

1. Appointments

Vacancies for Staff may be advertised upon the Notice Boards, on the Parish Council website, and through Media. Adverts for a Clerk to the Council shall also be sent to the Dorset Association of Parish and Town Council.

The Council shall appoint a Staffing Working Group consisting of a minimum of 3 Members of the Council, to interview candidates. A final decision rests with the full Council upon the recommendations of the Staff Working Group.

2. Salary reviews

Revision of employees' hourly payment rates shall be made by the full Council as below stated:

Increases in the hourly rate by the NJC for local government staff will be implemented automatically and back dated if the settlement mandates this.

There will be an annual review on the date of appointment to agree whether there should be progress up the incremental scale and any decision implemented and backdated if necessary after Council approval.

Reviews may take place at any other time to reflect changes in responsibilities and qualification awards.

- Budgetary provision will be made for all salary increases in the Parish Council Budget.
- In the case of a member of staff fulfilling a condition for a salary increase this shall be paid upon meeting the requirement as stated in the contract.

In the case of the Parish Clerk to the Council, the Parish Council Chairman and Vice Chairmen shall together make a written recommendation to the full Parish Council. In the case of all other employees, the Parish Clerk to the Council shall make a written recommendation to the full Parish Council.

3. Performance appraisals and personal development plan

Performance Appraisals and personal development plans shall be conducted annually one year after appointment. 2 Members of the Council shall be appointed to carry out the review.

4. Disciplinary procedure (Employer)

Puddletown Area Parish Council recognises that good management can prevent the development of disciplinary problems. However, when such problems arise, the Council will deal with the matter fairly and in accordance with this Disciplinary and Grievance Policy.