



Okehampton Town Council

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Standing Orders

EXTRACT FROM STANDING ORDERS

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Policy & Resources Committee is subject to standing order 11.
 - b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Policy & Resources Committee or, if they are not available, the vice-chairman of the Policy & Resources Committee of absence occasioned by illness or other reason.
 - c **As the Clerk's dedicated point of contact**, the Mayor of the Council and the Chairman of the Policy & Resources Committee shall review the performance and annual appraisal of the work of the Town Clerk. The review and appraisal shall be reported in writing and is subject to approval by resolution by the Policy & Resources Committee.
 - d **For day to day matters, for example the approval of holiday by the Mayor, the Clerk's line managers are the Mayor and Chairman of Policy & Resources Committee. In the event that these two persons are related* to each other and/or the Chairman of the Personnel Sub-Committee the following will be apply:**
 - i) **In the event that the Mayor and Chairman of Policy & Resources Committee are related, the Line Managers will be the Mayor and Vice- Chairman of Policy & Resources Committee. The Vice-Chairman of Policy & Resources Committee will take the place of the Chairman on the Personnel Sub-Committee.**
 - ii) **In the event that two Committee Chairmen are related, only one will be a member of the Personnel Sub-Committee, being the Chairman of Policy & Resources Committee if relevant, or as agreed by Full Council, the other being replaced by the relevant Committee Vice-Chairman.**
- * In this instance 'related' means – spouse, civil partner, parent, child, brother or sister.**
- e Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of Policy & Resources Committee or in their absence, the vice-chairman of the Policy & Resources Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of an appropriate sub-committee.

- f Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chairman or vice-chairman of the Policy & Resources Committee this shall be communicated to another member of the Policy & Resources Committee OR the Mayor unless it is the same person, or another Committee chairman, which shall be reported back and progressed by resolution of the Policy & Resources Committee.
- g Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- h The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected.
- i In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).
- j Access and means of access by keys and/or computer passwords to records of employment referred to in 19 (f) and 9G) shall be provided only to the Town Clerk and secured in an envelope in the main council safe.