

Bayston Hill Parish Council Employee Handbook



Introduction

This handbook provides a guide to the employment policies of Bayston Hill Parish Council to which additions or alterations may be made from time to time.

All employees are required to read this booklet carefully and to understand its contents fully. Should clarification of any point be required, please take the matter up with the Clerk. This handbook should be read in conjunction with reference to Staff Policies.

General Employment

This handbook provides details of the Council's HR policies and procedures and how they will be implemented. It is for use by all employees, and the Council and its Committees in making decisions with respects to personnel matters. All day-to-day employee management decisions on personnel matters are delegated to the Line Manager. Day to day matters relating to the Clerk will be dealt with by the Chairman, or (where applicable) the Chairman of the Staffing Committee on the Council's behalf. Procedures in the law also exist for the review of problem cases for all staff by the Council and its Committees. These procedures are detailed within this handbook.

The handbook is supplementary to your written statement of particulars of employment (contract). The written statement of particulars of employment indicates the specific provisions relating to your post particularly where there are a variety of contracts in operation simultaneously.

Equal Opportunities Statement

Bayston Hill Parish Council is committed to maximising the effective use of people in Bayston Hill Parish Council's and its employees' best interests and will pursue equality of opportunity as a means of achieving this objective.

Therefore, Bayston Hill Parish Council's policy requires that employment and progression within it will be determined solely by personal merit and the application criteria which are related to the effective performance of the job and the needs of the business.

No applicant or employee will be treated less favourably than any other on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation.

Section 1. Conditions of Employment

Probationary Period

Employees will initially be engaged for a probationary period, details of which will be given in individual Statements of Terms and Condition of employment. Performance and conduct factors will be reviewed during the probationary period, resulting in either confirmation of your employment, an extension of the probationary period or termination of your employment. Any additional areas over and above the job description will be set out in writing at the start of the probationary period.

Documentation

It is a criminal offence to employ someone who is not entitled to be in the UK or to do the work Bayston Hill Parish Council is offering. Therefore, as a matter of course we will ask all employees to provide proof of eligibility to work.

On starting work with Bayston Hill Parish Council, each employee must present:

- A. National Insurance Number
- B. P45
- C. Birth Certificate or other proof of age
- D. Job related qualifications when requested.
- E. Passport/work permit/ biometric immigration document / national identity card
- F. Driving Licence when requested.
- G. Bank/Building Society details for payment of wages by credit transfer directly into employees. account.
- H. Any other proof of eligibility to work as requested by Bayston Hill Parish Council.

References

References from previous relevant employers will be requested in respect of all employees. Continued employment is subject to receipt of replies which are satisfactory to Bayston Hill Parish Council. Should satisfactory references not be received, Bayston Hill Parish Council reserves the right to terminate your employment. All references must state whether candidate have been subject to any disciplinary/capability/management action investigations or procedures and whether the employer would re-employ.

Your Salary

All salaries are paid monthly (as detailed in your Statement of Main Terms and Conditions), by direct transfer into your bank account. Therefore, it is in your interest to make sure that you keep us informed of any changes to your bank account.

You will receive a confidential payslip which will be given to you every month or every week (as detailed in your Statement of Main Terms and Conditions), detailing your gross pay, statutory deductions, net pay and other deductions made with your written approval. Where for any reason you have been overpaid, the amount will normally be deducted from your salary the following month. If the overpayment is a large amount the arrangement to repay can be negotiated.

Should you leave Bayston Hill Parish Council, all monies owed to you will be paid into your bank account at the expiry of your notice period / on the next available pay day. If your salary and other monies have already been paid, or credited to your account, any overpayment will have to be reimbursed.

Salary Deductions

Deductions made from your salary may be contractual, statutory or with your agreement e.g.

- Income Tax;
- National Insurance;
- Pension Scheme;
- Union Dues;
- Student Loan Repayments; or
- Any overpayments in salary

Any salary enquiries should in the first instance be taken up with the Clerk.

Taxation

P45

On starting you should hand in your Income Tax Form P45 to the Clerk to ensure that the correct income tax is deducted.

P60

At the end of each Income Tax Year, which is 5 April, you will be given a certificate of Pay, Income Tax and National Insurance Contributions (P60), which shows the total amount for income tax purposes that has been paid to you in the year.

