



Managing the performance of each individual staff to achieve its business plan.

The Town Council is a patient and understanding employer prioritises creating a healthy working environment. They, through the Town Clerk, think of innovative ideas which help the vision of the Corporate Plan evolve. The Councillors have a responsibility to train and professionally develop the members of staff they employ and conduct an annual appraisal with their line manager.

The Town Clerk strives to create a work environment that is motivational, inspirational, and driven. Employers empower employees by sharing with them strategic outlines, such as the goals, mission, vision and giving feedback. This motivates employees to remain efficient, productive, and committed.

Bollington Town Council employs the following employees:

Town Clerk – 30 hours

Town Manager – 30 hours

Finance Assistant – 15 hours

Administration Assistant – 30 hours

Town Warden (1) - 16 hours

Town Warden (2) – 12 hours

With the exception of the Town Clerk who is appraised by the serving Town Mayor and another member of the Personnel Committee, the Town Clerk appraises the staff on an annual basis. Every appraisal is reported and discussed with the Personnel, Policy & Governance Committee in line with payment remuneration and SCP grade level plus future development.

The Clerk ensures membership of ChALC and SLCC which encourage best practice and new procedures are implemented plus CPD are kept up to date. The Town Council supports membership of an HR company, ensuring that staff contracts are kept current with legislation and personal development is key to the team. This is also essential in management of conflict and procedure.

The Town Council has produced a staff handbook which is always available and given to all new employees. This is key to aid process and to ensure the value the Town Council places on being a good employer.

Communication - the Town Clerk holds regular staff meetings to improve communication and listen to concerns and implements agreed improvements. This helps to avoid minor misunderstandings or miscommunications. Employees are encouraged to share their concerns. The Town Mayor holds weekly meetings with the Town Clerk.

Training - there is a budget allocated every year for training and the development of the team.

Flexible - the Town Council offers flexible work schedules when required to fit in with family life, freedom to travel, attend important life events and balance other jobs.

Civility & Respect Pledge - the Council adopted the pledge to demonstrate that good employers should show and receive respect in the workplace regardless of the circumstances. Good employers respect employees even if their ideas are controversial or do not align with company values. Practicing respect reduces the possibilities of future conflict and tension in the workplace.

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