



**Terms and Conditions of Employment for all Employees of
Old Woughton Parish Council**

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SECTION 1 : APPOINTMENTS

1.1 Equality

1. a) Old Woughton Parish Council is an equal opportunities employer. The Council actively promotes fair treatment and opportunity regardless of a person’s age, disability, gender reassignment, marital and civil partnership status, pregnancy and maternity, race, religion, belief, gender and sexual orientation. [NOLAN PRINCIPALS]

- b) All appointments, both internal and external, will be made solely on the basis of merit, taking account of any agreed redeployment procedure and in accordance with relevant legislation.

1.2 Canvassing of Members of the Parish Council

Canvassing members of the Parish Council directly, or indirectly, in connection with any appointment will disqualify the candidate.

1.3 Relatives

- a) Any employee and any parish councillor must disclose, in writing, to the Chair of the Council, any relationship between him/herself and an applicant for employment by Old Woughton Parish Council.
- b) Similarly, all applicants will be asked to declare any relationship to any other member of staff or Parish Councillor. Failure to do so could result in the withdrawal of the offer of appointment, or dismissal.

1.4 Work For Other Employers

Approval is not required for those working less than 37.5 hours per week, but the work undertaken must not conflict with, or be to the detriment of employment with the Parish Council.

1.5 Part-Time Employees

Except where specified, part-time employees are entitled to the same conditions of service as full-time employees. Entitlements and allowances will be determined on a pro-rata basis.

1.6 Probation Procedure

All new appointments to the Parish Council will be subject to a three month probationary period. New appointments will receive induction training appropriate to the needs of the post as is realistically appropriate due to time and cost constraints. A review of performance will take place after the probationary period and on the anniversary of employment thereafter. Where the probationary period has not been successfully completed, the employee may be given an extended probationary period in which to prove him/herself a satisfactory employee or the appointment terminated.

1.7 Staff Appraisal

The Parish Council offer an annual appraisal on the anniversary of appointment or by May of each year whichever is the more appropriate. All employees will be required to participate in the appraisal scheme.

1.8 Promotion

Subject to the Council's agreed policy on redeployment (which applies in circumstances of potential redundancy), normally all vacancies will be advertised externally and internally.

1.9 Period of Notice to Terminate Employment

Individual notice periods will be specified in an employee's contract. Differing periods of notice may apply, subject to agreement, between the Parish Council and the employee.

1.10 Pensions

All staff will be given the option to join a pension scheme.

1.11 Trade Union Membership

An employee has a right to join a trade union or not as he/she decides.

1.12 Staff Representation

The Parish Council acknowledges the right for the staff to elect a staff representative.

1.13 Grievance Policy and Procedures

The Parish Council expects that every effort will be made to resolve difficulties without the need to invoke the formal Grievance Policy and Procedures but where a situation dictates the necessity for a formal process, action will be taken in accordance with the Parish Council's Grievance Policy, Procedures and the ACAS Code of Practice.

1.14 Professional Societies and National Bodies

The agreement of the Parish Council must be obtained before an employee undertakes an official position in his/her professional society or undertakes work for national bodies. Agreement will not be unreasonably withheld.

1.15 Health, Safety And Welfare

- a) The Parish Council acknowledges its responsibility to ensure the health, safety and welfare of employees where reasonably practicable and will introduce all necessary measures, including the provision of special or protective clothing and equipment, to fulfil this requirement.
- b) Employees must be aware that they have a responsibility under health and safety legislation to behave in a way that does not put themselves or others at risk.
- c) The Parish Council will review its policy document/statement on health and safety in the light of any changing requirements.

SECTION 2 : REMUNERATION

2.1 Salary Ranges

- a) These are determined by the Parish Council and will normally be updated with effect from the 1st April each year. The Parish Council reserves the right to seek guidance from relevant pay surveys and other relevant salary information. The currently applicable pay scales are in Appendix A
- b) All salary payments will be made monthly, by cheque.

