



ECCLESFIELD PARISH COUNCIL

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DRAFT ANNUAL LEAVE POLICY

Introduction

This policy applies to all employees of Ecclesfield Parish Council.

The Council's leave year runs from **1st April to 31st March**. This will be the leave year for all employees. Members of staff are entitled to 22 working days paid leave plus all recognised UK public holidays / leave in accordance with the statutory entitlement which may include bank holidays / other leave entitlement. (Pro-rata for part-time staff).

In addition to normal bank and public holidays, the employee will be entitled to 2 extra statutory days to be taken in December when the office is closed.

The employee's leave entitlement will increase to 25 working days per year (pro-rata for part time employees) when the employee has five years' continuous service immediately prior to the commencement of the leave year.

The calculation of the employee's annual leave commences from the first day of their employment.

If employment commences or terminates part way through the leave year, the employee's leave entitlement will be calculated on a pro-rata basis. Deductions from the employee's final salary payment will be made for any leave taken in excess of their entitlement.

The employee may carry forward up to 5 days' working day leave into the following leave year, subject to the approval of the Clerk and/or Administration Officer.

Annual Leave Policy and Procedure

The Clerk and/or Administration Officer will consider all requests for leave sympathetically, although the needs of the Council will always be the primary consideration.

The following procedures must be followed:

No holiday arrangements must be made until approval to take leave has been obtained from the Clerk and there may be times when such requests are refused due to the needs of the service or other practical reasons. Therefore, the employee should not make bookings until approval has been received.

Unless permission has been given by the Council periods of more than 15 consecutive working days' leave will not be granted (pro-rata for part-time staff).

All requests for leave by the Clerk would be obtained from the Chairman of the Staffing Committee and Chairman of the Council.

Flexible Working Arrangements

The Council has a flexible working arrangement in place. All staff can work flexibly, however, the office is open from 9.00am – 12 noon Monday – Friday and staff shall ensure they are available during these core hours (unless alternative arrangements have been agreed by Council).

Overtime –Time off in Lieu (TOIL)

Members of staff can take an extra agreed hours they have worked as TOIL by agreement with the Clerk.

In exceptional circumstances overtime, TOIL can be paid as overtime, with the approval of Council

No more than 2 additional days per month (pro-rata for part-time staff) would be allowed to be accrued in any one month. TOIL is monitored on a monthly basis by the Clerk of the Council.

Approved by Council

Review date



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DRAFT EXPENSES POLICY

Employees

Mileage

Ecclesfield Parish Council will reimburse employees for approved (in advance) mileage at a rate of 45p per mile.

Where possible staff will use their vehicle odometer and if this is not possible, will use a reputable mileage calculator to determine the miles travelled.

Employees will claim mileage via the Council's claim form devised for the purpose.

Employees may not claim mileage for travel to work and from work.

The Clerk may claim mileage for travel to deliver agendas, minutes and post notices.

Training expenses

Any expenses (other than mileage) incurred in the course of training courses, shall be discussed with the employee's line manager in advance.

Heat, light and electricity in the Staff's home

The Council would reimburse Staff at an agreed rate, which would be paid monthly by Bank Transfer (BACS). This payment would only be made to the member of staff working from home after the agreement from the Full Council or in an emergency situation which means a member of staff must work at home where it has been approved by the Chairman of the Staffing Committee.

Telephone and Broadband expenses

The Council will reimburse the full cost of telephone calls made from the Clerk's home phone in the course of their duties.

An itemised bill will be presented to the Council with a monthly claim.

Mobile telephone

The Council will provide a mobile telephone to the Clerk, or a senior member in their absence, and other agreed staff which is to be used for Council business and for Councillors and staff to be able to contact the Clerk when they are working, however when the Clerk is not on duty it is unreasonable for Councillors or staff to expect the Clerk to be contactable unless it is an emergency.

Councillors

Councillors may claim mileage to and from any training they attend at a rate of 45p per mile.

Expenses paid to others

Should candidates for job vacancies wish to claim expenses for travel and/or accommodation when attending an interview, they must make a request prior to attending an interview. Notification of expenses claims would be included in any advert for job vacancies.

