



Employment Matters

Version number:	1	Author:	Margaret Gould, Clerk
Date first adopted:	13/03/2017	Signatory:	Sandra Larkins, Chair
Date this version approved by Council:	13/03/2017	Review due:	Annually from date version approved by SPC – to left

1. Purpose

Speen Parish Council (SPC) is committed to good employment practice.

The purpose of this policy is threefold:

- Specifically to formalise the position of the Council and state its commitment to following the principles outlined in the National Training Strategy (NTS) publication 'Being a Good Employer'.
- To ensure correct, robust, secure and open management for employment matters by SPC.
- To reduce the risk to the council of incorrect process

2. Scope

The scope of this policy is SPC staffing matters. The obligations contained in this Policy apply to Speen Parish Council and its Employees. Members are covered by the Councillor Code of Conduct.

The National Training Strategy (NTS) publication 'Being a Good Employer' is not a Statutory Instrument. Therefore, it is used as a guide only for correct practice.

3. Procedure:

- 3.1 This policy is fully supported by the council. It confirms that the Council has adopted the National Training Strategy (NTS) publication 'Being a Good Employer' as an appropriate guide to SPC employment matters.
- 3.2 The National Training Strategy (NTS) publication 'Being a Good Employer' is a formal document and as such stands apart from this in-house style document.
- 3.3 The Chair holds a hard copy of the 'Being a Good Employer' publication and a downloadable copy is on the council's electronic storage facility and is freely available to the Clerk and all councillors.
- 3.4 This policy and associated documentation will be reviewed at least annually to ensure it remains fit-for-purpose. Any interim amendments required will be brought to the attention of the Council via the Finances and General Purposes Committee and Human Resources sub-committee.
- 3.5 This policy confirms that SPC will continue to work to this policy and the National Training Strategy (NTS) publication 'Being a Good Employer' in their current format for the forthcoming year until the next review date, unless amendment to the policy should be required in the meantime or the publication is updated.
- 3.6 Council representative activities which breach employment law will not be tolerated. Once proven, such breaches may be regarded as serious misconduct and could lead to disciplinary proceedings.



4. Useful contacts

- National Training Strategy (NTS) publication 'Being a Good Employer'
- UK Government website
- National Association of Local Councils (NALC)
- Berkshire Association of Local Councils (BALC)
- Local Government Ombudsman for England www.lgo.org.uk 0300 061 0614
- SLCC www.slcc.co.uk

5: Authorisation of Policy on behalf of Full Council:

The undersigned approves this policy on behalf of Speen Parish Council.

Signature:

Name (print):

Position:

Date: ____/____/____