2.2 Salary Progression

- a. Incremental progression will occur on 1 April each year subject to satisfactory job performance and at least six months in post. In the event of an employee's performance not being satisfactory, the increment will be withheld. Performance will be reviewed through the Staff Appraisal Scheme.
- b. An increment may be withheld when long-term sickness absence for a period sufficiently long to prevent the completion of agreed key tasks occurs or when frequent periods of short-term absence has prevented satisfactory performance and/or completion of agreed key tasks.

2.3 Salary Review

- a) Duties and responsibilities of all posts may vary from time to time without changing the general character of the duties or level of responsibility. Such variations are a common occurrence and will not justify reconsideration of the salary range.
- b) Where an employee considers that there has been a substantial increase or change in duties and responsibilities and this is not adequately rewarded in the salary range attached to the post, he/she may ask for the Parish Council to review the salary range. This should be done by the employee outlining his/her reasons, in writing. If the Council considers it appropriate, they (or a Sub-

Committee appointed for this purpose) will undertake a review with reference to salary ranges, independent benchmarking and sample job profiles agreed further to the National Agreement on Salaries and Conditions of Service. The outcome of the review will be explained to the employee concerned.

2.4 Salary Appeals

An employee may appeal against any decision by writing to the Chairman of the Council stating the reasons for the appeal within 28 calendar days of receiving the written notification of the action taken. The Chairman of the Council will call a meeting of the Council and will make a response within 14 days.

2.5 Protected Salaries

When, as a result of reorganisation or a salary review, an employee's grade is reduced, his/her previous salary point will be protected whilst he/she remains in that post subject to a maximum protection of one year. Such employees would not therefore receive any further incremental progression but would continue to receive any annual pay awards.

2.6 Apportionment of Salaries

Annual salary will normally be paid by 12 equal monthly payments. Where an employee is appointed or resigns part way through a month the apportionment for each odd day due (including Saturdays and Sundays) will be calculated by dividing the monthly sum by the number of days in the particular calendar month.

2.7 Publication/Lecture Fees

Employees may give lectures, participate in training events for outside organisations and write articles for publication in professional and other journals, subject to the prior approval of the Parish Council. If the subject matter concerns the work of the Parish Council, the fee, whether earned in Parish Council time or the employee's own time, shall be repaid to the Parish Council. If the subject matter is of no interest to the Parish Council, the employee will be allowed to keep the fee if it has been earned in his/her own time. If the fee has been earned in the Parish Council time, the whole fee shall be paid to the Parish Council.

SECTION 3 : HOURS OF WORK

3.1 Hours Of Work

Hours of work are stipulated in individual employees contracts and include some evening duties. Part time employees weekly working hours may be adjusted in certain circumstances to give an annualised figure.

SECTION 4 : LEAVE ENTITLEMENT

4.1 Annual Leave

- a) The leave year runs from 1 April to 31 March. All staff are entitled to 21 days annual leave, 4 of which are discretionary, to be taken during the Christmas/New Year period whilst the "office" is closed. Annual leave will be allowed on a pro-rata basis for part time staff. After more than 5 years continuous service, a further 4 days will be awarded.
- b) Other than in exceptional circumstances a maximum of three days annual leave may be carried forward to the next leave year.

Note: Sickness will not count as a reason for annual leave to be carried forward unless there are exceptional circumstances.

4.2 Sickness During Annual Leave

If an employee becomes ill and is unable to continue his/her annual leave he/she must advise their line manager as soon as is reasonably practicable. In the case of the Clerk's absence, notification should be to the Chairman and Vice-Chairman of the Parish Council. Certification will be required for the complete period of sickness. Employees must self-certify sickness absence for the first 6 days and evidence sickness of 7 days or more with a "Fit Note" (called a statement of fitness for work) from a doctor. The employee will be regarded as being absent on sick leave from the date of certification and further annual leave will be suspended from that date.

4.3 Apportionment of Leave

- a) Where an employee commences or leaves employment during a leave year their leave entitlement will be reduced by one-twelfth for each calendar month that they do not complete. Where excess leave has been taken an appropriate deduction will be made from the final salary payment.
- b) Where employees work part-time or days of differing lengths, leave entitlement will be calculated in hours.

4.4 Holiday Pay

Holiday pay will be calculated on the basis of the normal 37.5 hour week or pro-rated for those not working the standard hours.

