

BURGHCLERE PARISH COUNCIL

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Wellbeing Policy

Burghclere Parish Council (the council) acknowledges its responsibility for providing a supportive working environment for its councillors, employees and volunteers with the objective of encourage further professional development, improve familiarity with council business, promote productive and positive engagement and provide a support framework in case of high workload, neglect or illness.

The council aims to promote positive wellbeing by:

- ensuring there is an adequate induction procedure in place for all new councillors and staff, to include the assigning of a mentor by the staffing committee.
- setting an expectation that new councillors and staff will attend introductory training within 12 months of taking up office and participate in ongoing training as appropriate.
- encouraging councillors and staff to raise concerns and suggestions by providing them with opportunities to do so. e.g. informal “catch ups” with the Chairman, their mentor or through a more formal interview process.
- encouraging involvement in committees and working groups that match an individual councillor’s area of interest or skills.
- ensuring tasks and responsibilities are shared in a way that prevents any one individual feeling overloaded.
- encouraging a culture of mutual respect and a high standard of professional conduct at all times, as set out in specific approved documents, including (but not limited to):
 - Code of Conduct
 - Standing Orders
 - Health & Safety Policy
 - Equality & Diversity Policy
 - Employment Contracts
 - Declaration of Acceptance forms
 - email policy
- developing new documents and policies as required.
- monitoring absences and ensuring a member of the staffing committee establishes contact should any concerns arise.

Overall responsibility for monitoring and managing compliance with this policy lies with the Staffing Committee, together with ensuring it is regularly reviewed. Nevertheless the onus is on all councillors to provide a duty of care to others.

Policy approved during a meeting held on 10th January 2022