

9. Line manager for clerk

Procedure

In accordance with our Standing Orders,

The council will appoint a sub committee / councillor to be the Clerk's Line manager

The clerk's line manager or in his/her absence, the Chairman or Vice Chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the sub-committee.

The definition of "Line Manager" from the Cambridge dictionary is "the person who is directly responsible for managing the work of someone else in a company or business, and who is one level above that person".

Practicality

The Clerk is not answerable to any individual Councillor – not even to the Chairman. However, it may be necessary to make a request between meetings, so to avoid confusion or multiple requests, that should only be made by an appointed, authorised person. That person should be in close contact with the clerk and be aware of their workload and the time constraints that they are under.

Because of the size of the council a sub-committee would not be necessary, a single line manager would be adequate in consultation with the chairman or vice-chairman, both of whom can deputise in their absence.

The clerk is currently asked various questions or for various actions to be taken, by a number of councillors. This is disruptive of her time and interferes with the day-to-day administration of the council.

Ensuring that the clerk only receives requests from their line manager means that they can agree which requests are priority.

Decision

To appoint a councillor to the position of Line Manager for the clerk.

To resolve that requests for the clerk will be issued by the Line Manager or, in their absence, by the chairman or vice-chairman only.