4.5 Compassionate Leave

Paid or unpaid compassionate leave is available, subject to consultation with the employee's line manager or in the case of the Clerk, the Chair and Vice Chair of the Council. Each request will be judged on its individual merit and a limit agreed at the time of request.

4.6 Special Leave

Additional leave, with or without pay, may be granted in special circumstances with the permission of the Parish Council. However, should the employee be granted additional leave and be awarded an attendance allowance for Jury Service or other such activity, the fee shall be returned to the Parish Council.

However, appointments for the doctor or dentist should be taken outside normal working hours. Where this is not possible time taken should be made up.

4.7 Revision/Study/Exam Leave

Consideration will be given to revision, study and exam leave for employees undertaking work related qualifications, subject to the prior consultation and agreement with the Parish Council.

SECTION 5 : TRAINING AND DEVELOPMENT

5.1 Training

The Parish Council's policy is to encourage employees to develop their work related skills, and to support them in doing so for their own, and the Council's benefit and the Council undertakes to ensure that appropriate training and development is provided to develop and maintain a committed and competent workforce and in order to implement any changes made by the SCEPC in response to any local or national initiatives.

5.2 Induction Training

All new appointments will receive induction training appropriate to the needs of the post. The training may be by a mixture of short courses and/or 'on the job' development, as appropriate.

5.3 Courses/Seminars Etc.

- a) Approval may be given for an employee to attend a short course, seminar, etc., or the employee may be required to attend as part of his/her duties and responsibilities.
- b) Where the request to attend is made by the employee approval will be dependent on the appropriateness of the course and financial considerations. Subsistence payments will be agreed prior to the course at agreed rates.

5.4 Appraisal Training

All employees are required to participate in the Parish Council's Staff Appraisal Scheme.

SECTION 6 : SICKNESS SCHEME

6.1 Conditions

a) Notification of Absence

If an employee is unable to attend work because of illness he/she must notify his/her manager as soon as possible. In the case of the Clerk's absence, immediate notification should be to the Chairman and Vice Chairman of the Parish Council. Failure to notify could affect pay entitlement and potentially lead to disciplinary action. If the period of illness continues after the third day, further notification must be provided as to the nature and probable duration of the illness.

b) Self Certification Form

For all absences of 1 – 7 calendar days a Self-Certification Form must be completed on return to work.

c) Statements of Fitness to Work

Absences of more than seven days require a statement of fitness for work provided by a doctor which must be submitted no later than the eighth calendar day of absence. Subsequent certificates will be required to cover periods of absence beyond the initial absence. Any cost incurred as a result of the acquisition of such certificates will be borne by the Parish Council. Absences exceeding fourteen days or where more than one certificate is necessary, a final statement of fitness to resume duties must be obtained.

- i) A period of stay in hospital can be covered by submitting a doctor's statement on entry and one on discharge.

- ii) A statement of fitness for work may indicate that an employee is available to work subject to support from their employer. In these circumstances, any changes would only be made with the employee's agreement. In the event that an employee disagrees with proposals to support them in a return to work, the Council will ask for the reasons why and, if necessary, seek a further medical report and / or advice from occupational health.

- d) Where the absence arises from an accident or injury sustained whilst participating in professional sport or from the employee's own misconduct, the Parish Council reserves the right not to make sickness payments.

- e) A period of absence resulting from injuries sustained whilst undertaking Parish Council work will not be included in calculations for general sickness entitlement unless the employee is at fault. There will be a separate entitlement to sick pay equivalent to that detailed in paragraph 6.4.

6.2 Examination By The Parish Council's Medical Adviser

The Parish Council may at its discretion refer an employee to the Occupational Health Medical Adviser or other medical practitioner, as appropriate. Any referral will have regard to the provisions of the Access to Medical Reports Act 1988. Any expenses incurred in connection with the examination will be met by the Parish Council.

6.3 Reimbursement Of Cost Of Doctor's Statements

Where there is a cost associated with obtaining a doctor's statement, the Parish Council will reimburse the appropriate amount.

