

## **STC New Employment Contract & Staff Handbook**

### ***Business case for updating the Employment Contract and Staff Handbook:***

The existing contract and handbook need to align current operational, financial and legal responsibility of Southwell Town Council (STC). It has been reviewed by a HR consultant who specialises in the public sector, and we should agree the amendments STC feel appropriate to our needs.

### ***Background:***

Kraft HR Consulting have supplied tracked changes to the Employment Contract and Staff Handbook.

They question if STC are bound to follow the NJC (National Joint Council), have a requirement to follow the Red or Green book with regards to our contract, have referenced the contract in STC constitution, have a collective agreement or recognised agreement. They have found no evidence that STC have. Kraft recommend Finance and Governance Committee also review and accept the proposed new document.

### ***Consultation***

Consultation is when an employer talks and listens about organisational issues and changes which affect employees, the aim of consultation is to work together in a genuine two-way discussion to reach an agreement the changes to the Employment Contract

### ***Proposal:***

1. The HR Committee review and accept the change to the Employment Contract and Staff Handbook.
2. The update Contract of Employment be recommended for approved by Finance and Governance Committee.
3. The HR Committee accept the updated Staff Handbooks is recognised as a none-contractual document.
4. The HR Committee consult with STC staff. This will involve a discussion between the Chair, Chair and individual employees, outlining the business case (above) for updating the Employment Contract and Staff Handbook. Employees will be given no less than a week to review the new Employment Contract and Staff Handbook. A second meeting will be held to discuss any issues arising and if the employee has no desire to sign the new contract, there shall be no pressure exerted to do so.
5. All new employees will agree and accept the updated Employment Contract.

Proposed: Cllr K Roberts

Seconded: Cllr J Berridge

April 2026