Adopted by Council

Review date



ECCLESFIELD PARISH COUNCIL

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DRAFT LONE WORKING POLICY

1. Statement of Policy

Ecclesfield Parish Council will take every practicable step to protect the health, safety and welfare of its employees and Councillors whenever they are required by the nature of their duties to work alone and without direct support and supervision.

The Council's employees are expected to work alone and for some staff lone working is the norm. Whilst working alone is not in itself unsafe there may be circumstances where working alone can increase risks. The Council recognises that there may be increased risks to staff who are required to work alone. The implementation of this policy should help to reduce these risks.

The policy applies to employees and Councillors and for the purposes of this policy lone working is defined as any activity or function performed on behalf of the Council without any close supervision or with other employees.

2. Organisation and Arrangements

Ecclesfield Parish Council is responsible for:

- The lone working arrangements of employees.
- Determining the contents of this policy.
- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working.
- Ensuring compliance with the policy and providing resources for putting the policy into practice.
- Making sure that employees and Councillors are aware of this policy.
- Making sure that appropriate support is given to employees and Councillors involved in any incident.

3. The Clerk to the Council is responsible for:

- Making sure that risk assessments are carried out and reviewed regularly.
- Reporting annually to the Full Council on any incidents and actions taken in response.

4. All officers and Councillors engaged in lone working are responsible for: -

- Taking reasonable care of themselves and other people who may be affected by their actions.
- Follow all rules and regulations laid down by the Parish Council.
- Report all incidents that may affect the health and safety of themselves or others.
- Taking part in training designed to meet the requirements of this policy.
- Report any dangers they identify or any concerns they might have.
- Note details of their lone working time.
- Recognise and assess potentially high-risk activities before carrying out any work activity and put in place appropriate arrangements to carry out the identified task safely to mitigate risk associated with working alone.
- In addition, and if appropriate, complete a form detailing visits from aggressive or potentially violent people. Any such forms or reports should be provided to the Chairman for appropriate action to be taken.

5. Lone Worker Guidance

- Should avoid meeting with or allowing people into the Council offices they are unfamiliar with or uncomfortable with.
- Use the CCTV and intercom systems to communicate with visitors to Council Offices wherever possible.
- Lone workers must carry their mobile telephone.
- Employees and Councillors must take reasonable care not to put themselves at undue risk. If they feel that they would be at particular risk unless additional precautions are taken, then they should discuss this with the Chairman.
- Try to avoid confrontation. If a situation does become heated, try to stay calm. If violence is threatened it is best to withdraw.
- If an officer suspects that a violent attack is imminent it may be possible to use a mobile telephone to summon assistance (e.g. 999 for the police). Heated arguments can suddenly escalate to the point at which violence is used and in practice there may be little time to call for help.
- Ensure that you are properly trained and have the skills and knowledge to do your job safely and without risks to health. If you feel that you need extra training, then discuss this with the Chairman.
- Try to avoid entering unattended sites or premises.
- The Clerk will must be available to members of the public during agreed hours (by appointment) at the designated address or alternatively at other accessible premise designated by the Council. One Councillor of choice to be present.

Approved by Council

Review date



ECCLESFIELD PARISH COUNCIL

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DRAFT PERFORMANCE APPRAISAL POLICY

Appraisal Policy

Ecclesfield Parish Council committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the Council to achieve its objectives.

The performance appraisal policy supports the performance appraisal scheme. The scheme is a formal process centred on an annual meeting of each employee and their line manager to discuss their work. The purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. These should align individual employees' goals and objectives with organisational goals and objectives.

Core Principles of the Appraisal Policy

1. The appraisal process aims to improve the effectiveness of this Council by contributing to achieving a well motivated and competent workforce.
2. Appraisal is an ongoing process with an annual formal meeting to review progress.
3. The appraisal discussion is a two-way communication exercise to ensure that both the needs of the individual, and of the organisation are being met, and will be met in the next year.
4. The appraisal discussion will review the previous year's achievement and will set an agreed Personal Development Plan for the coming year for each member of staff.
5. All employees who have completed their probationary period are required to participate in the appraisal process.
6. The appraisal process will be used to identify the individual's development needs and support the objectives of the Council's Training Policy.

7. The appraisal process will provide the Council with valuable data to assist in succession planning.
8. The appraisal process will be a fair and equitable process in line with the Council's Equality Policy.