6.4 Payments

Subject to the provisions of the scheme, payment for certified sickness absence will be made as follows:

0 - 6 months service:	Statutory Sick Pay only paid during probation
7 - 12 months service:	2 weeks full pay and 1 months' half pay
During second year of service:	1 months' full pay + 1 months' half pay
During third year of service:	2 months' full pay + 2 months' half pay
During fourth and fifth year:	2½ months' full pay + 2½ months' half pay
Years thereafter:	3 months' full pay + 3 months' half pay

6.5 Calculation Of Entitlement

- a) On the first day of a period of absence the total number of days absence on sick leave during the preceding 12 months will be calculated and this figure will be deducted from the full service related entitlement. In aggregating periods of absence no account will be taken of unpaid sick leave or absence due to a work related injury.
- c) Other allowances payable will be offset against the sickness payment entitlement so that the total payment received does not exceed full pay. Other allowances may include:
 - i) Statutory sick (SSP) pay receivable under the Social Security and Housing Benefits Act (gross amount)
 - ii) Sickness benefits and invalidity benefits receivable under National Insurance Act and associated regulations.
 - iii) Compensation payments under the Workmen's Compensation Acts where the right to compensation arises in respect of an accident sustained before 5 July 1948
 - iv) The dependency element of any treatment allowances from the Benefits Agency
- c) In the case of half pay periods, sickness payment is a sum equal to half pay plus an amount equivalent to the allowances received from (i) – (iv) above providing that the total does not exceed full pay.
- d) All relevant information affecting your entitlement to benefit under (b) must be given to the SCEPC and any change in circumstances must be notified. Failure to comply with this requirement will result in the SCEPC calculating entitlement based on the maximum benefit obtainable.

- e) For the purpose of assessing sickness pay, account will be taken of the insurance benefit actually received rather than the normal benefit receivable subject to the employee complying with the regulations on payment of contributions and claiming of entitlement.
- f) If a public holiday occurs during a period of sickness no payment will be made (other than SSP, if applicable) if the employee has exhausted his/her period of entitlement to sickness pay. Where sickness pay is still being received it will be payable on the public holiday.

6.6 Sick Pay to Victims of Crimes of Violence

Where an employee has suffered an injury which has resulted in a claim being made to the Criminal Injuries Compensation Board and he/she qualifies for sickness payment, this will be made in full and there will be no requirement to refund any proportion of it from any compensatory award made.

6.7 Injuries involving a Third Party

- a) An employee who receives compensation or damages (net of legal costs) in respect of loss of earnings arising from a claim against a third party will repay to the Parish Council an amount equal to the excess by which the compensation or damages (net of legal costs) for loss of earnings together with any sickness pay paid by the Parish Council is greater than the employee's usual salary. The Parish Council will make no claim against an employee to compensation or damages received in respect of pain and suffering.
- b) Where a full refund is made the period of sickness leave will not be counted. However, where only partial reimbursement occurs the Parish Council will determine what period of absence should be recorded.

6.8 Contact With Infectious Diseases

- a) An employee who in accordance with the National Insurance Act is prevented from attending his/her place of employment because of contact with an infectious disease must notify his/her line manager immediately and will be entitled to receive full pay less any benefits payable under the Act. Any period of absence will not be included in the entitlement to sickness absence.
- b) In the case of contact with other infectious or contagious diseases, the employee should not stay away from duty, if fit for work, but should notify his/her line manager of the situation.

6.9 Long term Ill-Health affecting capability to work

- a) In all cases where absence is due to a long-term ill-health problem, the Parish Council will seek information to establish the nature of the employee's illness by making enquiries with the employee, their doctor or consultant and the employee will be referred to an appointed Occupational Medical Adviser. The employee's consent to obtain a medical report will be requested. The employee will be counselled beforehand and given details of his/her entitlement.
- b) The Parish Council will consult with the employee (and any representative) and consider the situation sympathetically, reasonably and fairly. Consideration will include whether alternative work or reasonable adjustments can be made to enable the employee to return to work. If, following consultation with the employee, the decision is to terminate the contract on ill-health grounds then the full period of contractual notice (or, if longer, statutory minimum notice) with pay will apply. The employee shall have the right to appeal against the decision and he/she should do so by writing to the Chairman of the Parish Council and by stating the grounds for their appeal.

