written warning or the misconduct is sufficiently serious to warrant only one written warning, the employee will receive a final written warning from the Clerk or Chairman.

The warning will detail the misconduct, warn the employee that dismissal will result if there is no satisfactory improvement, giving a timescale where necessary and notify him/her of the right to appeal.

If no further misconduct relative to the same warning occurs and the improvement required is sustained then the note will be destroyed after 12 months.

The Clerk or Chairman will notify the full council of any final warnings given.

If there is no improvement following a written warning, the Clerk or Chairman shall notify the Council who will convene a meeting of the Disciplinary Committee to discuss the case.

An employee of the Council attending such a hearing may be accompanied by a representative of the Trade Union to which they belong (who may or may not be a work colleague) or by a work colleague, friend or advisor not acting in a legal capacity.

The Disciplinary Committee will decide "in camera" whether dismissal is justified and will communicate the decision to the parties concerned verbally after the close of the meeting should the parties so wish.

In the event that the Disciplinary Committee is unable to make a decision for some reason, the reason will be communicated to the parties concerned in writing.

Any decision will be conveyed to the parties concerned within 5 working days by the Disciplinary Committee.

If the employee wishes to appeal the decision he/she must do so within 21 working days of the decision notice.

On receipt of notice of appeal, the council will convene a meeting of the Staff Appeals Committee within 10 working days.

The Staff Appeals Committee will consider the case according to this Procedure and will communicate their decision in writing to the parties concerned.

The decision of the Staff Appeals Committee shall be final, except in the case of dismissal of the Clerk to the Council which has to be referred to the full Council for a final decision.

Adopted 21 May 2018