Performance Appraisal Implementation

Performance appraisal discussions will be held over a designated 2 week period on an annual basis. These will normally take place in October or November especially so that the outcomes can inform the Council's budget process. In exceptional circumstances they can take place a different time.

They will be arranged by the employee's designated line manager. Line managers are encouraged to provide the opportunity for an additional 6-month verbal appraisal review, mid-year and other informal reviews as necessary throughout the year.

The discussion will be held in private. Information shared during the appraisal will be shared only with the Staffing Committee of the Council; confidentiality of appraisal will be respected.

The appraiser (usually the employee's line manager) or in the case of the Clerk a member of the Council, appointed by the Staffing Committee, will be expected to have successfully completed appraiser training, for which training will be provided by the Council, and to be familiar with the employee's work.

All appraisal documents should be issued to both parties prior to the discussion, in order to allow time for both parties to reflect and prepare. These will provide a framework and focus for the discussion.

A time and venue for the discussion will be advised at least one week before the meeting takes place.

The Appraisal Discussion

The appraisal discussion will allow an opportunity for both the employee, and the appraiser to reflect and comment on the previous year's achievements. It will praise achievement and encourage the appraisee in their role.

The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organisation and of the individual.

The discussion should be a positive dialogue and will focus on assisting the employee to acquire the relevant knowledge, skills and competencies to perform his/her current role to the best of his/her abilities.

The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that they do not agree.

The appraisee and line manager should agree on a Personal Development Plan for the appraisee for the following year. This will reflect the employee's aspirations and the Council's requirements and should align personal and Council goals. The Council and the line manager will support the individual to achieve these goals during the forthcoming year. Targets will be set for the member of staff to work towards by the appraiser.

Any training needs, future training requirements, planned qualifications, development opportunities and career planning should be discussed in the light of the Personal Development Plan.

Approved by Council

Review date



ECCLESFIELD PARISH COUNCIL

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DRAFT RECRUITMENT AND SELECTION POLICY

1. Introduction

The intention of the recruitment policy is to ensure that the Council can attract and retain high calibre employees into its job vacancies. It aims to attract the widest possible response to any employment vacancy. The Council will take positive steps to advise minority groups of all vacancies and of its Equal Opportunity Policy. The Council recognises the advantages of recruiting individuals with specialist knowledge and experience of local needs.

The selection process is of crucial importance in this policy and must, therefore, be carried out according to objective, job-related criteria. The Council will ensure that, through appropriate training, people making selection decisions will not discriminate, whether consciously or unconsciously, in making these selection decisions.

2. Core Principles of the Recruitment and Selection Policy

The Clerk is responsible for Employee recruitment in conjunction with the Members. The Recruitment and Selection Policy will be implemented with regard at all stages to the Council's Equal Opportunities Policy, the Equality Act 2010 and subsequent legislation. All persons involved in the recruitment process will be made aware, through training, of the above legislation and its implications.

All stages of the selection process will focus on the needs of the job and the skills needed to perform effectively.

The Clerk and Elected Members will ensure that questions they ask job applicants are not in any way discriminatory or unnecessarily intrusive.

All candidates with a disability that meet the minimum selection criteria will be invited to an interview. It is the Council's practice to seek the successful candidate's consent to seek two written references and to ask for documentary proof of qualifications.

3. Recruitment and Selection Process

Before embarking upon the selection process, the Clerk should have recruitment authority from the Council, an updated job description and an accurate person specification. Prior to seeking Council approval to advertise, the level of remuneration will be considered by Staffing Committee, and a recommendation made to Council.

Advertisements will be placed appropriately to allow maximum exposure to all sectors of the community.

Candidates invited to interview where possible will be given at least one week's notice. All letters sent to unsuccessful candidates will be issued as soon as practicably possible after the decision has been made. Reserve candidates may be kept 'on hold' for a period of time and should be notified of the delay in finalising the outcome of their application.

Job Description

- Each job will have an up to date job description that accurately reflects the job requirements.
- Job descriptions should be written clearly and concisely in the agreed Council format.
- Job descriptions should be reviewed and discussed prior to the commencement of the recruitment action.
- Where appropriate the equal rights dimension of service provision should be included.

