



# General Information

## Honiton Town Council

### 1. Probation Period

The use of probationary periods is intended as a constructive process to allow new employees to

- understand the Council, their team, their role and how these fit together
- understand the standards required for their role and to fulfil those standards in full

The probationary period should allow both the new employee and their line manager to assess objectively whether or not the probationer is suitable for the role.

Please see full probationary policy here (new policy needed)

At the end of your probationary period, if satisfactory, you will become a member of our permanent staff.

### 2. General Employment Policy

The Council seeks to act as a responsible employer, using as far as is possible for a Local Council, all reasonable and contemporary personnel practices and compliance in all respects with employment law and other legislation applying at the time. In doing so it will have reference to National Local Authority and Public Sector Organisations normal practice. Terms and conditions will be kept under review and National Agreements honoured. The Council's Employment Policy is geared to encourage and reward dedicated staff who take a professional attitude to work. All day-to-day staff management decisions on personnel matters are delegated to the Clerk. Day to day matters relating to the Clerk will be dealt with by the Chairman of the Council on the Council's behalf.

### 3. National Agreement on Pay and Conditions of Service

During your employment with Honiton Town Council your terms and conditions of employment will be in accordance with collective agreements negotiated from time to time by the National Joint Council for Local Government Services, which are set out in the Green Book (the National Agreement on Pay and Conditions of Service), as amended and supplemented by local agreements and by the rules of the Council.

The Council undertakes to accept the annual pay agreement issued by the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC),

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which is agreed after reference to the pay award agreed by the National Joint Council for Local Government Services.

#### **4. Learning and Development**

At the commencement of employment, employees will receive training for their specific job, and during employment all employees have equal access to a range of learning and development programmes.

Opportunities for some of the Council's learning and development programmes are shown in the training and development policy, but if you have something specific that you would like to discuss, please contact your Line Manager in the first instance.

#### **5. Appraisals**

The Council has an annual appraisal scheme in place which is supported by six-monthly review meetings. This is to allow for regular check-ins and ongoing feedback, helping employees understand their performance and provide opportunities for fostering continuous growth and skill enhancement.

#### **6. Salary & Grading**

##### **6.1 Commencing salaries for employees**

All new employees will start their appointments on the first scale point unless there is a clear rationale for doing otherwise e.g. they were previously on the same or higher salary. Any deviation from this rule must be agreed with the Town Clerk.

##### **6.2 Salary Increases**

The National Joint Council for Local Government Staff and the Joint Negotiating Councils for Chief Officers and Chief Executives provide a forum for the collective bargaining process to consider whether the national pay rates e.g. the spinal column in the Green Book require review to take account of cost of living increases and inflation. The review date for this is 1 April each year. Although the effective date for implementation is 1 April, it is not always possible to reach agreement before 1 April. When settlement takes place at a later date the pay award is backdated to 1 April unless otherwise agreed.

Employees are employed on salary/grades which feature a number of incremental points from the nationally and locally determined spinal column. The principle of the incremental system is that employees progress through the annual increments (spinal column points) until they reach the top of their grade, subject to continued and sustained satisfactory performance. Increments are payable on 1 April provided employee's have at least 6 months service on the scale/grade i.e. having being appointed, promoted or regraded up

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to and including the previous 1st October. Decisions on the award of increments are made prior to the 1st April each year..

### **6.3 Additional Incremental Awards**

Additional incremental awards over and above the scale may also be made for staff achieving, or holding, the following qualifications:

- Certificate in Local Council Administration, or
- Year One of the HNCertificate in Local Policy Studies, then
- Year Two HNCertificate
  
- Diploma in Local Policy Studies
  
- BA(Hons) Degree Local Policy Studies (University of Gloucestershire).

If the Clerk to the Council is also appointed as the Responsible Financial Officer then this post may also attract the award of an incremental point over and above the scale

## **7. Administration**

The pay month is the calendar month. Basic salaries are generally paid on the 25<sup>th</sup> of the month.

Employees will receive a payslip showing how the total amount of your pay has been calculated. It will also show the deductions that have been made and the reasons for them, e.g. Income Tax, National Insurance, etc.

Any pay queries should be raised with the Town Clerk.

## **8. Lateness/absenteeism**

You must attend for work punctually at the specified time(s) and you are required to comply strictly with any time recording procedures relating to your work.

All absences must be notified in accordance with the sickness reporting procedures as laid down in the Absence Management Policy.

Lateness or absence may result in disciplinary action and/or loss of appropriate payment.

## **9. Sole Employment/Declaration of Other Employment**

Where staff have other employment they must inform the Council. The Council reserves the right to require that any other employment that is undertaken by the Clerk to the Council or any of the staff does not conflict with the role or standards required to be undertaken in the public office of the Clerk to the Council.

## **10. Statements to the Press/Media**

Managing the Press/Media is governed by the Council's Communications, Pree and Social Media policies. You must not make any statements to the press or media without the prior clearance and authority of the Clerk.

