

PURTON PARISH COUNCIL	STAFF BONDING DAY ADMIN DEPARTMENT
APPROVED BY COUNCIL : ...17..../.4...../.2023.....	
<i>This policy will be reviewed once every 5 years unless there is a significant change in legislation or staffing requirements.</i>	
Signed by Clerk :	

Purpose

An annual weekday event allowing all staff to socialise where otherwise their work remit may not allow.

Scope

Purton Parish Council recognises the need for staff to be aware of each other strengths and weaknesses to create a diverse, supportive working framework.

Definition

The creation of the Staff Bonding Day enables those who do not work together on a regular basis to spend quality non work related time to create a closer working relationship and positive team environment.

All staff are eligible regardless of working times and role within the Council.

A date will be set working around the needs of the services and individual work commitments. Council will be advised accordingly once the Clerk has set a date.

Ideas and suggestions will be nominated by staff and then a decision, taking into consideration the majority of votes made.

Funding for all activities is the responsibility of the staff. The Council will allow the staff to take the required time off as additional paid leave (not part of their annual allowance). This will equate to the number of hours that member of staff is entitled to take on their said working day.

If any member of staff does not wish to participate in this event, their options are :

- Continue to work on that day for their set hours
- Take a day's annual leave and not work

There is no requirement for any member of staff to participate in this day.

DATE OF REVIEW	REVIEW DETAILS
2 nd February 2018	First draft to Council – approved
17 th April 2023	No changes