

# **KENWYN PARISH COUNCIL**

## **POLICY ON EMPLOYEE MATTERS**

Kenwyn Parish Council, as the body corporate, is the employer for all its employees. Decisions about employment matters cannot be delegated to individual councillors, including the Chairman. They can be delegated to employees such as the Clerk. In order to facilitate discussions and decisions about employment matters, Kenwyn Parish Council has appointed an Employment and Personnel Sub-Committee. This Committee will comprise of 3 Councillors, and will be Chaired by the Chairman of the Council unless the Committee itself feel another councillor should chair it i.e. if the matter to be discussed relates to the Chairman of the Parish Council.

Membership – the committee consists of three members including the Chairman of the Parish Council. There is a pool of 5 members to choose from.

### **Section 1**

#### **1.1 The Responsibilities of the Clerk**

The Clerk is the most senior employee of the Council and will have day to day responsibilities for all other employees working for the Council. These duties will include day to day employment issues such as monitoring and supervision. The Clerk will ensure that all legal employment responsibilities such as pay, the provision of necessary equipment and health and safety issues are satisfied. The Clerk will ensure that any potential disciplinary issues are immediately brought to the attention of the Chairman of the Employment and Personnel Committee.

### **Section 2**

#### **2.1 The Responsibilities of the Employment and Personnel Committee**

The Employment and Personnel Committee has overall responsibility for all matters regarding recruitment and employment issues, staff development and disciplinary matters. It has powers to make recommendations to the full Council to suspend or dismiss an employee.

### **Section 3**

#### **3.1 Appraisals –Other than the Clerk**

Management is a continuous process and a regular review of an employees performance also allows an employee to give their views to their manager. The Clerk, as the senior employee of the Council, will facilitate Annual Appraisals for staff under their responsibility. The written Appraisal will be scheduled for 12 months from the date of appointment. The employee will be notified one month prior to the date of appraisal so that they may make suitable preparations. The appraisal will be conducted in person at a suitable venue. It may be appropriate to hold more frequent appraisals during the early stages of employment or following disciplinary action. Following appraisal by the Clerk, the employee will be given the opportunity to discuss the annual appraisal, or any matters of concern that they may have, with the Chairman of the Parish Council, or another Councillor if they prefer.

## **Section 4**

### **4.1 Review**

A review of the policy shall be undertaken each year (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to the full Council for approval. The Council will undertake to ensure that its Councillors and workers are trained in the processes required by this policy as deemed appropriate.

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