

Agenda item 6

**For decision – approval of the Staff Handbook**

Author: Laura Flaherty, Executive Assistant to the Town Clerk and Mayor

The staff handbook contains all policies relevant to staff, from absence management to shared parental leave and everything in between.

It is important that Frome Town Council as an employer is confident that this document is up-to-date and complies with UK employment law. Therefore, we asked our HR advisors, Ellis Whitham, to audit our current version of the handbook to ensure it was compliant. I am pleased to say that it was deemed up to date and did not require any updates.

The staff handbook is a very large document, if you would like a copy please let me know [flaherty@frometowncouncil.gov.uk](mailto:flaherty@frometowncouncil.gov.uk)

**Recommendation**

Approve the reviewed staff handbook for 2022/23