



Eton Town Council Employment Policy

1. General

The Council will as a principle only employ a Clerk/RFO and see to contract out all of its other activities due to the complexities of managing staff with a part time Clerk.

The Council will take all practical steps to ensure that its contractors are bone-fide e.g. ensure they have work with other clients, provide their own equipment, manage their own time and are covered by suitable PL insurance etc. Such contractors are not employees.

The Council shall make use of as much (unpaid) volunteer help as it can either directly or by partnering with groups such as Eton Community Association and Eton Wick Village Association. Such persons are not employees.

2. Employment Conditions

The Clerk's employment conditions will be incorporated in a statement of terms and conditions of employment that will meet the legal requirements under the Employment Rights Act 1996,

- Employee's name and employer's name
- job title or a brief job description
- the date when employment began
- clerk's pay rate and when they will be paid
- clerk's days and hours of work
- clerk's holiday entitlement
- where the clerk will be working
- sick pay arrangements
- notice periods
- information about disciplinary and grievance procedures
- any collective agreements that affect the clerk's employment terms or conditions
- pensions and pension schemes

3. Setting of the salary and key conditions

- * The salary for the Clerk will be set by the Council after due consideration of NALC salary scales.
- * A review of the salary will be conducted annually.
- * Other key terms of employment will in line with NALC agreements e.g. holidays
- * The Council operates a discretionary sick pay scheme
- * The Council is linked to the Local Government Pension Scheme.
- * An appraisal will be conducted annually by The Mayor and his Deputy based on input from the Clerk and Councillors normally in February. Its key aim is to maximise performance and the well-being of the Clerk.

4. Hours of Work

- * The Clerk will be employed for 25 hours per week, the days worked to be agreed.

5. Location of employment of the Clerk

- * The role of Clerk is based at the Council Offices in Eton and from time to time attending on-site visits and meetings with various stakeholders. In exceptional circumstances the Clerk may work from home.