

Employment Policy and Procedures

Sesswick Community Council

1. Purpose

This document sets out the council's approach to the recruitment, employment, and management of its employee(s). It is designed to ensure compliance with relevant employment legislation and to provide a clear and fair framework for both the council and its employee(s).

2. Scope

This policy applies to all employees of Sesswick Community Council. At present, this relates to the Clerk.

3. Roles and Responsibilities

The Council is the employer and retains overall responsibility for employment matters.

The Personnel Committee (minimum of three councillors) is responsible for:

- recruitment and appointment processes
- supporting the Clerk in their role
- addressing employment matters, including probation, performance, and any issues that arise
- Day-to-day line management arrangements should be clearly agreed (e.g. Chair or a nominated councillor to avoid multiple councillors directing the Clerk).

4. Recruitment and Appointment

The council will:

- prepare a job description.
- advertise vacancies openly where appropriate
- apply fair and non-discriminatory selection processes in line with the Equality Act 2010
- check eligibility to work in the UK before employment begins.
- A written contract of employment will be issued to the successful candidate to operate from day one of employment.

5. Probation

All new employees will be subject to a probationary period, based on previous experience

During this time:

- performance and suitability will be reviewed
- support and feedback will be provided
- employment may be terminated with appropriate notice if the role is not suitable

6. Pay and Working Hours

Pay, hours, and terms will be set out in the employee's contract.

The council will comply with National Minimum Wage requirements.

7. Absence

Sickness absence should be reported to the Chair/ Vice Chair as soon as possible.

No sickness, annual leave payment or pension, due to the minimal hours.

Arrangements will be made to cover for absence.

8. Equality and Fair Treatment

The council is committed to fair and equal treatment in line with the Equality Act 2010.

No employee or applicant will be treated less favourably.

9. Disciplinary Procedure

The council will follow a fair process in line with the ACAS Code of Practice.

This will include:

- informing the employee of concerns
- an opportunity to respond
- a decision made by the council or committee
- the right to be accompanied at the meeting.
- the right to appeal.

10. Grievance Procedure

If the employee has a concern, they should raise it in writing with the Chair

The council will:

- acknowledge the grievance
- investigate the issue
- provide a written outcome
- offer the right to appeal

11. Data Protection and Confidentiality

All employment-related data will be handled in line with UK GDPR.

Confidential information must not be disclosed without proper authority.

12. Review

This policy will be reviewed periodically to ensure it remains up to date with legislation and council practice.

Approved and Adopted by the council on 15th May 2026