Person Specification

- A person specification will be prepared for every job description reflecting the skills and qualities required to undertake the job.
- Personnel specifications should be reviewed prior to the recruitment action. A standard format together with guidance on usage will be issued separately.
- Criteria contained in the specification should be strictly relevant to the requirements of the job. The criteria should not be unnecessarily restrictive so as to exclude particularly disadvantaged groups, since this may be viewed as indirect discrimination and therefore unlawful.
- All stated requirements must be clearly justifiable in terms of the principal function of the job vacancy, literacy, numeracy, qualifications, age and educational level achieved.
- If the job is to work directly with members of ethnic minorities in promoting their welfare or providing personal services, it may be considered a genuine occupational qualification for a post.

4. Attracting a Field of Applicants

- Publicity material must reflect the Council's Equal Opportunity Policy,
- Advertisements should be approved by the Staffing Committee prior to being circulated in the public domain.
- Advertisements must be clear and unambiguous so that applicants will be able to determine their own suitability. An application form will be available for each relevant post.

- Only Council application forms should be used for recruitment purposes which should include a section on equality monitoring.
- Assistance should be offered to candidates to complete any sections of the form if required.
- Information on application forms must be transferred to the recruitment monitoring forms.

5. Short listing

- Short listing must only be based on the information contained in the application form and any covering letter using the job person specification and the job description elements as the criteria.
- The criteria for short listing must be consistently applied to all applicants.
- The application form should not be used as a test of literacy unless a high standard of literacy is required as a genuine requirement of the job.
- If academic qualifications are one of the criteria for initial selection, they should not be unnecessarily high for the particular job. Assumptions must not be made about the standard of overseas qualifications.
- There should be no unnecessary or unreasonable restrictions on the numbers to be shortlisted.
- Any disabled applicant that meets the minimum requirements for the job should be shortlisted.
- Reasons for not meeting the shortlist must be recorded for incorporation within the monitoring process.
- Original copies of educational/academic/qualification certificates or documents should be brought to interview.

6. Selection Interview

- All people responsible for short listing and interviewing should receive training in the appropriate techniques, and such training should include the equal opportunities dimension. No selection interview shall take place without someone that has received such training and is aware of the relevant legislation, in attendance.
- At least three people should sit on an interview panel (two Councillors and the Clerk).
- Interviewers must keep adequate notes of the interview in order to be able to make a fair comparison between candidates. This will be recorded on an interview report form.
- In determining whether or not a candidate is to be progressed to the next stage, interviewers may only consider factors relevant to the job requirements. If for any reason a candidate does not possess a certain requirement for a job, but is nevertheless short listed for interview, the candidate should not be subsequently

declined solely on the grounds of not possessing that requirement. Reasons for unsuccessful candidates should be recorded for incorporation into the recruitment monitoring process.

- All application forms and interview notes should be kept for six months after the end of recruitment action. Monitoring forms should be kept indefinitely.
- The interview should be a vehicle to promote the Equal Opportunity Policy and to test candidates' views on it. Views expressed should form part of the criteria for selection/non-selection.
- If any member of an interview panel feels that discrimination has occurred in the selection process, the matter must be reported immediately to the Chairman of the Panel/Council. No selection decision should be made until the issue is resolved.
- Selection decisions must not be influenced either by the traditional racial or sexual profile of the previous post-holder.
- Informal interviews must not take place unless they are clearly part of the approved or agreed selection process for all shortlisted candidates.

7. Letters of Appointment

- Appointment letters should contain the following statement: 'As an Employee of the Council you will be required actively to pursue the Council's policies on Equal Opportunities and Race Relations and to undergo any training associated with this'.
- The appointment letter should also be accompanied by a copy, which the applicant is required to sign and return to indicate acceptance of the job offered, and which is retained in the personal record. This should include the following: 'I have read and understood the Council's Equal Opportunity Policy, and acknowledge that the offer of employment is made subject to my agreement actively to pursue that policy during the course of my employment and to undergo any training associated with this'.
- If letters to unsuccessful candidate's state reasons for non-selection, then these must be valid. Unsuccessful candidate letters should also indicate to candidates the name and telephone number of the person to contact if further information or feedback is required.
- Reasons for non-selection should be given to candidates if requested. The reasons will be those stated on the recruitment monitoring form.
- All appointments will be subject to receiving two satisfactory references, one of which must be from the most recent Employer or educational institution. If satisfactory references are not received, the Council may terminate the employment relationship.

