



Old Woughton Parish Council Employment Policy

Reviewed and adopted July 2026

1. Introduction

This policy sets out the employment arrangements for the Clerk and Responsible Financial Officer (RFO) employed by Old Woughton Parish Council ("the Council").

The Council recognises that it is a small employer with a single employee and is committed to providing a fair, lawful, supportive and professional working environment.

This policy should be read alongside:

- The employee's Contract of Employment
- The Council's Disciplinary Procedure
- The Council's Grievance Procedure
- The Council's Data Protection Policy
- The Council's Health and Safety Policy

Where statutory rights exceed the provisions of this policy, statutory rights shall apply.

2. Equality, Diversity and Dignity at Work

The Council is an equal opportunities employer and is committed to complying with the Equality Act 2010.

No employee will be treated less favourably because of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

All employment decisions will be based on merit, qualifications, performance and business need.

The Council will not tolerate discrimination, harassment, bullying or victimisation.

The Council will make reasonable adjustments where required for employees with disabilities.

3. Appointment and Probation

All appointments shall be made on merit following a fair recruitment process.

New employees will normally be subject to a probationary period of six months.

During probation the Council will:

- Provide induction and support
- Review performance regularly
- Provide feedback on performance

Probation may be extended where appropriate.

Either party may terminate employment during probation in accordance with the contract of employment.

4. Working for Other Employers

The Clerk may undertake other employment provided that:

- It does not create a conflict of interest.
- It does not adversely affect performance of Council duties.
- It does not breach confidentiality obligations.

The employee must notify the Council of any paid employment or self-employment which may conflict with Council interests.

5. Hours of Work

Working hours will be specified in the Contract of Employment.

As the Clerk role includes attendance at evening meetings, working hours may be arranged flexibly across the week to fulfil Council duties.

The Council supports flexible working arrangements where operationally practicable.

Any permanent changes to working arrangements should be agreed in writing.

6. Homeworking

The Clerk's home may be designated as the administrative office of the Council.

The Council and employee will work together to ensure:

- Suitable workspace arrangements.
- Compliance with health and safety requirements.
- Secure storage of Council information.
- Compliance with data protection legislation.
- Appropriate business-use insurance where required.

Reasonable expenses approved by the Council may be reimbursed in accordance with Council policy.

7. Pay

Salary shall be determined by the Council and will normally reflect the current NALC/SLCC pay scales where applicable.

Salary will be paid monthly by BACS transfer.

The Council will review salary annually but there is no automatic entitlement to a salary increase.

Performance, responsibilities, national agreements and budget considerations may be taken into account.

8. Pension Arrangements

The Council will comply with its duties under automatic enrolment pension legislation.

Eligible employees will be automatically enrolled into a qualifying pension scheme unless they choose to opt out in accordance with pension regulations.

9. Annual Leave

The leave year runs from 1 April to 31 March.

Annual leave entitlement will be specified in the Contract of Employment and calculated in hours.

The entitlement will meet or exceed the statutory minimum of 5.6 weeks per year.

Public holidays shall be treated in accordance with the Contract of Employment.

Leave requests should be submitted in advance and approved by the Chair.

The Council may require annual leave to be taken during periods when Council business is minimal, including any Christmas closure arrangements.

Up to one working week of unused leave may normally be carried forward by agreement.

Where annual leave cannot be taken because of sickness absence or statutory leave, statutory carry-over rights will apply.

10. Sickness Absence

The employee must notify the Chair as soon as reasonably practicable if unable to attend work because of illness.

For sickness absence:

- Up to 7 calendar days: self-certification is required.
- More than 7 calendar days: a Fit Note is required.

The Council may request further medical evidence where appropriate.

The Council reserves the right to refer the employee to an Occupational Health Adviser where there are concerns regarding:

- Frequent absence
- Long-term sickness
- Workplace adjustments
- Capability to perform duties

11. Occupational Sick Pay

Subject to compliance with sickness reporting requirements:

Continuous Service	Entitlement
Less than 6 months	Statutory Sick Pay only
6 – 12 months	1 month full pay
1 – 3 years	2 months full pay
Over 3 years	3 months full pay

Any occupational sick pay includes Statutory Sick Pay where applicable.

The Council reserves the right to review entitlements in exceptional circumstances.

