

Parish Council Staff

Title	Name	Hours per week
Parish Clerk	Karen Daker	15.00
Parish Assistant Clerk	Tania Law	10:00
Part-Time Operative	Arthur Skidmore	4.50
Part-Time Operative	Roger Southall	12.00
Part-Time Operative	Kevin Prosser	7.00
Part-Time Operative	Chris Taylor	10.00
Housekeeper	Lucy Jones	2:00

A Council's Responsibility Towards its Employees

Rules for Employers

Rules protect your employees and your council as an employer. Misunderstandings can sometimes arise between a council and its employees. The law requires that at all times the council must act as a responsible employer. It is most important for the council to ensure that all staff have a written contract of employment.

Employees should be paid (as a minimum) the minimum wage, or the national living wage for workers aged 25 and over. You should note, however, that when councillors occasionally act as clerk, they cannot be paid. Councillors cannot be appointed to any paid employment in the council whilst they remain a serving councillor or within 12 months of leaving office.

Council employees enjoy the full security of the law whether they are full-time or part-time workers. Employment law protects them in terms of pay, annual leave, sick leave, maternity and paternity leave and pay. It protects them from bullying or harassment and discrimination. An agreed grievance procedure ensures that concerns raised by an employee are handled properly if they occur. Health and Safety law also protects employees (and councillors and members of the public); your clerk should be able to advise on such matters.

Remember, the clerk is employed by the council and answers to the council as a whole. They should never be referred to as the Parish Council secretary as their role is much broader than that.

Other staff, although employed by the council, are usually managed by the clerk. No one councillor can act as the line manager of either the clerk or other employees. These rules and principles should build on mutual respect and consideration between employee and employer.