Always remember to keep your P60 as the Inland Revenue or the Department of Works & Pensions may request them.

Tax Queries

There may be times when you need information about your tax, for instance if you get married, claim tax credits or if you have a part-time role. If so, please contact the Clerk for the address of your tax office.

You will need to quote your National Insurance number, which you can find on your payslip.

Expenses

Where an employee is required to travel as a requirement of their job, the Council will reimburse actual expense and subsistence incurred in accordance with the agreed NJC rate laid down at the time.

Bayston Hill Parish Council will reimburse you for all necessary approved travel, accommodation and other reasonable expenses incurred whilst you are engaged on authorised Bayston Hill Parish Council business.

You must check with the Clerk regarding the precise rules and your entitlements before incurring any expenses.

All expense forms must be signed and dated by you and the Clerk (or Chairman in the case of the Clerk before they are submitted for payment.

All expenses must be authorised by the line manager before they occur or payment may be withheld for those expenses not authorised.

Any abuse of the Expense System will result in disciplinary action, which could result in summary dismissal.

Own Vehicle Use

If you use your own vehicle for business use, you must ensure that it has fully comprehensive business use insurance, MOT (where applicable) and road tax. You will be asked to produce evidence of such, along with your driving licence, annually upon renewal.

If for any reason your vehicle is off the road, you must make arrangements for a replacement vehicle.

Bayston Hill Parish Council cannot, under any circumstances, accept responsibility for parking or other fines incurred by you.

If you are carrying any Parish Council document or equipment, you must ensure that it is stored out of sight and preferably in the boot.

Driving Licence

If driving is a necessary part of your role it is imperative that you maintain a valid driving licence suitable for the vehicle you operate at all times during your employment. You are required upon request to produce your driving licence to the management. If at any time your licence is endorsed, or you are disqualified from driving, your line manager must be informed immediately.

Hours of Work

Your hours of work are detailed in your main statements of terms and conditions of employment. From time to time, the way in which you work these hours may be changed and you may also be asked to work extra hours depending upon the operational requirements of the council. Actual hours worked must be recorded on a time sheet and submitted to the Clerk at the end of each month. Any additional hours will be paid as overtime.

Employees on part time contracts will have such benefits as pay and annual leave calculated pro rata to the standard working week.

All additional hours must be authorised by the Clerk before they are worked, or payment may be withheld for those hours not authorised.

Breaks

Your normal lunch and any other breaks you are entitled to (as applicable) are those notified to you at the time of your engagement. On days when you are scheduled to work over 6 hours, a lunch break of at least 30 minutes should be taken and this should normally be between the hours of 12 noon and 2pm. Lunch breaks are unpaid and should not be booked to your time sheet.

Additional Hours

Additional hours are those hours worked over and above the weekly total for which employees are contracted to work. You may be requested to work overtime, and you will be expected to co-operate with any reasonable request. Your entitlement to payment for overtime is determined by your contract of employment. If you are entitled to payment for overtime, no remuneration or compensation is payable for overtime not authorised.

Working on a Public/ Bank Holiday

You may be required to work on public/ bank holidays.

If you work on one of the above days, you will be paid as normal and entitled to take one day off in lieu at a mutually agreed date, which shall be taken within one month.

Time Keeping

You are responsible for attending punctually for work in accordance with the hours stipulated within your main statement of terms and conditions of employment.

Persistent lateness, unacceptable levels of absence and/or unauthorised absence will be considered to be a breach of procedure and may result in disciplinary action being taken.

Holidays

General Rules

Your holiday entitlement will be as per your Statement of Terms and Conditions of employment. The calculation of your annual leave commences from the first day of your employment. In addition you are entitled to the public/ bank holidays (pro rata for part time employees), and time off during the Christmas and New Year break when the office is closed.

For the purposes of the Working Time Regulations 1998, this Handbook and your Statement of Terms and Conditions of Employment form a 'relevant agreement' for the purposes of arrangements relating to the taking of annual leave, and take precedence over the statutory provisions for leave notification.

The holiday year commences on 1st April and ends on 31st March. Employees who join Bayston Hill Parish Council part way through the year will be entitled to holidays on a pro rata basis relative to the number of completed months service in that year.

