

POLICY TITLE

HR Policy

REVISION DATE

September 2020

POLICY AIM

The aim of this policy is to assist Skegness Town Council to deal with all Human Resource matters by setting the policy framework and signposting the relevant sub policies and procedures for various circumstances that may arise.

EXECUTIVE SUMMARY

This policy sets out a framework of how Skegness Town Council will deal with and respond to HR issues. This policy is supported by the following sub policies which deal with specific circumstances. Additionally, the Town Clerk maintains procedures to deal with day to day staff management issues.

The principle relationship between staff and the Council is set out in the contract of employment and is supported by Council policies.

The following are sub policies of this HR Policy:-

- Absence
- Capability
- Disciplinary
- Grievance
- Suspension
- Pay policy statement
- Training

Where a significant difference arises between contract of employment and a policy, the contract of employment will take precedence unless the difference relates to a matter of law or a matter of health and safety. When a difference of substance between a Council policy and a contract of employment occurs, the Council will seek to negotiate a change to the contract by negotiation with the employee(s) concerned. The Council will always seek to avoid imposing contractual changes wherever this is possible, as it recognises this can lead to disputes, grievances, reduced productivity and for significant changes, create a potential redundancy situation.

POLICY STATEMENT

Powers and Delegations

The table sets out who is responsible for various aspects of HR management

| Topic | Who is responsible? |
|---|--|
| Setting policies | Council |
| Setting operating procedures | Town Clerk |
| Creating/deleting permanent posts | Council |
| Creating/deleting Temporary posts | Town Clerk – where budget permits |
| Setting/amending contractual terms and conditions for posts | Council. |
| Appointment of staff to posts | For Town Clerk and Deputy Town Clerk – Full Council Other staff reporting direct to Town Clerk – Full Council Other staff not reporting directly to Town Clerk – Town Clerk |
| Dismissal of staff from posts | For Town Clerk and Deputy Town Clerk – Full Council Other staff reporting direct to Town Clerk – Full Council Other staff not reporting directly to Town Clerk – Town Clerk |
| Appeals on HR matters | Appeals Committee established by Council |
| Performance and Capability | Town Clerk – HR Committee All other staff – Town Clerk |
| Disciplinary | Town Clerk - HR Committee All other staff – Town Clerk |
| Grievance | See detailed policy as dependent on circumstances and parties involved |
| Suspension | Town Clerk - HR Committee All other staff – Town Clerk |
| Training | Town Clerk and Deputy Town Clerk |
| Operational Management | Town Clerk and Deputy Town Clerk |

All day to day staff management is overseen by the Town Clerk with some line management duties delegated in accordance with the staff structure.

Contracts of Employment

The Council bases its contracts on standard NJC terms and conditions (the Green Book). Where the contract is silent on an issue, NJC terms and conditions will apply. NJC spinal points and rates are used for the basis of pay. Pay for each spinal point is set as part of the national agreement.

The policy for establishing pay grades is set out in the Pay Policy Statement

IMPLEMENTATION

The Chairman of the HR Committee is responsible for the Performance Management of the Town Clerk.

The Town Clerk is responsible for the implementation of the policies.

MONITORING

The monitoring of key performance is the responsibility of the Management Committee. This will include but is not limited to:-

- Employee costs
- Risks
- Health and Safety
- Meeting Council Objectives
- Business Plan

POLICY REVIEW

Every two years, next due September 2022

POLICY APPROVAL

Approved by Management Committee 30th September 2020