



# Saltash Town Council

Policy/Procedure:

Staff/Members Relations

Date of Adoption:

September 2019

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	2	Approved by	Personnel
Date	September 2019	Date of approval	24.09.2019
Responsible Officer	AJT	Minute reference	39/19/20d
Responsible Committee	Personnel	Review date	As required

Version History			
Date	Version	Author/Editor	Comments
March 2012	1	AK	Adopted FTC 05.04.2012
Sept 2019	2	AJT	Updated reflecting new line management structure

Review Record				
Date	Type of Review	Date of completion	Summary of actions	Completed by

Document Retention	
Document retention period	Until superseded

## **Staff/Member Relations Policy**

*Staff are advised to read policies in conjunction with other relevant documents, including their contract, the 'Green book', their job description, and other council policies. They may also wish to consult the Town Clerk (or Chairman of Personnel in the case of the Town Clerk) or to take advice from their union or professional association.*

### **Section A: General Intentions**

1. Saltash Town Council believes that an effective council is founded on a basis of mutual respect and positive co-operation between Staff and Members.
2. This requires recognition and appreciation by all of the distinctive roles of Staff and Members.
3. It also requires a clear understanding by all of the proper channels for working.

### **Section B: Guiding Principles**

1. The policy and direction of the council's work is set by councillors.
2. Committees of the council, and their Chairman, have an important role in setting this policy and direction.
3. The carrying out of the council's work is overseen by the Town Clerk as Head of Employed Staff, reporting to the Personnel Committee.
4. The Clerk also has important roles as the legal 'Proper Officer' and 'Responsible Financial Officer'.
5. The Council's work is carried out by both staff and members, depending on the tasks involved.
6. The nature of the Council's work is such that flexibility is required from all parties, within reasonable limits, within the council's policies, and within the law.
7. Mutual respect and appreciation should be shown at all times.

### **Section C: Specific Actions**

1. All requests for staff to carry out tasks, beyond '5 minute jobs' must go through Line Managers (and, if significant, the Chairman of Personnel).
2. All discussions with staff likely to take longer than 5 minutes should be by appointment except where urgent and unforeseen.

3. All matters related to particular committees should be copied to the Chairman of those committees. Requests for Agenda Items should go to both the Chairman and the Town Clerk.
4. The Town Clerk should be informed as soon as possible if advice or action in their capacity as Head of Employed Staff, Proper Officer or RFO is needed or likely to be needed.
5. Councillors are welcome into the office to discuss council business, or briefly for informal visits, but should endeavour to avoid distracting staff in their work.

#### **Section D: Resolution**

1. Where a councillor believes that a staff member is not fulfilling the spirit or letter of this policy they should discuss the matter with the Town Clerk, or the Chairman of Personnel if it is the Town Clerk, who will decide whether to progress the matter. If unhappy they can take the matter up with the Chairman of Personnel or Town Mayor.
2. Where a staff member believes that a Councillor is not fulfilling the spirit or letter of this policy they should discuss the matter with the Town Mayor and Town Clerk, who will decide whether to progress the matter. If they wish this can be done via the Town Clerk. If unhappy they can choose to progress the matter through the grievance procedure.