

HR Policy Cobham Village Hall

The aim of this document is to outline the principles and policies which govern how we employ and manage our staff. We are committed to providing a safe place to work and a fair environment in which to work. We adhere to all laws and ensure that Employee Liability Insurance is in place.

Recruitment and selection policy and procedure

Cobham Village Hall is committed to a policy of treating all its employees and job applicants equally and to recruit the best person for each vacancy.

No employee or potential employee shall receive less favourable treatment or consideration during recruitment and selection on the ground of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability, marital status or part-time status or will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds. We adhere to the Equal Opportunities Act of 2010.

The following principles will apply whenever recruitment or selection for positions takes place:

- Individuals will be screened against the job requirements as laid out in the job descriptions and person specifications.
- Written records of interviews, reasons for decisions made at each stage of the process and reasons for appointment or non-appointment should be kept for six months, unless a longer period can be justified and is in compliance with the Data Protection Act 1998. Records should then be disposed of confidentially.
- Interviews will assess candidates against job-related criteria only.
- All information held about a candidate must be used only for the purpose for which the information has been collected.
- All candidates will be asked at the first interview stage to provide documentary evidence of their right to live and work in the UK, to ensure compliance with the Immigration, Asylum and Nationality Act 2006. A photocopy of the accepted documentation will be taken.
- Reasonable adjustments should be made to reduce any disadvantage faced by disabled people in making an application in response to an advertisement.

Process

The recruitment process should be followed in accordance with the following steps:

- A job description should be produced with full details of the position, tasks, reporting line, responsibilities of the jobholder and number of subordinates, if applicable. The skills, experiences, qualifications and competencies of the jobholder should be laid out in the person specification.
- Job advertisements will be based on the job and person specifications and/or competency profile
- Prior to the interview candidates will be provided with information about the organisation, role and responsibilities.
- All interviews should consist of two or three interviewers, made up of Trustees and the Secretary.
- The Chairman and Treasurer must approve all offers made to successful candidates.
- All offers are subject to two satisfactory references. References will ideally come from current and/or previous employers, if applicable. If the references are not satisfactory, the offer may be revoked.
- Induction of new employees will start as soon as a candidate accepts a position. The Secretary will send out a copy of the written statement of terms and conditions of employment.

Performance Management

The organisation's policy is that each employee will be appraised annually.

The summary of this appraisal should be a fair representation of the dialogue and is to be referred to as a working document throughout the forthcoming year.

The aim of this policy is to promote continuous improvement across the organisation and job satisfaction through supporting development and progression.

The benefits of appraisal in terms of improved communication and enhanced performance both for the individual and for the organisation will only be achieved by the continuous commitment of all those involved in the scheme.

Appraisal interviews will be carried out by the two members of the management committee for the Secretary and the Secretary and a member of the management committee for all other members of staff. A form will be provided to guide the discussion. This is a two-way discussion to review performance, support and assist as appropriate where underperformance is identified as well as discussions for future progression.

Pay

Employees will be paid monthly in arrears, by cheque or bank transfer. National Insurance and tax will be paid. If a new employee begins in the middle of the month, if 10 days or more are worked then they will be paid pro rata, if less then it will roll into the following month's pay.

Cobham Village Hall is committed to equal pay and abides by the Equalities Act of 2010.

Pay review

Pay levels are reviewed each year by management committee in December. Local, regional and industry pay data will be used to inform the decision-making process, as will the ability of the company to fund any improvements. Any changes will be made on 1st January.

Sickness benefit

Employees should tell their line manager as early as possible on the first day and each subsequent day when they are unable to work due to sickness.

Self-certification is allowed for a maximum of 7 days after which a Doctor's Certificate must be provided.

Contractual sick pay at the normal rate of pay, will be paid for a maximum of 5 days for any one period of incapacity. There is a maximum of 10 days sick pay in any one year. This is subject to the requirements to notify the employer and provide evidence of incapacity.

Thereafter, employees may be entitled to statutory sick pay.

Annual leave

The standard annual leave entitlement is 20 days (pro rata for staff working less than the standard working week) plus the 8 Standard Bank Holidays. All holiday entitlement must be taken within the employee's personal leave year (usually January to December). A small amount of leave may be carried over with the agreement of the employee's manager, but must be taken within the first two months of the following year unless otherwise agreed. Holiday periods should not be less than one hour in duration.

Employees receive their normal pay on any days which are taken as part of their annual holiday entitlement.

Disciplinary procedure

It is Cobham Village Hall policy that the following procedure should be followed when an employee is being disciplined or dismissed. The procedure provides that in normal cases a series of warnings will be given before discipline or dismissal is contemplated. The stages of the procedure that apply when discipline or dismissal is being contemplated comply with the statutory dismissal and grievance procedures.

Matters which may be dealt with under this disciplinary and dismissal procedure include discipline and dismissal for the following reasons:

- i misconduct
- i sub-standard performance
- i harassment or victimisation
- i misuse of company facilities
- i poor timekeeping
 - unauthorised absences

Minor cases of misconduct and most cases of poor performance may be dealt with by informal advice, coaching and counselling. An informal oral warning may be given, which does not count as part of the formal (or statutory) disciplinary procedure. No formal record of this type of warning will be kept.

