

# HENBURY PARISH COUNCIL HR POLICY

## Document history

NB Document will be reviewed every 4 yrs unless there are changes in the law or guideless

Notes of changes in updated versions	Version No.	Date of approval and adoption
Created/approved	1.0	16/7/25

## EMPLOYMENT POLICIES

Henbury Parish Council is a small Council and employs a Parish Clerk. The Parish Clerks contract of employment is provided along with a clear job description outlining tasks and duties, so the employee knows what is expected of them. Henbury Parish Council adheres to the Code of Conduct and principles of civility and respect where politeness and courtesy in behaviour, speech and in the written word is always considered.

### 1. EQUAL OPPORTUNITIES AND DIVERSITY IN EMPLOYMENT GENERAL POLICY STATEMENT

- Henbury Parish Council (the Council) positively supports the principle of equal opportunities in the provision of services and employment. It opposes all forms of unlawful or unfair discrimination.
- Equality of opportunity means that service users, job seekers, contractors, suppliers and employees will be treated equally and fairly regardless of their colour, race, nationality, ethnic or national origin, religion, gender, marital status, sexuality, disability, age, or any other unjustifiable criterion.
- The Council welcomes and values the diversity of its workforce, the people and the communities in the Parish and the people who use our services.
- All employees must be aware of their legal obligations under existing legislation and that unlawful acts of discrimination could render the Council and employees liable to legal proceedings. However, it should be emphasised that employees may be held solely liable in civil proceedings for unlawful acts of discrimination if the Council can establish that it has taken such steps as are reasonably practical to prevent acts of discrimination.

### 2. APPOINTMENTS

- Vacancies for Staff shall be advertised upon the Notice Boards, Website and ChACL noticeboard.
- The Council shall appoint an Employment Committee consisting members of the council (including the Chair) to recruit, shortlist and interview candidates.
- The final decision rests with the full Council upon the recommendations of the Employment Committee.

### 3. REMUNERATION (Including salary reviews and pensions)

- In respect of the Clerk, provision must be made to take account of any nationally agreed uplifts in salary
- Budgetary provision must be made for all salary increases in the Parish Council Precept
- All salary increases will be paid with effect from 1st April each year.
- The Parish Clerk performance will be reviewed by the Parish Council Chair and Vice Chair and recommendation made to the full Parish Council.

#### 4. TRAINING

- It is essential that the Officers and employees of the Council maintain up to date knowledge of their function and duties.
- Some training will be deemed as essential whilst other training may be of benefit to the employee as their own personal development and support for this will be agreed on a case-by-case basis by the Council.
- Expenses incurred for training and development will be considered on a discretionary basis.

#### 5. GRIEVANCE & DISCIPLINARY

- Conciliation and Mediation Before resorting to formal procedures from the employee or from the Council it is the policy of the Council that discussions between both parties should be entered into with the express purpose of resolving the matter through a process of mediation seeking conciliation.
- Redress of Grievance
  1. Employees must apply in writing to the Chair of the Council for redress of any grievance relating to their employment and/or any disciplinary decision applied. The Chair shall report this application to a Grievance Panel meeting of the Council, made up of three Councillors (including the Chair) held in the absence of the public and the press.
  2. Should the employee be dissatisfied with the Panel's decision the employer has the right to make an appeal to an Appeals Panel of the Council made up of three Councillors (including the Vice Chair).
  3. Under the provisions of the 1999 Employment Relations Act s.10 the employee has the right to have a representative of their choice present at any Grievance or Disciplinary hearing. 3, Disciplinary Rules Page 3 of 4
- ❖ Before any disciplinary action is taken by the Council, a notice in writing giving details of the matter, either signed by the Chair and authorised by the Council shall be provided to the employee
- ❖ The employee (together with an adviser if they wish) will have a full opportunity to answer the complaint at a meeting of the Council's Disciplinary Panel (made up of three Councillors including the Chair) held in the absence of the public and the press.

- ❖ Should the employee be dissatisfied with the Panel's decision they have the right to make an appeal to the Appeals Panel of the Council (made up of three Councillors including the Vice Chair).

## 6. SAFEGUARDING

- The Council is committed to the safeguarding of all children, young people and vulnerable adults and will adhere to the policies and procedures of Cheshire East Council.

## 7. HEALTH & SAFETY POLICY STATEMENT

A written policy is not required unless the Council has five or more employees, however, Henbury Parish Council recognises and accepts its duty as an employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees and any members of the public likely to be affected by its activities as a local authority.

- It shall be the duty of every employee (and volunteer) while at work to take reasonable care for the health and safety of him/herself and of other persons who may be affected by his acts or omissions at work.
- To ensure Council equipment in their charge is properly maintained and correctly used.
- To report promptly to the Chair all accidents, damage and dangerous occurrences in which they are involved and any illness, physical disability or other impairment of their health which may effect, either permanently or temporarily, their ability to perform their normal work.

### Contractors

- Contractors are required to have their own Health & Safety policy in place and available to the Clerk if requested.
- Contractors are expected to carry out a risk assessment prior to the commencement of work and make this available to the Clerk if requested.