



## Personnel Sub-Committee

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**Date:** 7 January 2019

**Title:** Town Council Employee Handbook

**Purpose of the Report:** To recommend approval of minor updates to the Employee Handbook.

**Contact Officer:** Sarah Sandiford, Head of Democratic & Central Services

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<b>Corporate Objective/s</b>	<b>LLTC Three Year Plan – Aim 1</b> (to consolidate processes and procedures, ensuring operational efficiency and a structure which will underpin future service delivery by the Town Council).	
<b>Implications:</b>		
<b>Financial</b>		
<b>Human Resources</b>	√	
<b>Operational/Service delivery</b>		
<b>Risk/Health and Safety</b>		

### 1. RECOMMENDATION

- 1.1 To note the report.
- 1.2 To recommend approval of the minor revisions to the Employee Handbook to the Policy and Finance Committee.

### 2. BACKGROUND

- 2.1 The Town Council has for many years had an Employee Handbook which, along with an employee's Statement of Main Terms of Employment, forms the basis of their contract of employment.
- 2.2 Following the formal adoption by Council of several new/revised policies during 2015, the Employee Handbook was revised accordingly to reflect these.
- 2.3 The Employee Handbook has not been revised any further since 2015.

### **3 UPDATE**

- 3.1 During the last three years, a number of amendments to existing policies/procedures or new policies/procedures have been developed. These include the Compassionate and Special Leave procedure and a number of Data Protection related policies introduced in 2018 to comply with the General Data Protection Regulations.
- 3.2 It is therefore considered timely for the Employee Handbook to be updated accordingly. The proposed minor amendments are shown in the **attached** draft document in red text.
- 3.3 There is no intention to make any more substantial changes to the Employee Handbook as this would necessitate a consultation process with staff and is not deemed necessary at this time.
- 3.4 Proposed amendments to the Employee Handbook have been reviewed and endorsed by the Town Council's Human Resources support provider.
- 3.5 Should the proposed amendments be approved, the intention is to re-issue a hard copy of the Handbook to all current employees and have them sign for receipt of this.

### **4 CONCLUSIONS**

- 4.1 The Sub-Committee is asked to review the proposed minor amendments and consider recommendation of the revised Employee Handbook to the Policy and Finance Committee.

**End.**