



Employee Policies

Welcome to our team's selection of personnel policies, designed to guide and support you in your employment relationship with the Council.

The policies have been updated in keeping with UK legislation and best practice, they aim to strike a balance between fulfilling our legal obligations as an employer in the UK and fostering a positive and mutually beneficial work environment.

As a small team, each member plays a crucial role in our collective success, and it's essential that we operate with clarity, fairness, and respect for one another. These policies outline not only the legal framework within which we operate but also those additional obligations as an employee in the public sector, and as public servants.

From ensuring compliance with statutory requirements such as those related to equal opportunities, health and safety, and data protection, to establishing guidelines for social media and the press, these policies serve as a roadmap for navigating the complexities of the employment relationship.

These policies reflect our commitment to transparency and open communication, providing clarity on expectations, rights, and responsibilities for both the employer and employee.

While policies are essential for maintaining consistency and fairness, they are also living documents that evolve; they will be updated and added to from time-to-time. We encourage feedback and dialogue to ensure our policies remain relevant, effective, and reflective of the needs and aspirations of the Council and the team.

A new record has been created to ensure all employees are up to date with ATC policies, as they are adopted, and updated. We will be maintaining a record of each employee's acknowledgment of having read and understood relevant policies. This record will be updated to reflect any policy changes or additions, usually in advance of the Annual Meeting in May. Maintaining accurate records of policy acknowledgments helps ensure compliance, demonstrates accountability, and mitigates potential risks.

Thank you for your cooperation in this effort to maintain a safe, inclusive, and productive workplace.

1. Data Protection Policy
2. Disciplinary Procedure
3. Employee Code of Conduct
4. Equality, Diversity, and Inclusion Policy
5. Grievance Procedure
6. Health and Safety Policy
7. Press and Media Policy
8. Safeguarding Policy and Procedure
9. Social Media and Email Policy
10. Working from Home Policy



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This new record ensures all employees are up-to-date with ATC policies. We are committed to a transparent and accountable work environment, and will be maintaining a record of each employee's acknowledgment of having read and understood relevant policies. This record will be updated to reflect any policy changes or additions, usually in advance of the Annual Meeting in May. Maintaining accurate records of policy acknowledgments helps ensure compliance, demonstrates accountability, and mitigates potential risks. Thank you for your cooperation in this effort to maintain a safe, inclusive, and productive workplace.

Employee	Signature	Date	Signature	Date	Signature	Date
Policies & Updates						
New Model Contract of Employment						
Principles of Performance Mgt						
Development Planner						
Time Sheet (Manual or Electronic)						
Employee Code of Conduct						
Grievance Procedure						
Disciplinary Procedure						
Equality Diversity and Inclusion Policy						
Press and Media Policy						
Social Media and Email Policy						
Data Protection Policy						
Health and Safety Policy						
Safeguarding Policy and Procedure						
Working from Home Policy						
ATC Standing Orders						
ATC Financial Regulations						