

## DECISION

of Councillor Fox and Councillor Russe, Chairman and Vice Chairman of Personnel Committee, in consultation with the Town Clerk and Assistant Town Clerk, 15<sup>th</sup> November 2019.

The Council's Employment Lawyers, Ellis Wittham have reviewed our **Employee Handbook** and **Employment Contracts** and recommend the adoption of a non-contractual staff handbook, complete with newly revised contract of employment.

This move has the benefit of being able to amend policies and procedures including the introduction of new items e.g. maternity support leave and reporting procedures without going through the consultation processes each time which is lengthy and complicated.

It also enables better all-round flexibility to suit circumstances and avoid unnecessary work. A key benefit will be across the board consistency, the documents are less legalistic and therefore more employee friendly which compliments the way in which we are legally advised on day to day basis.

The Personnel Committee have considered and reviewed the handbook on the following dates and the Council is now in a position to consult with staff ahead of a roll-out date on 1<sup>st</sup> April 2020.

### **Personnel Committee Meetings - 15/2/2018, 18/7/2018 & 10/4/2019**

The Employee Handbook is to be aligned with a newly reviewed **Contract of Employment**, also prepared by Ellis Whittam and reviewed with the Town Clerk, Assistant Town Clerk, Chairman and Vice-Chairman of Personnel Committee during September/October 2019 in line with a Personnel Committee decision taken on 10/4/2019.

Accordingly, it is recommended to approve the following documents ahead of staff consultation. (attached)

1. New Staff Contract
2. New Staff Handbook
3. Cover letter to staff

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## DECISION

Under the Town Council's Scheme of Delegation paragraph 2 "Chairman's Action" we as Chairman and Vice Chairman of the Personnel Committee in consultation with the Town Clerk AGREE that the new Staff Handbook, New Staff Contract of Employment and Cover Letter to staff (attached) be approved by the Council for consultation purpose.

**Signed .....** (Chairman)

**Date.....**

**Signed .....**(Vice-Chairman)

**Date.....**

Advice confirmed by:

**Signed .....**(Town Clerk)

**Date.....**15<sup>th</sup> November 2019