



Horndean Parish Council

STAFF COMMITTEE

NOTICE OF MEETING

A MEETING OF THE STAFF COMMITTEE WILL BE HELD ON MONDAY 05 SEPTEMBER 2016 AT 6.00 P.M. AT JUBILEE HALL.

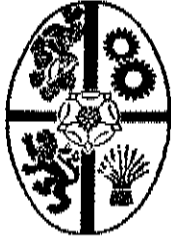
Members are summoned to attend.

Carla Baverstock-Jones MILCM,GCILEx
Executive Officer and Clerk to the Council

30 August 2016

AGENDA

1. To receive apologies for absence.
2. To receive any Declarations of Interest.
3. To elect a Vice Chairman to the Staff Committee.
4. To receive and approve the Minutes of the meeting held on the 07 March 2016.
5. To receive and consider a draft of the revised Committee Terms of Reference.
6. To consider the duties of the Staff Committee with the view to possible dissolution of the committee.
7. To receive a report and consider an amendment to the job title in respect of the Executive Officer.
8. To consider the implementation of drug/alcohol testing in respect of staff members.
9. **To agree to exclude the public and press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted. (Public Bodies (Admissions to meetings) Act 1960)**
10. To receive and agree the Confidential Minutes of the meeting held on the 07 March 2016.
11. To receive a report and consider the expiry of the probationary period in respect of a member of staff.



HORNDEAN PARISH COUNCIL STAFF COMMITTEE

MINUTES OF THE STAFF COMMITTEE MEETING HELD AT JUBILEE HALL ON
MONDAY 07 MARCH 2016 AT 7:30PM

PRESENT: Councillors A Forbes (Chairman), Mrs L Evans, Mrs I Weeks, Mrs E Tickell

IN ATTENDANCE: Carla Baverstock-Jones, Executive Officer and Clerk to the Council, Sarah Guy, Senior Administrator (Minute Taker).

PUBLIC ATTENDANCE: Cllr N Wren was present.

SC051 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies of absence were received from Cllr Mrs A Reece who was absent. No apologies were received from Cllr Miss J Murray who was absent.

SC052 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

SC053 **TO ELECT A VICE CHAIRMAN TO THE STAFF COMMITTEE**

It was **RESOLVED** that Cllr Mrs I Weeks was elected Vice Chairman of the Staff Committee. This was proposed by Cllr Forbes (The Chairman) and seconded by Cllr Mrs E Tickell.

SC054 **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 14 SEPTEMBER 2015**

The minutes of the Staff Committee meeting held on the 14th September 2015 were circulated and it was **RESOLVED** that they be duly signed as a true record of the meeting, with the spelling error in the word "management" in minute SC044 to be amended and spelt correctly.

SC055 **TO RECEIVE AND CONSIDER THE JOB DESCRIPTION/PERSON SPECIFICATION FOR THE FIXED TERM CONTRACT STAFF MEMBER TO BE APPOINTED TO THE COUNTRYSIDE TEAM**

The Job Description, Person Specification and Job Advert was circulated and a discussion took place.

It was **RESOLVED** that the Job Description, Person Specification and Job Advert be agreed and put forward to Council for consideration at the next meeting with the following amendments

- Remove the sentence "Bringing new ideas and inputting into future horticultural projects locally" from No. 2 of "Main Responsibilities" of the Job Description.
- Remove paragraph "(b)" under the heading "General" of the Job Description as this was a duplicate of paragraph "9" under the heading "Working Procedures and Good Health and safety Practice".
- First paragraph of the job advert to be amended by replacing the wording "Horndean Parish Council is responsible" to "Horndean Parish Council who are responsible" and inputting the word "is" after the wording "public land". Input the wording "on a fixed term contract" after the wording "recruiting a new member of staff".
- Third paragraph of the job advert to be amended by removing the wording "You will possess a practical skill base" and replace with the wording "We are looking for applicants who possess a practical skill base ". Amend the wording "You will take pride in your work" to read "The post holder will take pride in their work"

- Move "HLD Horticulture or Grounds Keeping qualifications", "LANTRA qualification in use and maintenance of brush cutters and strimmers", "Good knowledge of practical habitat management for nature conservation" from the desirable attributes section to the essential attributes section.

SC056 **TO RECEIVE A REPORT AND CONSIDER THE JOB DESCRIPTION FOR THE POSITION OF TEMPORARY ASSISTANT GROUNDS MANAGER**

The Job Description was circulated and a discussion took place.

Cllr Mrs L Evans stated that the position of a temporary Assistant Grounds Manager was agreed at the last Council meeting for a minimum of 3 months.

It was **RESOLVED** that the Job Description for the Temporary Assistant Grounds Manager be agreed and put forward to Council for consideration at the next meeting with the following amendments

- Paragraph 10 be reworded to read as "To assist with keeping" instead of "To assisting with keeping".
- Add "and Councillors" after "promote good relations with the public".

SC057 **TO CONSIDER THE MAKE-UP OF THE INTERVIEWING PANEL FOR THE NEW GROUNDS MANAGER**

It was **RESOLVED** that the interviewing panel consist of the Clerk and the following Councillors

- Cllr N Wren
- Cllr Mrs E Tickell

The public part of the meeting closed at 8:35PM

SC058 **TO AGREE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED**

It was **RESOLVED** that the public and press be excluded for the confidential part of the meeting. Cllr N Wren left the meeting.