### **11. Confidentiality**

Any information which:

Is or has been acquired by you during or in the course of your employment, or has otherwise been acquired by you in confidence;

Has not been made public by the Council, or you have not been authorised to disclose:-

shall be confidential and, unless required by law, you shall not, either before or after the termination of your employment, disclose such information to any person without the Council's prior written consent.

You shall exercise reasonable care to keep safe all documents or other material containing confidential information, and on the termination of your employment, or at any other time, upon demand return to us any such material in your possession.

### **12. Political neutrality**

Employees serve the authority as a whole. It follows they must serve all Councillors equally, and must ensure that the individual rights of all Councillors are respected. Subject to the Council's conventions, employees may also be required to advise political groups. They must do so in ways which do not compromise their political neutrality. Employees, whether or not politically restricted, must follow every lawful expressed policy of the Council and must not allow their own personal or political opinions to interfere with their work.

### **13. Travel**

The Council is fully committed to the principles of sustainability and believes that wherever possible and practical journeys should be made using public transport. There is however an acceptance that many locations are not readily accessible by public transport.

#### **13.1 Car use**

Where it is not possible to travel by other means then, car usage will be reimbursed at the following HMRC rates from the introduction of the scheme on 1 April 2004:

- First 10,000 miles                      45p
- Every mile in addition                25p

For those journeys where public transport is unavailable or impracticable you will be reimbursed in line with the current Councils policy.

#### **13.2 Passengers**

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Where more than one person is travelling to the same destination cars should be shared wherever possible. Drivers will be entitled to claim an additional 5p per mile for each passenger employed by the council.

### **13.3 Personal Car use**

If you are using your own car for business purposes, you must ensure that your car insurance provides adequate cover. The Council will re-imburse you for the difference between the cost of the ordinary social, domestic and pleasure cover and that required by the insurer for business purposes.

You are required to produce your driving licence for our inspection at any time when so requested, and your tax/M.O.T./insurance will need to be checked by the Council at least once a year.

### **13.4 Claiming for travel**

Procedures for how to claim travel can be provided when needed. All claims for reimbursement of both travel and subsistence costs must be submitted within 3 months of the expenditure occurring otherwise claims will not be paid.

NB. rates for reimbursement of travel reflect current HMRC Guidance, as this changes, rates will be reviewed and approval sought for any changes.

## **14. Pensions**

All employees are encouraged to join the Local Government Pension Scheme, administered by East Devon District Council via Devon County Council from Peninsula Pensions.

Scheme members contribute a percentage of salary and the Council also contributes at the rate determined by the scheme management.

All employees are encouraged to review the pension scheme periodically, as the various benefits may change. Devon Council Pensions Department is happy to deal with any questions in this regard.

For further information please see the link (below) and you can opt out should you wish.

[Home :: LGPS](#)

[Peninsula Pensions - Helping you get the most out of retirement](#)

## **15. Working Hours**

The standard working week is one of 37 hours excluding meal breaks. Individual employees' specific hours will be dependent on contractual arrangements and will be detailed in their Statement of Main Terms and Conditions of Employment.

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Employees on part time contracts working less than 37 hours will have such benefits as pay and leave calculated pro rata to the standard working week

#### **16. Gratuities**

Where staff are provided with gratuities in the job role for the Council they must be declared.

#### **17. Dress Code**

Employees are expected to wear business attire that is appropriate for the workplace.

#### **18. Refreshments/staff room**

Refreshments are available to all employees, and the kitchen is available to be used which must be kept clean and tidy at all times.

#### **19. Office-Based**

We prioritise a collaborative and productive work environment. All employees are expected to work from the office unless a reasonable adjustment or flexible working arrangement has been granted for remote/home work.

#### **20. Parking**

Parking is available on site for staff at the Beehive, Honiton on a first come, first served basis.

#### **21. Overtime and Time Off in Lieu**

In general employees will be expected to manage overtime worked as time off in lieu (TOIL). Staff who are on fixed hours will also be expected to take TOIL for occasional overtime requests as part of the flexible working approach required of all employees. TOIL or payment may also be taken if there is a requirement to work on a statutory bank holiday. Certain jobs require working outside normal working hours, and where this is the case employees who are asked to work overtime on a regular or semi regular basis should manage this as TOIL or may be paid. Examples of such cases are: minuting evening Council Meetings where this is not a normal part of an employee's role; additional hours involved in job sharing arrangements between administrative staff. The overtime rate will be standard rate and 1.0 times time for authorised hours worked greater than 37 in a week.

#### **22. Redundancy arrangements**

if circumstances arise where redundancy may be a possibility the first steps will be to consult with all employees with a view to seeking an agreed solution by :

- Reducing overtime to a workable minimum.
- Restricting recruitment.

If redundancies are unavoidable, consideration will first be given to any applications for voluntary redundancy, where acceptable. If selecting employees

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for redundancy is necessary, the criteria for selection will be discussed with you at the time. A fair procedure will be applied. At all times the overriding consideration will be the future operation of the Council. The Council will make efforts on your behalf to find you another suitable position with the same status and remuneration in so far as may be reasonable to do so.

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