



Okehampton Town Council

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Strategic Plan 2019-2023

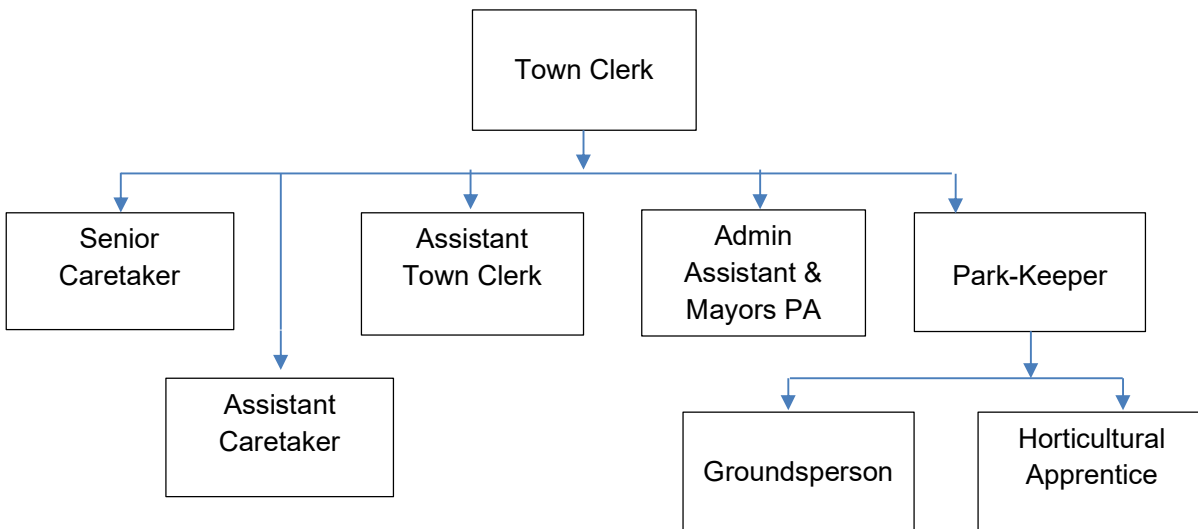
Workforce (W)

Introduction

This document sits under the Strategic Plan for 2019-2023 which was adopted by Okehampton Town Council on 28th October 2019.

Staff Membership

In 2019 for the first time Okehampton Town Council resolved to employ a Horticultural Apprentice. This increased the number of employees to 8, all of whom play an important part in the efficient delivery of council services.



The Town Clerk, Park-Keeper and Apprentice are full time employees, the Apprentice being required to spend a day per week on college studies.

Management of all members of staff is the responsibility of the Town Clerk, with the Park-Keeper being the Line Manager for the other 2 members of Parks staff; the Groundsperson and Apprentice.

'Workforce' Priorities

The priorities set out in the Strategic Plan 2019-2023 under the Workforce heading of the 2019-2023 Strategic Plan are as follows:

W1 Support - the council will support employees and members to undertake their respective roles efficiently, and safely by providing them with training relevant to their requirements

Okehampton Town Council supports and encourages employee development through various means including, training and attendance at conferences and meetings that are relevant to their respective roles.

Annual development/appraisal meetings are held for all employees by their direct line manager. This is a two-way process where employees and the line manager contribute to the discussion enabling an opportunity for any concerns or issues to be raised and the identification of any training or skills that are needed.

Line management of the Town Clerk is through the Personnel Sub-Committee, although the Mayor and Chairman of the Policy & Resources Committee have delegated authority to undertake the Annual Appraisal/Performance Review and are the 'go to' nominated persons for immediate queries/concerns.

The Town Clerk promotes an open environment encouraging regular dialogue with all employees on a day to day basis, allowing concerns or issues to be discussed and dealt with as they arise.

W2 Policy – the council will follow legislation and guidance ensuring that they are a good supportive employer

Okehampton Town Council has a number of staff related policies, including those listed which are regularly reviewed and updated as part of an ongoing process or as necessary. Employees are consulted during the review process by the Town Clerk; they are provided with draft copies of policies at staff meetings which are held regularly on the first Tuesday of each month and given a timescale of at least 14 days in which to make comments or ask questions.

- Absence Management
- Bullying & Harassment
- Capability
- Disciplinary Procedure
- Discretions (Pensions)
- Equal Opportunities
- Flexible Retirement
- Grievance
- Leave
- Maternity
- Safeguarding Policy
- Shared Parental Leave
- Social Media, IT and Phone Use Policy for Employees
- Uniform Policy for Employees

These, and other relevant policies take the form of a staff handbook which is readily available for members of staff to access; copies being kept in the Town Hall reception and the parks office. The handbook is reviewed and updated at least annually.

Councillors are supplied with copies of the National Association of Local Council's publications 'The Good Councillor's Guide' and 'Being a Good Employer' and are encouraged to attend training courses.

W3 Health & Safety - the council will ensure that it has, and keeps regularly reviewed, the necessary policies ensure the health, safety and welfare of its employees and members, and provide the necessary personal protective equipment

Responsibility for Health and Safety falls to all employees, who are asked to report any issues or concerns to the Town Clerk immediately on becoming aware of them.

Risk assessments are reviewed at least annually by the Town Clerk and Park-keeper and regular inspections of equipment, buildings and safety systems is undertaken.

The safety of employees is of the utmost importance and as such a Lone Working Policy has been adopted by Okehampton Town Council. Measures are taken to address issues and concerns as they arise to ensure that employees work conditions, safety and wellbeing is prioritised.