

STATEMENT ON STAFF MANAGEMENT

Introduction

1. Godalming Town Council is committed to supporting its staff in order for the Council to deliver its services as efficiently and effectively as possible. To achieve this, it is important that clear lines of management are established and understood by staff and Members alike. This statement sets out the guiding principles of the Council.

Management of the Town Clerk

2. It is essential that there is a formal and regular link between the Town Clerk as the Council's senior employee and representative(s) of the Council as employer so that the needs and aspirations of both groups can be understood and discussed and objectives set and progress monitored.
3. The responsibility for line management of the Town Clerk on behalf of the Council will be shared by the Chairman of the Staffing Committee and the Chairman of the Policy & Management Committee. They will jointly undertake the Town Clerk's annual appraisal and will also arrange to meet with the Town Clerk on at least a quarterly basis to review progress against agreed objectives and to discuss any other staffing issues that either the Town Clerk or the two Chairmen wish to raise.
4. Outside of the formal appraisal and review process described in 3 above, it is anticipated that there will be a range of staffing related issues that the Town Clerk may wish to discuss with Members both to seek a view on and to seek support on. The Chairman of the Staffing Committee will act as the employer representative and support to the Town Clerk in these circumstances.

Management of other staff

5. The overall responsibility for the general management of staff employed by the Town Council will rest with the Town Clerk as the Council's principal officer. Specific day to day management of individual Members of staff will be in accordance with arrangements described in their contracts of employment and the Council's staffing policies. Individual Members of the Council should not seek to interfere in these arrangements and any concerns on this account should be raised initially by the Town Clerk with the Chairman of the Staffing Committee.
6. In discharging his/her role the Town Clerk can, when considered necessary, seek support and guidance from Members in accordance with arrangements set out in paragraphs 3 and 5 above. Professional advice can also be accessed by the Town Clerk, on behalf of the employer, in accordance with any contracts that may exist with an external organisation to provide such advice.
7. Without prejudice to the arrangements set out in this statement or to the staffing policies of the Council, the Chairman of the Policy & Management Committee and the Chairman of the Staffing Committee will meet periodically with all staff to give them an opportunity to hear directly about the Council's policies and plans and for staff to be able to offer views and raise questions directly with Members.