

## **Office Working Party**

### **Terms of reference**

To assist the Parish Clerk with any Staff matters that are causing concern to include annual appraisal of staff and all normal matters in the running of the office .

With all Working parties they will abide by our adopted Standing Orders with reference to:

#### **11 MANAGEMENT OF INFORMATION**

See also standing order 20.

- a) The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b) The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c) The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d) Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

And

#### **19 HANDLING STAFF MATTERS**

- a) A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b) Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair (or if unavailable the Vice Chair) of absence as a result of illness or other reason.
- c) The Chair or in their absence the Vice Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk to the

Council. The reviews and appraisal shall be reported in writing and are subject

to approval by resolution by the Office Working Party.

d ) Subject to the Council's policy regarding the handling of grievance matters, the

Council's most senior member of staff (or other members of staff) shall contact

the chair of Office Working Party in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Office Working Party.

e) Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Clerk of the Parish Council relates to the chair or vice-chair of the Parish Council, this shall be communicated to another member of the Office Working Party which shall be reported back and progressed by resolution of the Council.

f) Any persons responsible for all or part of the management of staff shall treat as

confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g) In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).