

## **WILTSHIRE COUNCIL**

### **STAFFING POLICY COMMITTEE 9 MAY 2012**

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#### **Fixed Term Contract Dismissal Policy and Procedure**

##### **Purpose of Report**

1. To present a new fixed term contract dismissal policy and procedure which applies to all Wiltshire Council employees (except for teaching and non-teaching staff employed in locally managed schools).

##### **Background**

2. There has not been a full policy and procedure detailing the processes for dismissal of an employee whose fixed term contract of employment is due to end when a specified date is reached or a specialist task has been completed.
3. A guidance note for managers is currently available but this lacks a clear indication for managers of the processes that should be followed. The new policy and procedure aims to clarify these processes.

##### **Main Considerations for the Council**

4. The procedure has been created and formatted in line with the new HR policy template.
5. The main points of the procedure include:
  - The circumstances when the procedure should take effect.
  - The timescales for notifying an employee that their fixed term contract is due to end.
  - The processes to follow for dismissal of an employee under the fixed term contract dismissal procedure.
  - The links between the procedure and the redundancy policy and procedure when ending a fixed term contract meets the test of redundancy.
6. The procedure also includes clarification regarding HR and line manager roles and responsibilities.

### **Consultation**

7. The policy was approved by JCC on 17<sup>th</sup> April 2012 following consultation with HR, union representatives and other key stakeholders.

### **Environmental Impact of the Proposal**

8. None

### **Equalities Impact of the Proposal**

9. No negative impacts have been identified.

### **Risk Assessment**

10. None

### **Financial Implications**

11. None.

### **Options considered**

12. None

### **Recommendation**

13. To recommend that Staffing Policy Committee approve the new procedure.

**Barry Pirie**  
**Service Director**  
**HR & OD**

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**The following unpublished documents have been relied on in the preparation of this report:** None