



Managing the performance of each individual staff to achieve its ambition plan.

The Parish Council is a supportive and understanding employer prioritising on creating a healthy working environment. The Council, through the Clerk, think of innovative ideas which will help the vision of the Council's Objectives to evolve. The Councillors have a responsibility to train and professionally develop the members of staff they employ and conduct an annual appraisal with their line manager.

The Clerk strives to create a work environment that is motivational, inspirational, and driven. Employers empower employees by sharing with them strategic outlines, such as the goals, mission, vision and giving feedback. This motivates employees to remain efficient, productive, and committed.

Great Chart with Singleton Parish Council employs the following employees:

- Clerk – 37.5 hours
- Deputy Clerk – 22.5 hours
- Parish Steward – 37.5 hours
- Assistant to Parish Steward – 10 hours

With the exception of the Clerk who is appraised by the serving Chair of the council or the Staffing Committee, the Clerk appraises the staff on an annual basis. Every appraisal is reported and discussed with the Staffing Committee in line with payment remuneration and SCP grade level plus future development.

The Clerk ensures membership of KALC and SLCC which encourage best practice and new procedures are implemented plus CPD are kept up to date. The Parish Council engages external support for HR related matters, ensuring that staff contracts are kept current with legislation and personal development is key to the team. This is also essential in management of conflict and procedure.

Communication - the Clerk to improve communication listens to concerns and implements agreed improvements. This helps to avoid minor misunderstandings or miscommunications. Employees are encouraged to share their concerns.

Training - there is a budget allocated every year for training and the development of the team.

Flexible - the Parish Council offers flexible work schedules when required to fit in with family life, freedom to travel, attend important life events and balance other jobs.

The Parish Council is a registered **Living Wage Employer**. The council signed up to ensure that all employees receive a fair wage that helps with the cost of living.

Civility & Respect Pledge - the Council adopted the pledge to demonstrate that good employers should show and receive respect in the workplace regardless of the circumstances. Good employers respect employees even if their ideas are controversial or do not align with company values. Practicing respect reduces the possibilities of future conflict and tension in the workplace.

Approved by the full council 10 June 2024