



BARRY TOWN COUNCIL

STAFF HANDBOOK POLICIES AND PROCEDURES

The aim of this document is to create a one-stop information point for all staff to access the information needed during employment.

This document, along with the Contract of Employment, gives the details of the terms and conditions of employment and outlines what can be expected from the Council as an employer. In return the Council expects a high degree of commitment, dedication and loyalty from all employees to ensure the objectives of the Council and the needs of the citizens of Barry are met.

The Handbook - Policies and Procedures will be regularly reviewed and updated in line with changes to legislation and the objectives of the Council and the community

Signed.....*Stuart Egan*.....

Leader of the Council

Dated.....*April 2011*.....

ALCOHOL AND SUBSTANCE MISUSE POLICY

Barry Town Council is committed to maintaining the good health and wellbeing of its employees. The Council recognises that any employee working while under the influence of alcohol or illicit substances constitutes a potential threat to themselves and to the health and wellbeing of other employees, customers and visitors. Additionally, the Council recognises that work performance may also be adversely affected whilst an employee is under the influence of alcohol or illicit substances and that working relationships may suffer.

As with any other illness the Council considers that such problems should be identified at an early stage and appropriate help sought and the Council will actively support any employee seeking treatment.

The Council expects all employees to refrain from consuming alcohol or using substances inappropriately at any time during the working day. This included periods when an employee is “on-call” or “stand-by”

Any employee found abusing this policy will be dealt with under the Council’s Disciplinary Policy.

Date adopted by the Council..... 27 June 2011

Date for Review.....April 2012

ANNUAL LEAVE POLICY

Barry Town Council recognises the legal requirement for all employees to take annual leave. It also recognises the importance of leave for employees as it forms a vital part of ensuring that a high degree of commitment, dedication and loyalty is shown enabling the Council to meet its objectives.

Current legislation entitles all full time employees to 28 days annual leave, which may or may not include all statutory public holidays. In addition the Council may grant additional non-statutory days leave following some of the statutory Bank Holidays.

Leave for Part-time staff will be allocated on a pro-rata basis.

It is also the policy of Barry Town Council to recognise long service and career progression and therefore after 5 years continuous service full time employees will be granted an additional 5 days annual leave. This will be awarded pro rata during the leave year in which an employee achieves their 5 years continuous service. Additionally when an employee reaches a role which carries Spinal Column Points of 29 or higher they will receive an additional 2 days annual leave

Date adopted by the Council..... 27 June 2011.....

Date for Review.....October 2011.....

SICKNESS ABSENCE POLICY

Barry Town Council recognises that its employees form a vital part in ensuring its commitment to the people of Barry is met. To this end it will encourage and develop initiatives to promote the health and well being of all employees.

If an employee is on sick leave the primary objective will be for them to return to work as soon as they are able. Whilst there is a collective responsibility to minimise sickness absence all such absence will be monitored and dealt with fairly and effectively in accordance with current legislation.

Date adopted by the Council.....27 June 2011.....

Date for Review..... April 2012.....

SPECIAL LEAVE POLICY

Barry Town Council recognises that there will be occasions when staff will require leave of absence that is not covered by either the Annual Leave or the Sickness policies. Maternity, Paternity, Parental leave and Time of for Dependants will obviously be granted subject to the employee satisfying the qualification requirements. The Council will be sympathetic to any other requests and will wherever possible allow the requested leave to be taken, either paid or unpaid dependant on the circumstances. However, the needs of the business to will also be taken into consideration

Date adopted by the Council.....27 June 2011

Date for Review.....April 2012.....

CAPABILITY POLICY

Barry Town Council recognises the role of its employees in providing a high quality service to the community. The Council will therefore recruit employees of the highest quality and then assist them in achieving their full potential with training and development, measured job profiles, regular meaningful appraisals and personal development plans.

It is recognised that there will be occasions when, for a variety of reasons, an employee does not meet the required standard and the Council will therefore follow the ACAS code of conduct and all relevant employment legislation with the employee

Date adopted by the Council.....27 June 2011

Date for Review.....May 2012.....

DATA PROTECTION POLICY

Barry Town Council complies with all statutory requirements of the Data Protection Act 1984 by registering all personal data held on its computer and/or related electronic equipment and by taking all reasonable steps to ensure the accuracy and confidentiality of such information.

Date adopted by the Council.....27 June 2011.....

Date for Review..... May 2012.....

DISCIPLINARY POLICY

Barry Town Council offers a high standard of service to the local community. To enable it to operate effectively and efficiently all employees are expected to perform to a high standard, both in the performance of their duties and in their general conduct. During the course of their employment all appropriate support and advice will be provided to help all employees achieve both their own and the Council's expectations.

No disciplinary sanction will be taken against an employee until the case has been thoroughly investigated. When an investigation into an allegation of misconduct is commenced there should be no assumption by any party that a disciplinary sanction will necessarily follow.

No employee will be dismissed for a first breach of discipline, except in the case of gross misconduct, when the penalty may be dismissal, with, or without, payment in lieu of notice.

Barry Town Council recognises the statutory Code of Practice issued by ACAS and will follow the guidelines provided.

Date adopted by the Council.....27 June 2011.....

Date for Review.....June 2012.....

EQUAL OPPORTUNITIES POLICY

Barry Town Council is committed to eliminating discrimination and encouraging diversity amongst its workforce. The council will ensure equality and fairness for all its employees and not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. The council opposes all forms of unlawful and unfair discrimination.