If there is no improvement or the matter is serious enough, the employee will be invited to a disciplinary meeting at which the matter can be properly discussed. They are entitled to bring a work colleague or Trade Union representative to the meeting. The outcome of the meeting will be communicated following the meeting. There are the following possible outcomes:

Oral warning

In the case of minor infringements a formal oral warning may be given. A note of the oral warning will be kept on file but will be disregarded for disciplinary purposes after a specified period (eg six months). The employee has the right to appeal against a formal oral warning.

Written warning

If the infringement is more serious or there is no improvement in conduct after a formal oral warning the employee will be given a formal written warning giving details of the complaint, the improvement or change in behaviour required, the timescale allowed for this, the right of appeal and the fact that a final written warning may be given if there is no sustained satisfactory improvement or change. A copy of the written warning will be kept on file but will be disregarded for disciplinary purposes after a specified period (eg 12 months).

Final written warning

Where there is a failure to improve or change behaviour during the currency of a prior formal written warning, or where the infringement is sufficiently serious, the employee may be given a final written warning. This will give details of the complaint, warn that failure to improve will lead to dismissal and refer to the right of appeal. The

final written warning will be kept on file but will normally be disregarded for disciplinary purposes after a specified period (eg 12 months).

Dismissal

If conduct or performance still fails to improve the final step will be to contemplate dismissal. Cobham Village Hall will follow "Standard Disciplinary and Dismissal Procedure" in this case, which is a statutory requirement.

Gross misconduct

If after investigation it is confirmed that one of the following offences, has been committed (the list is not exhaustive), dismissal will normally follow:

- i theft
- i fraud and deliberate falsification of records
- i physical violence
- i serious bullying or harassment
- i deliberate damage to property
- i serious insubordination
- i misuse of an organisation's property or name
- i bringing the employer into serious disrepute
- i serious incapability whilst on duty brought on by alcohol or illegal drugs
- i serious negligence which causes or might cause unacceptable loss, damage or injury
- i serious infringement of health and safety rules
- i serious breach of confidence (subject to the Public Interest (Disclosure) Act 1998).

The Standard Disciplinary and Dismissal Procedure applies to dismissals for gross misconduct.

Modified Dismissal Procedure

In a few cases of gross misconduct the employer may be justified in dismissing immediately without conducting an investigation. In these cases a two-step "Modified Dismissal Procedure" will be followed.

Step 1: Employer gives written statement

The employer must give a written statement setting out the conduct that has resulted in the dismissal and informing of the right to appeal against the decision to dismiss. The employee must appeal to complete the statutory procedure.

Step 2: Appeal against the disciplinary decision

The appeal must be given to the Chairman. A meeting must be held (in accordance with the general principles set out above). The employer will be informed of his decision following the meeting.

General Principles

The following principles apply to the Standard Dismissal and Disciplinary Procedure and the Modified Dismissal Procedure set out above:

1. The person who has authority to discipline in accordance with this procedure is the Chairman.
2. The employees have the right to be accompanied to any meeting by a Trade Union representative or a fellow employee.
3. Each step in the procedure will be taken without unreasonable delay and hearings will be held at reasonable times and locations.
4. Meetings will be conducted in a manner that enables both employer and employee to explain their cases.
5. Records will be kept detailing the nature of any breach of disciplinary rules or unsatisfactory performance, your defence or mitigation, the action taken and the reasons for it, whether an appeal was lodged, its outcome and any subsequent developments. These records will be kept confidential.

Grievance procedure

It is Cobham Village Hall policy to ensure that any employee with a grievance has access to a procedure, which can lead to a speedy resolution of the grievance in a fair manner.

Most routine complaints and grievances are best resolved informally in discussion with your immediate line manager.

Where the grievance cannot be resolved informally it will be dealt with under the following procedure that complies with the statutory standard three-step grievance procedure.

The Standard Grievance Procedure

Step 1: Employee gives written statement of grievance

The employee must put their grievance in a written statement of grievance and send a copy to the Chairman. Where the grievance is against the line manager the matter should be raised with a more senior manager if there is one.

Step 2: Meeting is held and employer informs employee of the outcome

The employer will invite the employee to attend a meeting to discuss the grievance. The meeting will only take place once the employee has informed the employer of

the basis for the grievance set out in the written statement, and the employer has had a reasonable opportunity to consider what response to make. All reasonable steps to attend the meeting.

After the meeting the employer must inform the employee of the decision taken in response to the grievance and notify them of their right to appeal if they are not satisfied with the employer's decision. The employee must appeal to complete the statutory procedure.

Step 3: Appeal if necessary

If the employee wishes to appeal they must inform the employer. The employer will then invite them to attend another meeting. All reasonable steps must be taken to attend. After the meeting the employer must inform of the decision taken.

Last updated: *[insert date]*

Date of next review: *[insert date]*