6.10 Failure to comply with the Scheme

The Parish Council has the right to suspend sickness pay in circumstances where it is believed that an employee has failed to observe the conditions of the scheme or has been guilty of conduct prejudicial to recovery. An investigation into the circumstances will be conducted and the employee will be entitled to

representation at any hearing, the outcome of which may result in a forfeit of the right to further payment in respect of that period of absence.

SECTION 7 : FAMILY FRIENDLY POLICIES –

7.1 The Parish Council will adhere to current statutory maternity /paternity /adoption provisions for eligible employees. Details of the latest provisions are available from the Council's Clerk upon request.

7.2 Flexible working

The Parish Council will consider applications from eligible employees to work flexibly. The statutory right to apply to work flexibly applies to employees who are parents of children aged under 17 or children with disabilities aged under 18, and employees who are carers of specified adults. Employees should note that eligibility is subject to meeting the appropriate criteria and that there may be legitimate circumstances in which the request cannot be accommodated by the Parish Council.

SECTION 8 : TRAVEL AND SUBSISTENCE ALLOWANCES

All allowances referred to in this section will be reviewed on a regular basis subject to nationally agreed figures. The amounts currently payable are detailed in Appendix B.

8.1 Travel Expenses

- a) Authorised travelling expenses necessarily incurred by employees in undertaking their official duties will be reimbursed as follows:
 - i) Occasional Car Users will be paid the relevant rate detailed in Appendix A
- b) In undertaking their duties employees will be expected to use the most cost effective practical means of transport and authorisation to travel by other means must be obtained prior to the journey being undertaken.

8.2 Subsistence Allowance

- a) Payable when employees are prevented from taking a meal where they usually work for the purpose of a course, seminar or meeting and thereby incur additional expenditure. Receipts must be provided. No payment will be made where a meal is provided.

8.3 Insurance

If the Parish Council is registered to an employees home address, the employee must ensure that their home and contents insurance covers business use and in order to qualify for mileage rates, an employee must ensure that Business Insurance is included on their Motor Insurance Policy. The Parish Council undertakes to reimburse the employee the increase in premium cost from personal insurance to business insurance for both home and motor vehicle.

8.4 Overnight Expenses

An employee will be reimbursed reasonable authorised expenses if they are required to make an overnight stay in connection with Parish Council business. The expenses to include evening meal, bed and breakfast must be agreed in advance with the Parish Council.

SECTION 9 : CONDUCT

9.1 General

- (a) The Parish Council expects employees to be courteous, polite and respectful to members of the public and colleagues. Employees should act professionally at all times and adhere to reasonable management

requests. Abusive and / or aggressive behaviour and swearing, will not be tolerated and will be deemed a disciplinary matter.

- (b) An employee's off-duty hours are his/her personal concern but the employee should not subordinate his/her duty to private interests nor put himself/herself in a position where duty and private interest conflict or where public confidence would be prejudiced.
- c) Whilst the Parish Council cannot restrict an employee's political activities during his/her own time, an employee may not:
 - i) use Parish Council facilities in pursuance of a political activity
 - ii) engage in political activity when on duty.
- d) Employees must not break Parish Council confidences to any outside bodies.
- e) If an employee is aware that a contract in which he/she has pecuniary interest, whether direct or indirect has been or is proposed to be, entered into by the Parish Council he/she must inform the Chair of the Council in writing.
- f) Information concerning an employee's private affairs will not be supplied to any person outside the Parish Council unless the consent of the employee is obtained first.

9.2 Disciplinary Policy and Procedures

Where misconduct of any nature is suspected or identified, including breaches of statutory requirements and Parish Council policy, disciplinary action will be taken in accordance with the Disciplinary Policy, Procedures and the ACAS Code of Practice.

9.3 CRB checks

Employees must advise their line manager, or in the case of the Council's Clerk the Chairman and Vice-Chairman of the Parish Council, if any changes occur which could affect their CRB check e.g. if the employee has committed an offence, has been arrested by the Police or has been charged or bailed. Matters relating to CRB checks will be discussed with the employee and the Chair/Vice Chair of the Parish Council. Any appropriate action will be agreed and the discussion will be recorded.

