

Portishead Town Council

Staff & Human Resources Policies

The Council has the following policies related to staff and employment matters. Copies can be obtained from the office by email: office@portishead.gov.uk, phone: 01275 847078

Staff & HR Policies	Description	Last Approved
Absence Management Policy	The reporting, monitoring and actions for staff sickness and absence	29-Jul-20
Acceptable use of IT Policy	Deals with staff use of council IT and phones, internet & social media at work	20-Jan-21
Appraisal Scheme Policy	The Council staff appraisal process, for annual or half-annual appraisal reviews	29-Jul-20
Bullying and Harassment Policy	How the Council deals with bullying & harassment of staff by officers & members	29-Jul-20
Capability Procedure	How the Council deals with staff poor performance and improvement plans	29-Jul-20
Disciplinary Procedure	How the Council deals with misconduct and unsatisfactory behaviour/performance at work	29-Jul-20
Equal Opportunities Policy	Council policy to provide equal opportunities to staff, service providers and the public	29-Jul-20
Expenses Policy	How staff and members can claim work related expenses	20-Jan-21
Flexible Working Policy	How the Council deals with flexible working requests and work pattern changes	29-Jul-20
Grievance Procedure	How the Council deals with grievances raised by staff	29-Jul-20
Leave Policy	How the Council deals with staff holiday and other types of leave	29-Jul-20
Maternity, Paternity and Adoption Leave Policy	How the Council deals with maternity, paternity and adoption leave	29-Jul-20
Shared Parental Leave Policy	How maternity, paternity and adoption leave can be shared between parents	29-Jul-20
TOIL (Time off in Lieu) Policy	How the Council provides flexible working hours and Time Off in Lieu (TOIL)	29-Jul-20
Whistleblowing Policy	How staff can report of concerns of illegality, malpractice, corruption and omissions at work	29-Jul-20