Terms of Reference for the Circuit Lay Employee Management Group

The Management Group will work on behalf of the Circuit Leadership Team to oversee the work of the lay employee including offering support, advice on priorities and work patterns and highlighting any concerns to or from the CLT.

- The management group should consist of at least three people
- The supervisor should submit reports to this group, prior to the meeting
- The management group should meet at least three times a year, at a frequency appropriate to any issues raised
- Minutes of its meetings should be treated as confidential
- The management group should submit summary reports from its meetings to the Circuit Leadership team via the SAVES subcommittee

Key Roles

- ensuring an appropriate induction programme is in place at the start of the appointment
- ensuring the lay employee meets with their supervisor at appropriate intervals
- setting the aims and objectives of the lay employee's work in consultation with the circuit leadership team
- supporting the supervisor in fulfilling their role
- ensuring there are sufficient resources to enable the work to be fulfilled e.g. equipment, finance
- ensuring the programme and method of working adopted by the employee is appropriate
- ensuring there is a review of the appointment and work at the end of the probationary period and annually thereafter
- encouraging the lay employee to undertake appropriate training
- encouraging the lay employee to locate an appropriate support group
- ensuring that proper provision is made for the pastoral care of the employee
- ensuring the employee's contract of employment is adhered to by the employee and management