12. Long-Term Ill Health and Capability

Where ill health affects the employee's ability to undertake their role, the Council will:

- Obtain appropriate medical evidence.
- Consult with the employee.
- Consider reasonable adjustments.
- Consider alternative working arrangements.
- Follow a fair capability procedure.

No decision regarding dismissal on capability grounds will be taken without proper consultation and consideration of medical evidence.

The employee has the right to be accompanied at formal meetings.

13. Family Leave and Time Off

The Council will comply with all statutory rights relating to:

- Maternity Leave
- Paternity Leave
- Adoption Leave
- Shared Parental Leave
- Parental Bereavement Leave
- Carer's Leave
- Neonatal Care Leave
- Time off for dependants

Entitlements will be administered in accordance with current legislation.

14. Flexible Working

Employees have a statutory right to request flexible working from the first day of employment.

Requests will be considered reasonably and in accordance with current legislation and ACAS guidance.

The Council will:

- Consult with the employee.
- Consider the impact upon Council services.
- Respond within statutory timescales.

Requests may only be refused for lawful business reasons.

15. Training and Professional Development

The Council recognises the importance of continuing professional development.

Reasonable training necessary for:

- Statutory duties
- Financial responsibilities
- Good governance
- Professional development

may be approved by the Council subject to budget provision.

Membership of the Society of Local Council Clerks (SLCC) may be supported where appropriate.

16. Travel and Expenses

The employee will be reimbursed for authorised expenses incurred in carrying out Council business.

Claims must be supported by appropriate evidence.

Mileage shall normally be paid at the prevailing HMRC approved rate unless otherwise determined by the Council.

Reasonable parking, public transport and approved subsistence costs will be reimbursed.

17. Standards of Conduct

The employee is expected to:

- Act honestly and with integrity.
- Maintain public confidence in local government.
- Observe the Nolan Principles of Public Life.
- Comply with lawful instructions.
- Treat councillors, members of the public and contractors with courtesy and respect.
- Avoid conflicts of interest.
- Maintain confidentiality.

Misconduct may result in disciplinary action.

18. Data Protection and Confidentiality

The employee must comply with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information legislation

Council information must only be used for legitimate Council purposes.

Personal information must be kept secure and confidential.

Confidential information obtained during employment must not be disclosed without lawful authority.

These obligations continue after employment ends.

19. DBS Checks

Where the duties of the role require it, the Council may request a Disclosure and Barring Service (DBS) check.

The employee must advise the Chair if circumstances arise which may affect the validity of any DBS disclosure.

20. Grievance Procedure

The Council seeks to resolve concerns informally wherever possible.

Where informal resolution is not appropriate, the employee may raise a formal grievance.

Formal grievances will be handled in accordance with the Council's Grievance Procedure and the ACAS Code of Practice.

The employee has the right to be accompanied at formal grievance meetings.

21. Disciplinary Procedure

Allegations of misconduct or poor performance will be handled fairly and consistently.

The Council will follow its Disciplinary Procedure and the ACAS Code of Practice.

The employee has the right to:

- Know the allegations.
- Receive supporting evidence.
- State their case.
- Be accompanied.
- Appeal any disciplinary sanction.

In a single-employee organisation:

- The Chair will normally manage day-to-day employment matters.
- An HR working group or nominated councillors will hear formal disciplinary matters.
- Appeals shall be heard by councillors not previously involved wherever practical.

22. Appraisal and Performance Review

The Council will conduct an annual appraisal.

The appraisal will normally be undertaken by:

- The Chair; and
- One additional nominated councillor.

The appraisal will review:

- Performance during the previous year.
- Objectives achieved.
- Training completed.
- Future development needs.
- Objectives for the coming year.

The appraisal process is intended to support employee development and effective performance.

23. Redundancy

Where the Council identifies a potential redundancy situation it will:

- Consult with the employee at the earliest opportunity.
- Consider alternatives to redundancy.
- Follow a fair and lawful procedure.

Any redundancy payment will be made in accordance with statutory requirements.

24. Notice of Termination

Notice periods shall be those stated in the Contract of Employment, subject to statutory minimum requirements.

The Council may make payment in lieu of notice where permitted by the Contract of Employment.

25. Policy Review

This policy shall be reviewed every four years or earlier if legislative changes require amendment.

Review History

August 2012	Policy adopted
February 2015	Policy reviewed
July 2020	Policy reviewed
July 2026	Policy rewritten due to changes in legislation