

LLANFAIR CAEREINION TOWN COUNCIL

STAFF PROCEDURES

1. Introduction

1.01 This paper sets out the general principle with regards to staff employment at Llanfair Caereinion Town Council.

2. Employing staff

2.01 When there is a staff vacancy the Council will advertise the post on My Welshpool, Social Media and any relevant local press.

2.02 When CV's have been received Councillors (minimum of 3) shall shortlist between 3 and 5 for interview.

2.03 Interviews shall be conducted by the Full Council.

2.04 Following the interviews the Full Council shall vote and the candidate with the most votes shall be appointed.

3. Terms of employment

3.1 The general terms of employment shall include:

- i) Appropriate salary.
- ii) 20 days (pro rata if part time) holiday per annum rising to 25 days (pro rata if part time) after 5 years' service with local authority.
- iii) One months' notice period (except the Town Clerk who shall be 3 months).
- iv) A 3 months (6 months for the Town Clerk) probationary period with the position confirmed as permanent after satisfactory completion.
- v) The job description shall be agreed by the Council.

4. Disputes

4.1 In the case of a complaint by a member of staff the following shall apply:

- i) Complaints can be made verbally if they are minor and it can be resolved easily and without recourse to a set procedure.
- ii) More serious complaints shall be in writing and can be addressed to any Councillors (however it would normally be the Chair).
- iii) A panel of 3 Councillors shall be appointed (who are not involved in any complaint) to resolve the issue.
- iv) If the panel's decision is not acceptable to the member of staff an appeals panel of 3 Councillors (not involved in the complaint or the panel) to determine the final decision, this must be accepted by both parties subject to any Employment Law Rights
- v) If a resolution after this process is not found ACAS may have to become involved.

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4.2 In the case of unsatisfactory performance by a member of staff the following shall apply:

- i) The member of staff in serious incidents involving bullying or with regard to serious health and safety incidents maybe suspended on full pay subject to an inquiry.
- ii) The inquiry shall comprise 3 Councillors who will investigate and report to the Full Council.
- iii) Any actions relating to the member of staff should be recommended in the report with the following taken into account:

Minor offences – verbal warning lasting 1 year on file.

1st Written warning for more serious or 2nd minor offences.

2nd Written warning as a last warning following the above or for a serious health and safety issue.

Dismissal following the above procedure has been completed.

- iv) All other matters shall be in accordance with current employment law.

5. Staff handbook

There shall be a staff handbook setting out more details.