

# **Selsey Community Forum** **Staff Policy and Code of Conduct**



## **Aim**

Selsey Community Forum places great value on its paid staff who deliver and enhance the range and quality of services the Forum provides by contributing their skills, knowledge, experience and enthusiasm. This policy aims to ensure that staff are treated fairly, feel valued and are thereby motivated to provide a professional quality to Selsey Community Forum's activities.

## **Role of Staff**

Before recruiting staff, consideration must be given to the appropriateness of the role envisaged, bearing in mind the following:

- ◆ The roles of volunteers and those of staff should be distinct.
- ◆ Existing staff and volunteers should be consulted on the creation of new roles for staff which are likely to affect them.
- ◆ When a role for staff is identified, a written role description outlining the general tasks and required skills or qualities should be produced.

## **Recruitment and Selection**

- ◆ The recruitment and selection of staff is to be in accordance with Selsey Community Forum Equal Opportunity Policy.
- ◆ Staff should normally be recruited by advertising widely; they should be selected according to their experience and aptitude for performing the required tasks.
- ◆ A written description of the intended role should be given to candidates.
- ◆ Reasons for not employing candidates should be made clear to them in a sensitive manner.

## **Contract of Employment and Job Description**

An employment letter, Contract of Employment and a Job Description are to be given to all new staff. Any subsequent variation to the Contract of Employment or Job Description would normally be the subject of consultation with the staff member involved; minor changes to reflect changes in times or working practices will normally occur through the appraisal process.

## **Induction Training**

- ◆ All new staff should be given induction training which includes an explanation of Selsey Community Forum's activities and clear lines of communication as well as on-the-job training in the role for which they have been selected.
- ◆ On-the-Job training should be given to staff entering any subsequent new role.

- ◆ All induction trainees should be given their own copy of Selsey Community Forum's Staff and Volunteer Handbook for their future reference

## **Personal Details**

- ◆ Staff are responsible for notifying their manager of any changes in their personal details (such as home address or other contact information and next-of-kin details).
- ◆ Selsey Community Forum is to ensure that personal details are securely held in accordance with the Data Protection Regulations.
- ◆ Staff have the right to see a copy of all their personal information held by Selsey Community Forum.
- ◆ Staff must inform their manager if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

## **Requirements at Work**

- ◆ Staff are expected to embrace the five codes of ethics
  - ✓ Integrity
  - ✓ Objectivity
  - ✓ Professional competence
  - ✓ Confidentiality
  - ✓ Professional behaviour
- ◆ Staff will be expected to carry out any reasonable duties requested by their manager and to co-operate with the implementation of new working procedures.
- ◆ If a member of staff considers that an instruction they have been given is unreasonable, they should raise the matter in accordance with the Selsey Community Forum Policy on Complaints and Grievances.
- ◆ Staff are responsible for meeting the requirements of work rotas and providing some flexibility to cover for absences.
- ◆ When they are at work, or representing Selsey Community Forum in any way, staff will be expected to present a smart, professional appearance. Where necessary, the interpretation of this requirement rests with the relevant manager or trustees. However, Selsey Community Forum respects styles, clothing and accessories that are dictated by religious beliefs, ethnicity or disability.
- ◆ In their dealings with other staff, volunteers, service users and external organisations, staff should be mindful of Selsey Community Forum's Equal Opportunities Policy.
- ◆ No documents, particularly those with any personal or security information, should be left unattended, including those produced by remote printers.
- ◆ Any PC, laptop or other device staff leave unattended is to be locked or logged out to prevent unauthorised access.
- ◆ Selsey Community Forum PCs and laptops are not to be used for personal matters or for anything not related to the business of the Forum.
- ◆ The amount of private property kept at work should be kept to a minimum. If staff keep private items in a locked container, they must ensure that at least one other member of staff has a duplicate key.
- ◆ Selsey Community Forum does not operate an overtime scheme and overtime is not paid unless approved in advance. Excess hours worked in any period can be taken as 'in lieu' at some time convenient to all parties.

- ◆ Staff are encouraged, where possible, to make medical and other appointments outside their normal working hours. When absent from work for any reason, staff should inform their manager of the circumstances at the earliest opportunity.
- ◆ Staff are encouraged to be vigilant in spotting circumstances that create conflicts of interest, either to themselves or to others. Staff are required to declare their interests with any group or organisation which would be in conflict with the ethos of the Forum.
- ◆ Staff should declare in writing to their manager any gifts received, with the exception of:
  - ✓ Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo.
  - ✓ Gifts offered by users of the service to express their gratitude, but staff should always refuse gifts of money.
  - ✓ Hospitality such as meals and drinks as part of a normal business meeting.
- ◆ Staff are expected to treat other colleagues, service users, and external contacts with dignity and respect. Discrimination, bullying, harassment or intimidation, including physical and verbal abuse, will not be tolerated. Staff should not misuse or misrepresent their position or bring Selsey Community Forum into disrepute.
- ◆ The annual leave year for all staff commences on 1st January and staff are encouraged to take their full annual leave entitlement every year without any being carried over. Leave entitlement for the first year of employment will be 'pro rata' based on the employment start date and rounded up to the nearest day.
- ◆ Smoking is forbidden in Selsey Community Forum's premises or those which are used for the forum's events and activities. In addition, out of respect for colleagues, staff should not enter premises with clothes smelling of smoking.

## **Expenses**

- ◆ Provided they have been approved beforehand by a manager, expenses incurred on behalf of Selsey Community Forum, including travel expenses outside the local area (for instance to attend meetings), can be reclaimed using the appropriate form.
- ◆ If a member of staff's own vehicle is involved in the expenses claim, then all relevant legal and insurance requirements for that vehicle, including an individual's driving licence, must be met. The driving licence and appropriate insurance certificate must be seen and noted by the relevant manager.

## **Development and Appraisals**

To assist staff development and improve performance, Selsey Community Forum is to follow a Staff Appraisal Guide which requires managers, at least annually, to discuss in private, individual performance with each member of their staff. As well as performance, the appraisal should at least cover the individual's satisfaction with their role, any aspirations for development and any suggestions for improving the services offered by Selsey Community Forum.

## **Continuing Employment**

Selsey Community Forum depends on a variety of sources of income; however, if funding