Holidays will be taken at the discretion of Bayston Hill Parish Council to ensure effective and ongoing operation of the business. You must agree all holidays in advance with your Line Manager (in the Clerk's case with the Chairman), if you take holidays without prior authorisation, you may be subject to disciplinary action.

All holidays should be taken in the current holiday year, however by mutual agreement up to five days annual leave, which is not taken before the end of the financial year, may be carried over to the following year. In exceptional circumstances over 5 days may be able to be carried over but this will be at the discretion of your line manager. All carried over annual leave must be taken within the first 3 months of the new holiday year. This does not apply where a period of statutory leave of absence prevents an employee from taking leave, for example, maternity leave, but Bayston Hill Parish Council may give notice to employees to take leave either before the commencement of statutory leave or at the end of it.

If a period of sickness prevents an employee from taking the minimum leave due under European Law as implemented under the Working Time Regulations 1998, then that leave will not be forfeited unless you have had an opportunity to take leave and have elected not to do so.

If your employment terminates part way through the holiday year, your holidays during that year will be assessed on a pro rata basis. Deductions from final salary due to you on termination of employment will be made in respect of any leave taken in excess of entitlement.

Bank/ Public Holidays

There are usually 8 days public holidays each year. Part time employees receive a pro rata entitlement to public holidays by way of an addition to their leave.

Part Time Workers Entitlements

The entitlement to annual leave, bank and public holidays and additional statutory days is based on the number of contractual hours and is calculated annually.

Home Working

If not specified in your terms of employment occasional Home Working may be permitted from time to time but will require prior approval of your Line Manager.

Absence from Work – Due to Illness/ Injury Notification

If you are absent from work for any reason other than a planned holiday you must follow Bayston Hill Parish procedures as follows:

- On your first day of absence, you must report your absence personally by phone to your line manager or another member of management, as soon as reasonably practicable.

You will be asked to provide the following information:

- Name, start time, specific reason for absence and when you expect to return to work.

You must keep your manager informed of your progress during your absence by contacting him/her on the fourth day of absence and if your absence is to exceed 8 calendar days, by contacting him/her on a weekly basis thereafter.

Failure without good cause to comply with these arrangements may result in disciplinary proceedings and a loss of pay.

Any absence of seven calendar days or less should be covered by a self-certificate; absences of more than seven calendar days need to be covered by a Statement of Fitness for Work from your GP. Failure to present the relevant certificate in a timely manner may result in non-payment of sickness benefit and/or SSP.

Medical Assessment

If we have concern for an employee's health, we may require that a medical examination, by a Doctor or Occupational Health Professional appointed by Bayston Hill Council, be undertaken at Bayston Hill Parish Council's expense and with your authorisation.

We will advise the employee on the medical advice received and will consider what, if any, appropriate action is to be taken. No employee will be unlawfully discriminated against on grounds of disability.

Medical Appointments

You are normally expected to ensure that any appointments made to visit a Doctor, Dentist, Optician, Physiotherapist, etc. are made in your own time and outside normal working hours. Where this is not possible reasonable time off will be allowed provided that:

- The time of the appointment causes as little disruption as possible, i.e. at the beginning or end of the day; and
- Prior permission from your Manager has been obtained.

Time off for hospital appointments will be granted, provided that prior permission from your Manager has been obtained. You would usually be expected to make up the lost time.

Bayston Hill Parish Council Sick Pay

Your entitlement to Bayston Hill Parish Council contractual sick pay shall be as set out in your Statement of Main Terms and Conditions.

Statutory Sick Pay

If you are eligible, your entitlement to Statutory Sick Pay (SSP) commences immediately you begin employment with Bayston Hill Parish Council. It is payable for a maximum period of 28 weeks, unless you have taken some entitlement with a previous employer.

When SSP entitlement has been exhausted, new SSP entitlement totalling 28 weeks commences when an eight week (56 calendar days) period of work has been completed without any linked 'periods of incapacity for work' (PIW's).

No SSP will be payable for the first three qualifying days of any PIW. Any two PIW's which are separated by a period of no more than eight weeks will be treated as a single PIW. The weekly rate of SSP payments is revised annually. The amount of SSP that you receive on a daily basis will vary according to the number of your normal working days. Eligibility for SSP depends upon your earnings and whether you meet other qualifying conditions.

