

Upper Heyford Parish Council Human Resources (HR) Policy

Reviewed & Approved in the Parish Council Meeting on the 17th July 2025
Minute Reference 19. a)
Next review July 2027

1. Purpose

This HR Policy provides guidance on the management of employment and people-related matters at Upper Heyford Parish Council. It supports fair, consistent, and lawful treatment of employees, ensuring the Council operates effectively and within employment legislation.

2. Scope

This policy applies to all employees, including full-time, part-time, temporary, and casual staff engaged by the Parish Council.

3. Recruitment and Selection

- All recruitment will be fair, transparent, and based on merit.
- Job descriptions and person specifications will be prepared for all roles.
- Equal opportunities will be upheld at every stage to avoid discrimination.
- References and, where applicable, background checks will be sought.

4. Equal Opportunities

- The Council is committed to providing equal employment opportunities.
- No employee or applicant will be discriminated against due to age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex, or sexual orientation.
- Harassment, bullying, or victimisation will not be tolerated.

5. Terms and Conditions

- Employees will receive a written contract detailing terms and conditions.
- Working hours, salary, holiday entitlement, and other benefits will be clearly stated.
- Changes to terms will be communicated in writing.

6. Probation

- New employees will serve a probationary period of 6 months.
- Performance and conduct will be reviewed before confirmation of permanent employment.
- The probationary period may be extended if necessary.

7. Training and Development

- The Council encourages continuous professional development.
- Training needs will be identified through appraisal and performance reviews.
- Where appropriate, the Council will support attendance at relevant courses or events.

8. Performance Management

- Employees will have regular appraisals to discuss achievements, objectives, and areas for improvement.
- Support and guidance will be offered to help employees meet their goals.

9. Attendance and Sickness

- Employees must notify the Council as soon as possible if unable to attend work.
- Medical certificates are required for absences over 7 consecutive days.
- The Council will manage sickness absence in a fair and supportive manner.

10. Conduct and Behaviour

- Employees are expected to behave professionally, with respect and integrity.
- The Council's Code of Conduct must be followed at all times.
- Disciplinary matters will be handled under the Disciplinary Policy.

11. Grievance Procedure

- Employees should raise any work-related concerns informally with the Clerk or Chair.
- If unresolved, a formal grievance can be submitted in writing.
- Grievances will be investigated promptly and fairly.

12. Health and Safety

- The Council prioritises health and safety at work.
- Employees must comply with safety policies and report hazards or incidents.
- Lone working and other specific risks will be managed appropriately.

13. Data Protection

- Employee personal data will be processed according to the Council's Data Protection Policy.
- Confidentiality of employee records will be maintained.

14. Leaving Employment

- Employees must provide notice as specified in their contract.
- Exit interviews may be conducted to gather feedback.
- Final pay and any outstanding entitlements will be processed promptly.

15. Review of Policy

- This policy will be reviewed every two years or as necessary to reflect changes in legislation or Council practice.