

# LEA PARISH COUNCIL

## PEOPLE POLICY

### Purpose

To set out how Lea Parish Council ( LPC) fulfils its statutory obligations to people involved in Council activities.

### Scope

People categories:

- A) Employees
- B) Councillors
- C) Parishioner volunteers
- D) Others who volunteer to assist in activities organised/supervised by LPC.

### How statutory obligations are met and who is responsible

- A) Employed persons - currently only one, the Clerk/RFO (a combined role).

Achieved through the delegated authority assigned to the Personnel Committee (PCom) whose Terms of Reference cover recruitment, terms of employment, on-going line management, performance reviews, training & development and discipline.

- B) Councillors - whose duties and conduct are set out in Policies, Financial Regulations, Standing Orders and the adopted Code of Conduct respectively.

Issues arising are handled, in the first instance, by the PCom on behalf of Council. If an issue involves or relates to a member of the PCom a modified approach will be considered by the Chair or, if more appropriate, by the full Council.

- C) Parishioner Volunteers are those who are co-opted on to a Steering Group, Committee or Working Group set up by Council. These groups/committees are to have Terms of Reference setting out the contribution and expected behaviour from its members.

D) Other persons/members of the public who volunteer to take part in Council organised and/or supervised activities within the village of Lea.

Council is required to carry out risk assessments and advise volunteers on the purpose of the activity, any hazards likely to be encountered and precautions to be taken, the use of Council equipment and the wearing of PPE.

These activities are to use a self regulatory process conducted by those councillors involved, or whole council as appropriate, to reflect on the effectiveness of the arrangements.

Adopted 16.08.2021

Reviewed 03.10.2022