



## COLSTERWORTH AND DISTRICT PARISH COUNCIL

### EMPLOYMENT POLICIES

Colsterworth and District Parish Council is a small Council and employs a Parish Clerk and community cleaners. This policy provides a statement regarding its intentions as a model employer, outlining the key areas.

Individual contracts of employment are provided along with a clear job description outlining tasks and duties so employees know what is expected of them.

This is not an employee handbook but sets out the minimum considerations as an employer to its staff and the residents of the Parish to which it is accountable.

As a model employer we adhere to the Code of Conduct and principles of civility and respect where politeness and courtesy in behaviour, speech and in the written word is considered at all times

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

1. Colsterworth and District 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.
2. 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.
3. 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.
4. 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**

1. Vacancies for Staff shall be advertised upon the Notice Boards, Website and "In Touch" newsletter.
2. The Council shall appoint an Employment Committee consisting of three Members of the Council (including the Chairman) to recruit, shortlist and interview candidates.
3. The final decision rests with the full Council upon the recommendations of the Employment Committee.

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

1. **Review of employees' salaries and hourly payment rates shall be made by the full Parish Council as stated below:**
  - a. The review of all salaries being carried out in October and/or November of each year as part of the budget planning process and will take due regard of national minimum wage requirements
  - b. In respect of the Clerk, provision must be made to take account of any nationally agreed uplifts in salary
  - c. Budgetary provision must be made for all salary increases in the Parish Council Precept
  - d. All salary increases will be paid with effect from 1st April each year.

- e. In the case of a member of staff fulfilling a condition for a salary increase (e.g., appraisal) this shall be paid upon meeting the requirement as stated in the contract.
- f. In the case of the Parish Clerk to the Council, the Parish Council Chairman and Vice Chairman plus one other elected Member shall together make a written recommendation to the full Parish Council.
- g. In the case of all other employees, the Parish Clerk shall make a written recommendation to the full Parish Council.

## **2. Pension**

- a. The law on workplace pensions has and continues to change. Every employer with at least one member of staff now has new duties. The Council has a legal duty to “automatically enrol” some workers onto an approved workplace pension scheme and to make eligible pension payments.
- b. The Council will comply with the requirements of the Pensions Regulator and which employees may discuss at any time but will always be reviewed annually.
- c. Employees will have to meet the criteria as an “entitled worker” aged between 16-74 to be eligible for automatic enrolment
- d. If the threshold has been met the Council must identify and arrange a “qualifying” scheme and will determine how to work out the qualifying earnings
- e. Contributions will be deducted as a percentage of the “qualifying earnings” direct from salary (following completion of any probationary period).
- f. Employees can opt out of the scheme.

## **4. PERFORMANCE AND APPRAISAL**

- 1. Performance Appraisals and personal development plans shall be conducted annually one year after appointment.
- 2. The Chairman and one other member of the Council shall be appointed to carry out the review.

## **5. TRAINING**

- 1. It is essential that the Officers and employees of the Council maintain up to date knowledge of their function and duties.
- 2. 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.
- 3. Expenses incurred for training and development will be considered on a discretionary basis.

## **6. GRIEVANCE & DISCIPLINARY**

### **1. 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.

### **2. Redress of Grievance**

- 1. Employees must apply in writing to the Chairman of the Council for redress of any grievance relating to their employment and/or any disciplinary decision applied. The Chairman shall report this application to a Grievance Panel meeting of the Council, made up of three Councillors (including the Chairman) 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 Chairman).
- 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**

1. Before any disciplinary action is taken by the Council, a notice in writing giving details of the matter, either signed by the Chairman and authorised by the Council shall be provided to the employee
2. 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 Chairman) held in the absence of the public and the press.
3. Should the employer 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-Chairman).

## **7. SAFEGUARDING**

1. The Council is committed to the safeguarding of all children, young people and vulnerable adults and will adhere to the policies and procedures of Lincolnshire County Council.
2. If necessary there will be careful selection and training of paid and voluntary staff who might come into contact with children or vulnerable adults, using the Disclosure and Barring Service amongst other tools to check suitability.
3. Staff and Councillors will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed cooperating fully with the police, local authority and any other appropriate statutory body in any investigation

## **8. HEALTH & SAFETY POLICY STATEMENT**

A written policy is not required unless the Council has five or more employees, however, Colsterworth & District Parish Council (CAD) 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.

1. **The Council** will take all reasonable and practicable measures to meet this responsibility, paying particular attention to the provision and maintenance of:-
  1. Plant, equipment and systems of work that are safe.
  2. Safe arrangements for the use, handling, storage and transport of articles and substances.
  3. Sufficient information, instruction, training and supervision to enable all employees to identify and avoid hazards and also to be able to contribute positively to their own safety and health at work, and that of others.
2. It shall be the **duty of every employee** (and volunteer) while at work:-
  1. 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.
  2. As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provision, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.
  3. To ensure Council equipment in their charge is properly maintained and correctly used.
  4. To report promptly to the Chairman 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.
3. **Contractors**
  1. Contractors are required to have their own Health & Safety policy in place and available to the Clerk if requested.
  2. Contractors are expected to carry out a risk assessment prior to the commencement of work and make this available to the Clerk if requested.

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Document Control and Policy Review:

Adopted at Colsterworth and District Parish Council Meeting:	6 <sup>th</sup> October 2025
Vice Chair:	Caroline Hainsworth
Responsible Officer/Clerk	Sue Grant
Document Control: Version	CAD-Employment-Oct.2024
Policy Review Date	October 2026
Adopted at Colsterworth and District Parish Council Meeting:	1st October 2024
Chair:	Caroline Hainsworth
Responsible Officer/Clerk	Sue Grant
Document Control: Version	CAD-Employment-Oct.2024
Policy Review Date	October 2025
Adopted at Colsterworth and District Parish Council Meeting:	3rd October 2023
Chair:	Caroline Hainsworth
Responsible Officer/Clerk	Sue Grant
Document Control: Version	CAD-Employment-Oct.2023
Policy Review Date	October 2024
Adopted at Colsterworth and District Parish Council Meeting:	4 <sup>th</sup> October 2022
Chair:	Caroline Hainsworth
Responsible Officer/Clerk	Sue Grant
Document Control: Version	CAD-Employment-Oct.2022
Policy Review Date	October 2023
Adopted at Colsterworth and District Parish Council Meeting:	5 <sup>th</sup> October 2021
Chair:	Caroline Hainsworth
Responsible Officer/Clerk	Sue Grant
Document Control: Version	CAD-Employment-Oct.2021
Policy Review Date	October 2022
Adopted at Colsterworth and District Parish Council Meeting:	5 <sup>th</sup> October 2021
Chair:	Caroline Hainsworth
Responsible Officer/Clerk	Sue Grant
Adopted at Colsterworth and District Parish Council Meeting:	1 <sup>st</sup> September 2020
Chair:	Caroline Hainsworth
Responsible Officer/Clerk	Sue Grant
Document Control: Version	CAD-Employment-Sept.2020
Policy Review Date	September 2021
Adopted at Colsterworth and District Parish Council Meeting:	3 <sup>rd</sup> September 2019
Chair:	Caroline Hainsworth
Responsible Officer/Clerk	Sue Grant
Document Control: Version	CAD-Employment-Oct2018-V1
Policy Review Date	September 2020
Adopted at Colsterworth and District Parish Council Meeting:	October 2018
Chair:	John Walden
Responsible Officer/Clerk	Sue Grant
Document Control: Version	CAD-Employment-Oct2018-V1
Policy Review Date	October 2020