8. Records

All records of job applicants and interview notes should be kept for a minimum of 12 months. These must be held in accordance with the Data Protection Act 1998 and GDPR 2018, which requires records to be accurate and stored confidentially.

9. Retention and Development

The Council's strategy is to ensure all staff remain motivated in the working environment. This is done by way of regular meetings where everyone has their input listened to and they are clearly informed of business updates. Staff development is enhanced by the way of regular internal/external training courses on subjects that are relevant to the business and to personally develop their own working skills. Every individual receives regular reviews where personal progress is discussed along with the individual's requirements to further enhance their work and working environment. Every individual who decides to leave the Council will receive an exit interview. The results of the interview can be used as feedback into the business to enhance staff retention.

10. Monitoring

The Clerk is accountable for the Recruitment and Selection Policy. The Clerk will monitor the implementation and effectiveness of the policy and provide regular monitoring reports to the Council.

Approved by Council

Review date



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DRAFT SICKNESS ABSENCE POLICY

Should an employee be unwell and unable to come to work, the employee must comply with the following Ecclesfield Parish Council Sickness Absence Policy:

1. PURPOSE AND SCOPE

The purpose of this policy is to ensure that the operational efficiency of the Council can be maintained whilst employees are absent from work for sickness or injury related reasons. It also seeks to provide guidance, security and support to employees during periods of ill-health.

2. PROCEDURE

Employees who are unable to attend work through sickness, accident or personal circumstances must notify their line manager of the reason for their absence by no later than 10am on the first morning of the absence. If the line manager is not in the office, the employee should make every effort to speak to someone who can be briefed on their workload and any urgent matters that may require attention. If possible, the employee should indicate how long they expect to be absent so that arrangements can be made for cover if required.

If the absence is for less than 7 days, employees should complete a self-certification form (see Parish Clerk) on their return to work. For periods over 7 days a medical certificate is required.

It is the responsibility of each employee to keep their line manager advised of the circumstances that are preventing them from attending work, of their likely return date, action being taken to mitigate the effect of the illness (e.g. GP visit) and contact details in case of work-related queries.

Employees who are absent from work due to reasons other than sickness/accident are required, wherever possible, to obtain prior permission from their line manager. The Council will consider each case of absenteeism on its merits and written evidence may be required. Where the incapacity to work arises from a voluntary action by the employee e.g. cosmetic surgery or organ donation, then sickness absence leave and pay will be entirely at the Council's discretion and employees are strongly advised to discuss such circumstances, in confidence, with their line manager in advance of such a procedure. Where absenteeism appears unreasonable or unwarranted, employees may be liable for disciplinary action for misconduct. The Council reserves the right to make welfare visits to the home of employees whilst they are on sick leave.

The employee should expect a "return to work" meeting with their line manager on the first day in the office after any period of absence, this will be to ensure that the employee is fit to work and to update them on developments in the department and their workload.

3. SICKNESS PAY

Sick pay will be paid in accordance with employee's length of service as outlined in their contract.

SSP is paid where applicable at the current rate.

4. LONG TERM OR FREQUENT SHORT-TERM ABSENCE PROCEDURE

This procedure is designed to outline the process where an employee is absent due to sickness on a long-term or frequent short-term basis. The discussions and investigations will review the employee's capability or capacity to undertake the work. The aim is to ensure fair treatment for all.

The procedure is non-contractual and does not form part of the terms and conditions of employment with the Council. The procedure may be amended from time to time.