Sick Pay during Holidays

If you fall sick immediately before or on the first working day of your holiday it may be treated as a sickness absence, enabling you to take the holiday at a later date. This will be at your Managers discretion.

This will only be considered if you: -

- Notify your Manager of the circumstances by telephone on the first working day of the absence; and
- Provide medical evidence from your doctor or hospital. This must be dated on and related to the first working day of your absence. You must then submit this to your Manager as soon as possible.

In making a decision, your Manager will also consider your attendance record. If your request is granted, you will be able to take these holidays at another mutually agreed time. If, however, you fall sick after the first working day of your holiday, then that holiday will be deemed to have been taken, subject to your rights under the Working Time Regulations.

Conduct Whilst On Sick Leave

In all cases of sickness or injury which necessitate absence from work, it is expected that you will do your utmost to facilitate a speedy recovery and return to work. In this regard you are required to act appropriately and honestly. Bayston Hill Parish Council will not normally expect any employee who is absent from work through illness or injury to:-

- Participate in any sports, hobbies or social activities which are inconsistent with their illness or injury or which can aggravate the illness or injury or which could delay recovery;
- Undertake any other employment whether paid or unpaid; or
- Engage in any activity which is inconsistent with the nature of the illness or injury. Should your period of absence be lengthened by involvement in any of the above, Bayston Hill Parish Council may withhold sick pay and take further disciplinary action.

Returning to Work

Upon returning to work, if you are on any form of medication that could affect your ability to carry out your normal duties you must inform your Manager.

To ensure Bayston Hill Parish Council does all it can to understand the causes of absence and to facilitate your safe return to work, a return to work interview will be held with your line manager.

Leave for Family Emergencies

The Employment Relations Act 1999 gives an employee the right to take a reasonable amount of unpaid leave to deal with incidents involving a “dependant”. Therefore all requests from employees will be investigated thoroughly to ensure that legislation is followed and that requests are treated fairly and sympathetically.

A dependant is defined as the employee’s parent, partner, child or someone else who lives as part of the family, for example somebody for whom the employee is the main carer. Some examples of family emergencies could be:

- To help when a dependant falls ill or is injured;
- To cope when the arrangements for caring for a dependant unexpectedly breaks down;
- When a dependant gives birth;
- When a dependant dies; or
- To deal with an unexpected incident involving a dependent child during school hours or on a school trip.

There is no entitlement for leave to be paid. In exceptional cases, however, it may be appropriate for pay to be given. Note that it may also be appropriate for the employee to take annual leave in some cases.

During leave employees must advise their manager at the earliest opportunity if they need longer off work than anticipated to deal with the emergency.

Due to the nature of emergency leave, there are no minimum notice requirements. However, before taking leave, employees must speak to the Clerk (or in the case of the Clerk the Chair or Deputy Chair)

Bereavement / Compassionate Leave

Bayston Hill Parish Council recognises that time off work following the death of a family member for mourning, supporting other family members and/or to make funeral arrangements and to attend the funeral are necessary. Reactions to bereavement may vary greatly according to individual circumstances and the setting of fixed rules for time off is therefore inappropriate. You should discuss your circumstances with the Clerk or in the case of the Clerk the Chairman and agree appropriate time off. In situations which are similarly distressing, consideration will be given to granting paid or unpaid time off at the discretion of the Clerk in discussion with the Chairman, Vice Chairman and Chairman of the Management and Personnel Committee.

Flexible Working

Bayston Hill Parish Council is committed to helping its employees to balance the demands between their work and home life. All employees, irrespective of their length of service or personal circumstances can request changes to their working arrangements. The Parish Council will not always be able to agree to your request, but no request will be unreasonably refused. Approval is not automatic but is subject to Full Council discretion based on the needs and requirements of the Parish.

Part Time Working

Bayston Hill Parish Council recognises the important role that part-time employees can play in the workforce. Bayston Hill Parish Council is prepared to employ part-time employees in jobs that can be done satisfactorily on a part time basis. It will always consider requests from employees wishing to transfer from full-time to part-time work or vice versa. Approval is not automatic but is subject to Full Council discretion based on the needs and requirements of the Parish.

