

Standing Orders

Draft amendment/ addition

Insert at 38

38 Matters affecting council employees

- a) If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No. 67). *THIS POINT ALREADY STANDS AT 38*
- b) Subject to the Council's policy regarding absences from work, the Town Clerk shall notify the Chairperson of the Council or, in their absence, the Vice-Chairperson of any absence occasioned by illness or urgency expected to be for a period exceeding two days and the Clerk shall report such absence to the Evaluation Committee at its next meeting.
- c) The Vice Chairperson shall conduct a review of the performance and/or appraisals of all Members of staff annually in April, and shall keep a written record of it. The review and/or appraisal shall be reported to the Evaluation Committee.
- d) Subject to the Council's policy regarding the handling of grievance matters, the Town Clerk (or other employees) shall contact the Vice-Chairperson, the Chairperson of the Evaluation Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by recommendation of the Evaluation Committee.
- e) Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by staff members relates to the Chairperson or Vice-Chairperson of the Council, this shall reported back and progressed by resolution of the Evaluation Committee.
- f) Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- g) The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h) Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with the responsibility for the same.
- i) Only persons with line management responsibilities shall have access to employee records referred to in standing orders (g) and (h) above if so justified.
- j) Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders (g) and (h) above shall be provided only to the Town Clerk.
- k) Recruitment will be managed by the Evaluation Committee in line with the Council Recruitment policy.