4.1 PRINCIPLES

- a) Sickness absence issues will be dealt with sympathetically and sensitively, whilst also recognising the requirements of the Council and the impact of the absence on others.
- b) The line manager will maintain periodic contact during the period of sickness absence.
- c) A full review, normally including medical reports, will be undertaken in each case.
- d) All periods of sickness absence (after the first seven days self-certification period) must be certificated by a medical practitioner ("sick note") and in some cases, the employer may request certification for periods of absence of fewer than 7 days, in which case it will pay the appropriate fee to the medical practitioner issuing the certificate.
- e) The employee will be consulted at each stage of the procedure, to establish the true medical position and in order that the situation can be reviewed in full.
- f) The employee will be advised if their employment may be at risk.
- g) Throughout the procedure, discussions should take place on any reasonable adjustments that might be considered, to enable the employee to return to work.
- h) Where possible, appropriate assistance will be provided to help the employee to return to work.
- i) In cases of long-term ill health, the Council will, where possible, hold employment open for up to one year.
- j) In all cases before taking a decision to terminate an employee's contract on grounds of ill health, managers will take into account:
 - Any representations from employees, including additional medical information.
 - The employee's length of service.

- The employee's most recent health situation and the likelihood of an improvement in attendance.
- Whether it is possible to hold the job open for longer and the effect of past and future absences on the Council.
- The availability of suitable alternative work or working hours.
- Any other reasonable adjustments which could be reasonably expected to facilitate their return.
- The impact of the Disability Discrimination Act 1995 (as amended) on the particular case, and whether this may have a bearing on the actions to be taken.

k) The employee will be informed of the right of appeal against any decision taken to terminate his or her contract of employment.

l) At all formal stages of the procedure, the employee may be accompanied by a colleague or trade union representative.

m) Where it is clear early on that the employee will not be well enough to return to work, and after consultation with the employee, the employee's contract may be terminated prior to stage 3 of the procedure, but not before the employee's sick pay has expired.

n) Where there is reason to believe that the employee is absent due to misconduct rather than genuine sickness, the matter will be dealt with as a disciplinary matter under the Disciplinary Procedure.

4.2 INFORMAL MEETING

Absence levels will generally start to be of concern to managers at the following trigger points:

- 3 absences in a 12-week period
- 10 days intermittent absence over the past 12 months
- 3 weeks continuously off sick

Where this is the case, managers will normally discuss absence levels with the employee. The aim will be to encourage the employee to understand the manager's concerns and to agree ways, if possible, of improving the situation. If the employee has been off sick continuously, or if there appears to be an underlying health problem, the Council will arrange for a GP's report (or a report from another medical specialist as appropriate). The employee's written permission must be given before the medical practitioner is approached.

The Council shall have the right at any time to require the employee to submit to an examination by an independent medical practitioner selected by the Council, to obtain a confidential report on the employee's condition from such practitioner and to discuss with such practitioner the findings of his/her examination and his/her prognosis of the employee's likely recovery and or fitness to resume work and any recommended treatment.

4.3 THE PROCEDURE

4.3.1 STAGE ONE – first formal meeting

A first formal meeting will be arranged where:

- In the case of long-term sickness absence, there is no clear date of return.
- In the case of frequent short-term sickness absence, there has been no improvement in the weeks subsequent to the informal meeting.

The line manager will notify the employee in writing of the meeting to discuss the employee's sickness absence. The employee will be advised of the concerns and that this is the first formal stage of the procedure. He or she will be advised of the right to be accompanied by a colleague or trade union representative and will be given the opportunity to state his or her point of view.

Medical reports may normally be reviewed to assess whether there is any underlying health problem, and if so, what this is. Alternatively, permission to access medical records may be sought at this meeting.

There will be a discussion on ways to assist the employee to return to work, where appropriate. Unless there is a clear date for return (e.g. in the case of a broken limb), the manager should advise the employee that employment cannot be held open indefinitely. He or she should state that there will normally be two further meetings, after which the employee's contract may need to be terminated on grounds of capability.

The issues discussed at the meeting will be recorded and a date set for a second formal meeting.

4.3.2 STAGE TWO – Second formal meeting

The employee will be informed in advance of the meeting in writing and advised that he/she may be accompanied by a colleague or trade union representative. At the meeting the employee's absence will be reviewed. Medical reports will be reviewed again where appropriate. An up-to-date medical report will normally be sought prior to the second formal meeting; the report will be discussed at the meeting.

If at the second formal meeting, the employee's absence is still a cause for concern, the manager should advise the employee that there will be one further meeting, after which the employee's contract may need to be terminated on grounds of capability.

The issues discussed at the meeting will be recorded and a date set for a third formal meeting.

