

Elford Parish Council**HR IMPLICATIONS**

In July 2024 the Staffordshire Parish Council Association forwarded the following HR Implications to Parish Clerks. Please see the attached document from Personnel Advice and Solutions Ltd. The recommendations are as follows, for the Council to consider:

1. Access to the Laptop/Bank Details/Email Account/Keys

- Ensure all essential IT files and information are backed up onto an encrypted Cloud memory, and that the Chair has the passwords.
- Make sure that more than one name is on the bank details.
- Have more than one set of keys.

2. Individual Councillors acting as a line manager.

- Delegate 2/3 members to conduct management activities such as appraisals, discipline or grievance investigations, sickness reviews or any other

3. Ineffective Terms of Reference.

- Grievance policy to be adopted February 2025

4. Not having an IT Policy

- Disciplinary procedure to be adopted January 2025
- Council to consider adopting a press and media policy

5. Not having an Officer/Councillor Communications Protocol

- Complaints procedure to be reviewed July 2025

6. Breaching Councillor's statutory rights.

- Grievance policy to be adopted February 2025

7. No Health and Safety training

- Health and safety policy review January 2025
- Clerk to create a homeworking risk assessment for signing

8. Not checking an Employee's entitlement to work in the UK.

- Clerk to send evidence (photocopy of passport/ driving license) to Chair and save in password protected Clerk records

9. Out of date Contracts and Handbooks.

From October 2024 new legislation (s40A Equality Act 2010) places greater responsibilities and legal requirements on Councils, along with all Employers, to take proactive steps to prevent Sexual Harassment at work.

- A contract has been signed in July 2024
- The council to consider adopting a sexual harassment policy