



## **Authorities and Responsibilities of a Line Manager/Liaison Officer for the employee to the Council Also incorporating the Expectations of the Clerk in the Process**

### **Appointment of a Line Manager**

1. The Line Manager will be appointed by the Staffing and Employment Committee.
2. The Line Manager need not necessarily be the Chairman of the Committee.
3. The Committee will also be aware of personality difficulties when appointing a Line Manager for the employee and will make the appointment in the best interests of the Council, the Clerk and the Line Manager.

### **Authorities and responsibility of the Line Manager**

1. The Line Manager will be responsible for exercising the Council's duties of care for the employee in respect of support, liaison and wellbeing.
2. The Line Manager will discuss employment related issues with the employee at least once per week and more frequently if thought relevant by either party. Discussions will be held on a face-to-face basis where possible and a meeting date will be agreed by mutual agreement.
3. The Line Manager will keep a brief, i.e. bullet pointed record of the discussion. The record will be shown to the employee at the next briefing and initialled by him/her as an accurate record.
4. The Line Manager and the employee will endeavour at all times to engender a relationship of trust in their work and with the Council generally.
5. The Line Manager will encourage effective communication between the employee and the Council.
6. The Line Manager will be a liaison point only and will work as a conduit between the employee and the staffing committee. The Line Manager is not able to take decisions in respect of the terms and conditions of the employee and, where a decision is required, the Line Manager will refer this to the next meeting of the Staffing and Employment Committee.
7. In the liaison meetings with the employee, the Line Manager will:
  - a. Ensure the employees workload concurs with the number of hours that he/she is contracted to work for the Council.
  - b. Ensure that the work/home life balance is acceptable.
  - c. Be mindful of Working Time Regulations, i.e. the employee should not work more than 48 hours per week.
  - d. Agree any additional hours with the Clerk and arrange TOIL as recompense for the hours worked.
  - e. Maintain an annual leave record and authorise leave when requested by the employee.
  - f. Carry out an appraisal of the employee annually and more frequently if felt necessary by the Line Manager or requested by the employee.
  - g. Assist the employee in prioritising workload when requested.

- h. Be available for the employee to discuss any concerns or problems.
- i. Work with the employee in the development of his/her skills through the encouragement of training. To use the employees personal development plan and the Council's professional development plan as guidance.
- j. The Line Manager and employee will operate this system whilst observing provisions in law and in Council policies.

**The Council's expectations of the employee in the line management system**

- 1. The employee and Line Manager will show mutual respect at all times.
- 2. The employee will acknowledge that the Council has implemented the Line Manager system as part of its duty of care to the employee and will abide by the provisions of this policy.
- 3. The employee will be helpful in Line Manager sessions and will engage in dialogue with the Line Manager.

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