4.3.3 STAGE THREE – Third formal meeting

The employee will be informed of the meeting in writing and advised of his/her right to be accompanied by a colleague or trade union representative. The meeting will be held by the Chairman of the Council. A letter will advise the employee that it is possible that termination of employment on the grounds of ill health may be an outcome of the meeting, but that the employee will have the opportunity to state his/her point of view, which will be fully considered.

Medical information should again be reviewed at this meeting. The employee's absence should be discussed again. An up-to-date medical report will be sought prior to the third formal meeting and the employee should be asked for his or her views. The report will be discussed at the meeting. Where there is any lack of clarity, or a dispute on the medical information, a second, independent medical report may be sought.

If absence levels have not reduced at this stage and if the hearing manager believes, on an assessment of medical information and after discussion with the employee, that there is no

likelihood of improvement in the foreseeable future, the employee's contract will be terminated on the grounds of capability. Before taking this step, the manager must consider again, and discuss with the employee, whether any reasonable adjustments might be made, to enable the employee to return to work.

If a decision to terminate employment is taken, the employee will be provided, soon afterwards, with a letter outlining the reasons for the termination of his/her contract, the date on which the contract will terminate, and details of the right of appeal.

4.3.4 APPEAL

If the employee wishes to appeal against the decision to terminate employment, he/she should write to the Parish Clerk, giving reasons for the appeal. This appeal must be made within ten working days of the date of the letter confirming the termination of employment. The employee will have the right to be accompanied by a colleague or trade union representative at the meeting, which will be held without unreasonable delay. The employee will be given the opportunity to state his or her point of view at the meeting. The Council's decision will be final. The termination date of employment will not delay in order for the appeal hearing to take place.

Adopted by Council

Review date



ECCLESFIELD PARISH COUNCIL

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DRAFT TRAINING AND DEVELOPMENT POLICY

PURPOSE

It is the Council's policy that all employees and Councillors of the Council will be trained to a high standard to ensure that they are able to deliver the Council's services effectively, efficiently and safely.

1. STAFF TRAINING

1.1 The employees of the Council are fundamental in all areas of its service delivery and development. Accordingly, they must have the skills and knowledge to carry out their duties efficiently, effectively and safely.

1.2 Each member of Staff has an appraisal at least once a year. During this appraisal, training needs are discussed and agreed. It will also be agreed whether the line manager or the member of Staff is responsible for arranging agreed training.

1.3 Line managers will discuss and agree on training requirements with new employees or employees moving to a new role during their induction and continually throughout their employment whilst welcoming personal development requests from employees.

1.4 To ensure the Council achieves its objective of having a motivated and skilled workforce providing a high standard of service, all employees will be required to notify their line manager of any areas of work in which they feel they require training.

1.5 For certain tasks (especially those with a safety risk), certain training is mandatory. Line managers are responsible for analysing training needs and ensuring all relevant employees are fully trained.

1.6 Line managers are responsible for keeping staff training records up to date.

2 COUNCILLORS TRAINING

2.1 As the policies of the Parish Council are set by the Council as a corporate body, all Councillors must have the necessary skills and knowledge to be a Councillor.

2.2 All Councillors are offered the opportunity to attend relevant training courses offered by the various service providers subject to the agreement of the Council. The Clerk is responsible for informing the Council of relevant training opportunities and arranging agreed training.

2.3 Should the Council pay for training for a Councillor and the Councillor does not attend the training session (without reasons or apology) the Councillor would be expected to cover the costs of the training

2.4 An invoice would be provided to the Councillor, should the Councillor not pay the invoice within the given period then Finance and Premises Committee would discuss the next stages to reclaim the funds from the Councillor.

3 DELIVERY

3.1 The Council recognises that because of its size most formal training will be provided by outside bodies. Therefore, close links have been established with various external training providers.

3.2 The Council has specific budgets for Staff training and Councillor training.

4 REVIEW, FEEDBACK AND SHARED LEARNING

4.1 Staff and Councillors are encouraged to evaluate the training that they have undertaken. The purpose of this is to provide shared learning across the organisation, which provides both training benefits and represents value for money. Staff and Councillor Training will be formally evaluated on an annual basis.

Approved by Council

Review date