SECTION 10 : TERMINATION OF EMPLOYMENT

10.1 Capability

Where an employee is experiencing difficulty in undertaking his/her duties, appropriate counselling, support and training will be given in accordance with the Parish Council's procedures. Where informal counselling is not successful the formal procedure will be pursued which may result in termination of employment.

10.2 Redundancy

- a) If there is a possibility that a post/posts may cease to exist the employee(s) potentially affected will be consulted as soon as possible.
- b) Where a post/posts is/are being made redundant the employee(s) and the trade union/staff representative will be advised accordingly. The appropriate statutory information will be issued. A minimum of thirty days will normally be allowed for consultation and the employee(s) who may be affected, their representatives and/or trade union will be given the opportunity to make representations to the Parish Council

10.3 Voluntary Retirement

Employees who voluntarily wish to bring the employment relationship to an end should provide the SCEPC with contractual notice of their decision.

SECTION 11 : PAYMENT FOLLOWING AN ACCIDENT AT WORK INCLUDING ASSAULT

- 11.1** The Parish Council will maintain insurance to provide appropriate benefits to employees who shall sustain any bodily injury caused by accidental, violent, external and visible means which shall solely and independently of any other cause, within twelve calendar months from the date of the accident, cause such injury, death or disablement as defined in the Parish Council's insurance policy

APPENDIX B

THE STAFF APPRAISAL SCHEME

The purpose of the Staff Appraisal Scheme is to assess an individual's performance and potential through a process of two-way communication. The appraisal will focus on:

- Review of performance
- The skills, knowledge and competence of the individual
- Development and training undertaken
- Clarifying objectives for the coming year
- Identifying subsequent development needs to support the achievement of these objectives

The Appraisal Panel

In January of each year at an ordinary meeting of the Parish Council, the Chair of the Parish Council will

- a) Request 4 councillors to form the appraisal panel to assess the employees performance at an Appraisal interview
- b) Request that at this time a Chair of the panel will be chosen

The Chair of the appraisal panel will then instigate the process by inviting the employees to participate as follows:-

- a) book date for appraisal with employee, giving 2 weeks notice
- b) Two weeks before appraisal is due, appraisal form to be forwarded electronically to employee and councillors for completion and return to Chair of appraisal panel. This should be with said person one week before appraisal date.

The Appraisal Interview

At appraisal panel interview, the employee completed appraisal form to be used in conjunction with Job Descriptions and / or Standing Instructions to explore achievements, objectives, development/training etc required. Where any additional objectives or changes to Job Descriptions and / or Standing Instructions are identified during the meeting, these to be noted and proposed to the Parish Council for Agreement/refusal. If agreed, changes to Job Descriptions and / or Standing Instructions will take immediate effect and the updated document will be used for basis of appraisal in the following year. Where attendance at any training courses is requested, this will be proposed to the Parish Council for agreement/refusal.

Chair of the appraisal panel to make notes at meeting which are used to complete Part B afterwards. Once Part B completed, this is forwarded to employee to agree/disagree with content by adding any further comments and signing Part B. (Note that this is a record of the meeting and signature is required to agree the discussion that took place, not to necessarily agree with the views expressed at the discussion. Any disagreement of views should be reflected in the "further comments" box)

Following completion and signature by both employee & Chair of the Appraisal panel, all parts of the form will be forwarded to the Chairman of the Parish Council for review and signature. Once signed, one copy will be passed to the employee and another placed on personal file.

The appraisal process should be completed for all employees by 31 January and ratified by the Parish Council in a public excluded Part 2 at the next meeting.

Satisfactory performance will support the annual pay review in accordance with the Employment Terms and Conditions.

The appraisal process will be used to assess an employee's job performance. The award of an annual increment is determined by a positive acknowledgement of satisfactory performance and is subject to the Parish Council's approval.

There is no right of appeal against a decision to withhold an increment, except where an employee feels that during the process of the appraisal they have not been treated fairly. This may be considered under the Parish Council's Grievance Policy and Procedures.

PART A : APPRAISAL – CLERK & RFO to Old Woughton Parish Council

Please rate performance in each of these categories by writing a comment or 'N/A' to denote not applicable / unable to answer.