SC059 **TO RECEIVE AND AGREE THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON THE 14 SEPTEMBER 2015**

The confidential minutes of the Staff Committee meeting held on 14th September 2015 were circulated. It was **RESOLVED** that they be duly signed as a true record of the meeting.

This was proposed by Cllr Mrs E Tickell and seconded by Cllr Mrs L Evans.

SC060 **TO RECEIVE A REPORT ON THE APPRAISALS OF THE STAFF AND ANY MATTERS ARISING**

The Executive Officer provided a verbal update as to the progress made within the completion of staff Appraisals and informed Members that all appraisals had been completed with the exception of 2 due to absence and these would be undertaken shortly. She reported that no issues had been identified within the appraisal process and therefore no current concerns for discussion.

SC061 **TO RECEIVE A REPORT ON STAFFING AND AGREE ANY NECESSARY ACTION**

The Executive Officer provided a verbal update as to the current staffing situation and informed Members that the temporary Grounds Manager is in place supported by the Assistant Grounds Manager which is working well. She reported that it had not been necessary to engage further assistance from the staff agency

at this stage, but it remains an option if the need arises. The two members of staff within the Countryside Team currently on sick leave will be returning this week.

SC062 **TO RECEIVE A REPORT AND AGREE A RECOMMENDATION TO COUNCIL REGARDING ANY PROPOSED CHANGES TO STAFF SALARIES FOR 2016/17**

The Executive Officer circulated a report containing proposed increases to staff salaries. The report was discussed and the Clerk provided her reasoning for the suggested figures.

A discussion took place and it was **RESOLVED** that the increase in staff salaries was agreed by the Staff Committee and that these be presented to Council.

SC063 **TO RECEIVE A REPORT AND CONSIDER THE EXPIRY OF THE PROBATIONARY PERIOD FOR A MEMBER OF STAFF**

The Executive Officer provided a report in respect of a member of staff having completed the 26 weeks probationary period.

It was **RESOLVED** by the Staff Committee, that the member of staff in question be appointed as a permanent member of staff as per the recommendation in the report. It was agreed that this be presented to Council.

The meeting closed at 9:25pm

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Chairman

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Dated

Finance and Human Resources Committee

Draft Terms of Reference

To act as the day to day employer contact for the Executive Officer

The Executive Officers appraisal to be undertaken by the Chairman of the Council and one other member of the F&HR Committee.

To ensure that two members of the committee are available to individual members of staff should they wish to discuss matters of concern. Members should be gender sensitive.

To convene an appeal panel, which may be drawn from all Members of Council, when required to deal with any disciplinary or grievance issues.

To oversee the process for appointing new employees of the Council, save the position of the Executive Officer which would be subject to agreement by all Members. Interviewing panels for permanent staff shall include a representative from the appropriate committee.

To agree Job Descriptions and Skill requirements for all positions.

To promote the continuous professional development and training of staff.

To ensure that Health and Safety of all involved in the work of the Council by providing appropriate workspaces, tools, equipment and to train staff as necessary to safeguard their health and safety at work.

To determine and recommend to Council pay and contractual conditions of employment and review/update these as necessary to comply with UK Employment Law as well as good practice.

To determine and recommend to Council, policies and procedures for the line management of the Councils human resources.



POWERS AND DUTIES OF STANDING COMMITTEES

Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

- (a) Where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;
- (b) As regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council;
- (c) In all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

STAFFING COMMITTEE

The functions of the Committee are:

- a. To act as the day to day employer contact for the Clerk
- b. Dealing with all matters pertaining to the performance, terms and conditions of service, and superannuation of the Council's staff and making appropriate recommendations on financial aspects to Policy & Resources.
- c. To oversee the process for appointing new employees of the Council, save the position of the Clerk to the Council which would be subject to agreement by all Members. Interviewing panels for permanent staff shall include a representative from the appropriate Committee of the Council.
- d. To ensure that Contracts of Employment are in place for all employees, and policies and procedures relating to employment are regularly reviewed and kept up to date in the light of changing legislation.
- e. To ensure that there is an appraisal system in place for all employees' performance on an annual basis, or more frequently if appropriate.
- f. The Clerk to the Councils appraisal to be undertaken by the Chairman of the Council.
- g. To ensure that two members of the Staff Committee are available to individual Members of Staff should they wish to discuss matters of concern. Members should be gender sensitive.

- h. To convene an appeal panel, which may be drawn from all Members of Council, when required to deal with any disciplinary or grievance issues.

DELEGATION TO CHAIRMEN GENERALLY

To cancel or postpone a meeting, owing to lack of business, or in the event of an emergency.

HORNDEAN PARISH COUNCIL

STAFF MEETING

Date: 05 September 2016

AGENDA ITEM: 7

SUBJECT OF REPORT: Job Title

The Association of Local Councils (ALC) prefers the job title of Chief Officer in respect of the position of Clerk. It is considered to be more suitable in reflecting the status and responsibilities of the role.

The current job title Executive Officer which has evolved to include Clerk to the Council appears to cause confusion and I am frequently asked to explain my position and responsibilities within the Council.

RECOMMENDATION

In order to provide clarity to residents and external agencies/associations Council may wish to consider changing my job title in accordance with the preferred option as stated by ALC.

Report prepared by



Carla Baverstock-Jones
Executive Officer and Clerk to the Council