Jury Duty / Court Attendance

Employees summoned for Jury Service or as a witness will be granted leave of absence without prejudice to normal holiday entitlement. Time off for a witness or Jury Service is paid. If an employee has been summonsed for Jury Service, then the employee should inform management as soon as possible. Bayston Hill Parish Council may wish the employee to request a deferral of Jury Service, if their absence is likely to cause substantial injury to the operations of Bayston Hill Parish Council.

In the case of Employment Tribunal proceedings Bayston Hill Parish Council reserves the right to determine the number of employees allowed paid absence to appear as witnesses. Employees wishing to give evidence at an Employment Tribunal other than as a witness for Bayston Hill Parish Council will be treated as witnesses in any other proceedings.

Time Off For Public Duties

Under section 50 of the Employment Rights Act 1996, Bayston Hill Parish Council is obliged to provide reasonable time off for the following public duties. The employee must seek permission from Bayston Hill Parish Council before taking time off for these duties:

- Justice of the Peace;

A member of:-

- Local Authority;
- Statutory Tribunal;
- Police Authority;
- Board of prison visitors or a prison visiting committee;
- Relevant health body;
- Relevant education body; and
- Environment agency.

Employees involved in these bodies must notify Bayston Hill Parish Council upon appointment. Time off provision will not be unreasonably withheld providing that it does not disrupt the effectiveness of the Parish.

Membership of Her Majesty's Reserve Forces

An employee who is a Member of the Reserve Forces must advise their Manager with immediate effect. Unless otherwise agreed with Bayston Hill Parish Council, time off must be taken as annual paid leave other than in times of national emergency.

In the event of mobilisation for active duty, a Reservist should inform their Manager as soon as practicable. The law gives certain rights to members of the Reserve Forces upon mobilisation, and full consideration will be given to those rights. Bayston Hill Parish Council may, dependent upon operational needs, wish to request a deferral of mobilisation.

The rights of Reservists to have their jobs kept open for them upon demobilisation will be respected.

Termination of Employment

If you wish to terminate your employment you are required to:-

Provide a written notice of resignation no later than Friday of the week preceding the notice period. The Notice you are required to give and to which you are entitled, are detailed in your main statement of terms and conditions.

Bayston Hill Parish Council reserves the right to make a payment in lieu of notice on termination of employment. In cases of termination for gross misconduct any entitlement to notice pay or payment in lieu of notice will be forfeited.

On leaving, for whatever reason, employees should return all Bayston Hill Parish Council's property, e.g. mobile phones and computer equipment. Failure to do so may incur a deduction from any final payment due.

An exit interview will be conducted with all employees who leave Bayston Hill Parish Council.

Any notice given by Bayston Hill Parish Council to an employee to terminate employment that is sent in the post will be deemed to have been received by the employee no later than two working days after it is sent

Redundancy

If and when redundancies have to be considered Bayston Hill Parish Council will endeavour to manage the process sympathetically and will offer support to affected staff during the consultation process.

Bayston Hill Parish Council will comply with all statutory obligations, as detailed by employment legislation at the time. It will investigate alternatives to limit job losses and will be open to staff suggestions.

Where employees have been selected for redundancy Bayston Hill Parish Council will ensure that the process is applied fairly and consistently and in line with legislation. All employees who are selected for redundancy will have the right to appeal against the decision. Bayston Hill Parish Council's Redundancy Policy can be found in the appendices section of this handbook.

Resignation

Bayston Hill Parish Council may at its discretion, require an employee who has resigned to take 'garden leave', i.e. not to attend the place of work for the duration of the notice period. Bayston Hill Parish Council will have no obligation to provide an employee with work during this period, but all contractual benefits will continue to apply.

Walking off the Job

You should be aware that Bayston Hill Parish Council may regard your absence as Gross Misconduct and grounds for termination without notice if you walk off the job, fail to return from scheduled annual leave or fail to attend work without notification. This would not apply to an employee who leaves the premises in circumstances of imminent personal danger, but in such circumstances, the employee would be expected to co-operate with Bayston Hill Parish Council and any emergency services or responsible persons in identifying and reducing any hazard, in so far as it may be practicable to do so.