All employees, whether full-time, part-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude, ability and business need. All employees will be helped and encouraged to develop to their full potential and the talents and resources of the workforce will be fully utilised to maximise efficiency.

Date adopted by the Council.....27 June 2011.....

Date for Review.....July 2012.....

GRIEVANCE POLICY

Barry Town Council recognises that there may be occasions or circumstances when an employee has a concern regarding some aspect of their employment or the behaviour of other employees. It is Barry Town Council's policy to encourage staff to resolve these issues at an early stage and, as far as possible, informally. If this fails, or the person affected considers the matter serious enough, it should be raised formally using the Grievance Procedure

Date adopted by the Council.....27 June 2011.....

Date for Review.....June 2012.....

HEALTH AND SAFETY POLICY

Barry Town Council has a legal responsibility to ensure the health and safety of its employees and other people, customers and suppliers affected by its business.

The Town Council accepts its responsibility for the health, safety and welfare of its employees and visitors and will take all reasonable and practicable steps to prevent work related ill-health and personal injury.

The Town Council will:-

- Create and follow health and safety procedures
- Carry out risk assessments of its operations
- Ensure that the workplaces meet the minimum standards of comfort and cleanliness
- Record incidents/accidents, serious injuries and diseases and near misses and report them appropriately to the Health and Safety Executive
- Provide a safe place for staff to work and members of the public, customers and suppliers to visit
- Provide safe equipment and appliances which are regularly inspected and maintained
- Ensure a safe system of work by providing appropriate training
- Comply with legislation designed to reduce harm that the Council's business may cause to the environment.
- Ensure that the Health and Safety at work Act is available for inspection by any member of staff

Every employee has responsibility for themselves, their colleagues and others whilst legitimately on council premises. The Town Council will enforce necessary disciplinary procedures to ensure compliance with Health and Safety regulations in the event of the failure of employees to follow guidelines

Date adopted by the Council.....27 June 2011.....

Date for Review.....March 2012.....

INFORMATION, COMMUNICATIONS AND TECHNOLOGY POLICY

Barry Town Council recognises the importance of e-mail, the internet, fax and telephone facilities in the successful achievement of its aims and objectives.

All staff are actively encouraged to use such facilities in accordance with the procedures laid down.

The Council is fully aware of the need to safely back-up all data held on its computer systems. This is covered by the remote external programme that operates every 24 hours. In cases when this is not possible all users will ensure that all data is saved on at least a weekly basis to CD ROMS, memory sticks or similar which again will be remotely stored.

The appointed I.T. Administrator will monitor security and be responsible for regular audits of the I.T. system

Date adopted by the Council.....27 June 2011.....

Date for Review.....May 2012.....

PROTOCOL FOR COUNCILLORS AND STAFF PROCEDURE

The interaction between Councillors and employees of Barry Town Council is crucial to the successful achievement of their aims and objectives. However all staff must be aware of and follow the appropriate procedure.

When asked for information by a Councillor, employees should treat the request in the same way they would if the request had come from a member of the public, i.e. accurately, timely and politely. If they feel that they are not the appropriate person to deal with the request, it should be passed on to a colleague or more senior person in the usual way

- Employees should not Lobby Councillors about individual issues e.g. terms and conditions under their Contracts of Employment or if they have a grievance issue
- Employees should ensure they keep a written record of any specific advice or answer to a specific question given to a Councillor
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Employees should advise the Town Clerk or the Deputy Town Clerk if any Councillor:-

- Approaches an employee for information on sensitive, confidential or controversial matters
- Approaches an employee outside normal working hours to discuss Council business
- Attempts to direct or pressurise an employee in relation to their work or in relation to recommendations they should make
- Behaves in an overbearing, threatening or abusive manner

SMOKE FREE POLICY

Barry Town Council has a legal responsibility to ensure that all its work places are smoke free and that all employees have the right to work in a smoke free environment with effect from 2 April 2007.

Smoking is prohibited in all enclosed, substantially enclosed premises and all company vehicles. This policy applies to all employees, consultants, contractors, customers and visitors

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second -hand smoke and to assist compliance with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilating or separating smokers and non-smokers does not stop potentially dangerous exposure

Date adopted by the Council.....27 June 2011.....

Date for Review.....March 2012.....

TRAINING AND DEVELOPMENT POLICY

Barry Town Council aims to operate an effective and efficient high standard of service to the residents of Barry. To achieve this aim the Council recognises that training and development plays an integral part in employee development based on equality of opportunity to all.

Priority will be given to employees applying for training courses which will benefit the Council, provide relevant development opportunities and enable employees to perform their duties and responsibilities efficiently and effectively.

The Council will look proactively at offering financial assistance to support appropriate training and development programmes

Date adopted by the Council.....27 June 2011.....

Date for Review.....March 2012.....

WHISTLE BLOWING POLICY

Barry Town Council is committed to the highest standards of openness, probity and accountability. In line with the Public Interest Disclosure Act 1998 (popularly known as the whistle blowing law) employees who have serious concerns about any aspect of the Council's work, a possible fraud, crime, danger or other serious risk that could threaten colleagues, customers, the public or the Town Council's own reputation are encouraged and expected to come forward and voice those concerns without fear of victimisation, discrimination or disadvantage.

This policy applies to all employees of Barry Town Council, contractors working for the Council on Council premises, suppliers and those providing services under a contract to the Council

Date adopted by the Council.....27 June 2011.....

Date for Review.....July 2012.....

