



REPORT FOR DECISION

Item No:- SC/011

Committee:-	Staffing Committee
Date:-	3 rd February 2022
Author:-	Martin Hammond, Clerk
Report Title:-	Employment Policies
Wards Affected:-	None

1. Purpose of Report

To consider three staffing policies

2. Recommendations

That Council be recommended to approve the three policies attached

3. Information

3.1. Finance and Governance Committee at its meeting on 1st March, in the light of the Council growing its staff size, asked the clerk to draw up employment policies to reflect that growth.

3.2. For information, the employee base is now

- Clerk, deputy clerk and administrative officer (3 permanent office posts)
- Three casual event supervisors
- Two market operatives employed through CDR (but see also the item on market superintendents on this agenda)

3.2. Attached are three draft policies for consideration and eventual approval by Council

- a) Lone working policy – this will be particularly pertinent for event supervisors and market staff
- b) Health and safety policy

c) Sick pay policy

3.3. Further policies will be developed over time.

4. Consultation and Engagement

Staff have been consulted on the draft policies.

5. Finance, Legal and Resource Implications

None directly although if prolonged sick pay is triggered by someone's absence, some additional costs might be incurred if the post has to be back filled.

6. Climate change implications

None directly

7. Policy Implications

The policies help fulfil the Council's obligations as an employer.

Background Papers

None