Disciplinary Sanctions

In cases of misconduct, you may be subject to disciplinary action, which includes various levels of warning up to and including dismissal. The Disciplinary Procedure is outlined in section 4.

Trade Union Membership or Professional Body

The Council, as your employer, supports the system of collective bargaining in every way and believes in the principle of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employee's organisations should be fully representative. Your Council is associated with other local authorities represented on the national and provincial Councils dealing with local authorities services.

Health & Safety

You must take care of your own health & safety at work and that of colleagues and/or other people who may be affected by your actions at work. You are expected to co-operate with management and/or other employees in observing statutory duties as well as Bayston Hill Parish Council procedures relating to Health & Safety. A copy of Bayston Hill Parish Council's policy will be supplied.

Personal Protective Clothing & Equipment

Where safety regulations require items of protective clothing or equipment to be worn or used, they will be provided and failure to conform to these regulations will result in disciplinary action and may lead to dismissal.

Manual Handling

Many injuries that occur at work are caused by failure to move or handle items safely. The two worst things you can do when manual handling are twisting and stooping and the combined effect is more than cumulative. You can protect yourself and minimise the risks by following the following guidelines:

- Assess how heavy or awkward the item is and if appropriate ask for help.
- Plan how to hold the item and get a good grip (wear gloves if necessary).
- Stand close to the item with your feet apart (one foot slightly further forward than the other) and spread your weight evenly, bend your knees and lift with your legs keeping your back in a natural line.
- Lift smoothly and keep the load close to your body. Avoid twisting your body.
- When carrying an object keep your arms tucked in and make sure you can see where you are going.
- If equipment is provided make sure you use it correctly.

Fire & Fire Evacuation Procedure

Fire can lead to loss of life, injury, loss of jobs, buildings and equipment. In the event of a fire on the premises, all employees must proceed as quickly as possible to fire assembly points. Employees should make themselves familiar with the procedure and from time to time will be involved in fire drills. All employees have a responsibility to take all possible precautions to reduce the risk of fire.

Fire Evacuation Procedure

If you discover a fire:

- Raise the alarm – Shout “Fire!” then operate the nearest break glass call point

On hearing the alarm:

- Begin evacuation to the pre-determined place of safety (Fire Assembly Point), closing doors behind you, but don't delay
- Leave by the nearest fire exit
- Walk in an orderly fashion, do not run
- Do not stop to collect belongings

- Do not use lifts

Use an extinguisher only if and when:

- The Alarm has been raised
- The Fire Emergency Procedure is under way
- The fire is no bigger than the size of a waste bin
- You are trained and confident in the use of extinguishers
- It is safe to do so

Drugs and Alcohol

It is the responsibility of Bayston Hill Parish Council to ensure, so far as is reasonably practicable the health, safety and wellbeing of all employees. Employees who are under the influence of drugs and or alcohol whilst at work may adversely influence their own safety and that of their colleagues.

Data Protection

If your job involves handling personal information, you must ensure that it is kept securely. Inappropriate use or disclosure of such information is a criminal offence. Bayston Hill Parish Council's policy on data protection can be viewed on its website.

Sole Employment/ Declaration of Other Employment

Whilst the Council would prefer that the employees of the Council are exclusively employed by just the Council, it does realise that such an exclusive contract may not be possible. In circumstances where an employee has other employment it is a condition of the Contract of Employment that the Council is informed to ensure that no tax or insurance liabilities will accrue to the Council. The Council does however, reserve the right to require that any other employment that is undertaken by an employee of the Council does not conflict with the role or standards required to be undertaken in the Public Office of your role within the Council.

Death in Service

You should notify your name of your nominated next of kin. In event of your death in service any salary, pension, or gratuities due to you will be paid to the person nominated.

Computer Usage

If you have access to a Council computer it is expected that you will comply with the Council's acceptable use policy which will be provided to you separately.

Section 2. General Information & Employee Benefits

Pension Scheme

The LGPS Scheme is open to new entrants. You are not obliged to sign up to the scheme. Dependent upon the specific Pension scheme rules, you can make contributions through PAYE or alternatively you can pay directly into the scheme if you prefer.

Change of Name/Address/Next of Kin/Bank Details

Should your personal circumstances alter whilst in employment, you must notify your line manager at the first opportunity, e.g. your name, etc.