Overall Responsibilities : The Clerk to the Parish Council Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk will advise the Council on, and will assist in the formation of, overall policies to be followed in respect of the Authority's activities and produce all the information required for making effective decisions and to implement constructively all decisions. The Clerk will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will also be the Responsible Financial Officer and will be responsible for all financial records of the Council and for the careful administration of its finances.	
1	To ensure statutory & other provisions governing or affecting the running of the Council are observed.
RATING	
2	To monitor & balance the Council's accounts & prepare records for audit.
RATING	
3	To ensure the Council's obligations for Risk Assessment & insurance are met.
RATING	
4	To prepare, in consultation with appropriate members, agendas for meetings of the Council & Committees. To attend such meetings & prepare minutes for approval.
RATING	
5	To attend all meetings of the Council and meetings of its committees and subcommittees where appropriate or/and as required.
RATING	
6	To receive correspondence/documents on behalf of the Council, to deal with correspondence/documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions or known policy of, the Council.
RATING	
7	To receive invoices for goods/service for payment by the Council & ensure payment. To issue invoices on behalf of the Council ensure payment is received.
RATING	
8	To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.

RATING	
9	To draw up both on his/her own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
RATING	
10	To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
RATING	
11	To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
RATING	
12	To act as the representative of the Council as required.
RATING	
13	To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
RATING	
14	To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
RATING	
15	To attend training courses or seminars on the work and role of the Clerk as required by the Council.
RATING	
16	To work towards the achievement of the status of Qualified Clerk.
RATING	
17	To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
RATING	
18	To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required.
RATING	

Please rate the following performance characteristics in the same way.

Availability / Accessibility by Councillors	
RATING	
Effort put into the job	
RATING	
Interpersonal skills	
RATING	
Please add any other comments here or on a separate sheet	

Review submitted by

Name:

Date:

APPENDIX C – PART B

PART B : APPRAISAL – CLERK & RFO to Old Woughton Parish Council

Overall Responsibilities : The Clerk to the Parish Council Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk will advise the Council on, and will assist in the formation of, overall policies to be followed in respect of the Authority's activities and produce all the information required for making effective decisions and to implement constructively all decisions. The Clerk will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will also be the Responsible Financial Officer and will be responsible for all financial records of the Council and for the careful administration of its finances.	
1	To ensure statutory & other provisions governing or affecting the running of the Council are observed.
RATING	
2	To monitor & balance the Council's accounts & prepare records for audit.
RATING	

3	To ensure the Council's obligations for Risk Assessment & insurance are met.
RATING	
4	To prepare, in consultation with appropriate members, agendas for meetings of the Council & Committees. To attend such meetings & prepare minutes for approval.
RATING	
5	To attend all meetings of the Council and meetings of its committees and subcommittees where appropriate or/and as required.
RATING	
6	To receive correspondence/documents on behalf of the Council, to deal with correspondence/documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions or known policy of, the Council.
RATING	
7	To receive invoices for goods/service for payment by the Council & ensure payment. To issue invoices on behalf of the Council ensure payment is received.
RATING	
8	To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
RATING	
9	To draw up both on his/her own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
RATING	
10	To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
RATING	
11	To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
RATING	
12	To act as the representative of the Council as required.
RATING	
13	To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are

	agreed by the Council.
RATING	
14	To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
RATING	
15	To attend training courses or seminars on the work and role of the Clerk as required by the Council.
RATING	
16	To work towards the achievement of the status of Qualified Clerk.
RATING	
17	To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
RATING	
18	To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required.
RATING	

Please rate the following performance characteristics in the same way.

Availability / Accessibility by Councillors	
RATING	
Effort put into the job	
RATING	
Interpersonal skills	
RATING	
Training identified	
Achievements during year:	
Training identified	

Changes to job description/standing orders?

REVIEW SUBMITTED BY

Name: Date:

MODERATED BY CHAIR OF PARISH COUNCIL

..... Date:
SIGNATURE

ACCEPTED BY EMPLOYEE

..... Date:
SIGNATURE

<u>REVIEW HISTORY</u>		
Version 1	Adopted	20/08/12
Version 2	Adopted	20/02/15
Version 3	Adopted	13/07/20