Disclosure of Information

You will not disclose, either during or after the termination of your employment, any information of a confidential nature relating to Bayston Hill Parish Council, its customers, suppliers or any third party which may have been obtained in the course of this employment, without first obtaining the written permission of the Clerk, or in the case of the Clerk from the Chairman of the Council.

You will not make any public statement or any statement to a person employed or associated with the media or on any form of social media concerning Bayston Hill Parish Council, its employees, Councillors or its customers, suppliers or their activities without first obtaining written permission from the Chairman and the Clerk. You will not place yourself in a position in which your interests conflict with those of Bayston Hill Parish Council.

Nothing in this policy prevents an employee from giving evidence when required by a Court, or from making any Public Interest Disclosure in good faith to an appropriate person or body.

Security

Employees have a duty of care to safeguard the property and equipment of Bayston Hill Parish Council. Security regulations and arrangements should be strictly adhered to.

If you notice anything suspicious, report it to your Manager in the first instance or another member of the management team.

Right of Search

In the interests of security we reserve the right of search. Searches of employees, their bags, other possessions and vehicles may take place at any time when there are reasonable grounds to believe that Council rules have been breached. Searches will be carried out by your Line Manager and will be conducted in the presence of at least one witness, under no circumstances will a personal body search be carried out. If you refuse to allow yourself or Issue: possessions to be searched, this may result in disciplinary action being taken and a refusal to consent to a search may lead to inferences being drawn where it is reasonable to do so.

Personal Property

Bayston Hill Parish Council accepts no liability for money or personal property lost or damaged on the premises. Any property lost or found should be reported to your manager.

Personal Calls at Work

Employees should restrict personal mobile telephone calls and text messages to break times only.

Induction (applicable to new starters)

All new members of staff will receive an induction to Bayston Hill Parish Council, the individual's role and how it fits in with the business aims and goals.

Performance

Satisfactory performance is a basic contractual requirement. You have a duty to monitor your own performance and to take advantage of appropriate training opportunities as they arise. You should also seek opportunities to improve the way things are done either on your own initiative if appropriate or in conjunction with your colleagues and management. This will help to maintain the overall quality and cost effectiveness of the services offered and to ensure continued viability of the employment the Council offers.

Annual Development Reviews (Appraisal):

The Council will ask you to take part in an annual development review. We do this both to build on your strengths for your future development and that of the Council and at the same time offer support/ training in the case of any weaknesses. The reviews should be seen as a positive process, which we believe are beneficial to both the employee and the Council.

Bayston Hill Parish Council will complete a formal (at least annual) review of your work performance, which your Line Manager will discuss with you. You will have the opportunity to discuss your progress with your Manager and record any comments and discuss plans for your development. There will be regular opportunities through the year to discuss your appraisal plan and progress towards it with your line manager). A copy of the Bayston Hill Parish Council Appraisal Policy will be provided to you.

Personnel Records

You have a personnel file which contains all of the relevant information about your employment including records from appraisals/reviews, individual meetings and training and development undertaken.

You have the right to know what data is held by Bayston Hill Parish Council about you and you can request to be supplied with a copy of your file. Requests for a copy should be made to your manager. For further information relating to the protection of data see the appendices.

Training & Development

Bayston Hill Parish Council believes that it is essential that all employees understand what is expected of them and to have feedback on their performance. It is therefore important that all

employees have the correct skills to enable them to undertake their role and regular reviews will enable managers and employees to identify any training needs in line with Parish requirements.

Council Property

Use of Council property for a purpose other than for business use is not permitted. No property is to be taken away from Council premises without prior explicit permission. You must notify your Line Manager of any damage to the property or premises immediately.

Section 3. Policy Documents

The following is a list of Bayston Hill Parish Councils Work place policies, you should read and familiarise yourself with these. Copies are available from the Clerk.

Annual Leave

Anti-bullying and Harassment

Bereavement

Data Protection

Disciplinary

Grievance

Emergency/Dependants Leave

Equality and Diversity

Expenses

Flexible Working

Home Working

IT

Lone Working

Mat leave

Paternity

Poor Performance

Sick Leave

Social Media

Training and Development

Whistleblowing

