

# HORNDDEAN PARISH COUNCIL

## MINUTES OF THE STAFF COMMITTEE MEETING HELD AT JUBILEE HALL ON 27 June 2022 AT 6.30 P.M.

**PRESENT:** Councillors R Veitch (Chairman), Mrs L Evans, S Freeman, A Forbes, J Lay, D Prosser, Mrs E Tickell

**IN ATTENDANCE:** Carla Baverstock-Jones, Chief Officer (Minute Taker)

**PUBLIC ATTENDANCE:** There were no members of the public present.

**SC 001/22/23**      **TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies of absence were received. All Members present.

**SC 002/22/23**      **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

**SC 003/22/23**      **TO ELECT A VICE CHAIRMAN TO THE STAFF COMMITTEE**

It was **RESOLVED** that Cllr Prosser be elected as Vice Chairman of the Staff Committee. All agreed.

**SC 004/22/23**      **TO RECEIVE AND APPROVE THE MINUTES OF THE STAFF COMMITTEE MEETING HELD ON THE 07 MARCH 2022**

It was **RESOLVED** that the Minutes of the Staff Committee meeting held on 07 March 2022 be signed as a true record of the meeting.

**SC 005/22/23**      **TO RECEIVE AND CONSIDER THE DRAFT ALCOHOL AND SUBSTANCE MISUSE POLICY**

The draft policy prepared by HALC was circulated to Members, a discussion took place, and it was agreed to delete the fourth paragraph including the bullet points. It was **RESOLVED** to recommend the Policy to Council.

SC 006/22/23

**TO RECEIVE AND REVIEW THE JOB DESCRIPTION/PERSON SPECIFICATION IN RESPECT OF THE POSITION OF ESTATE WARDEN**

A draft document was circulated, a discussion took place, and it was **RESOLVED** that the revised documents be recommended to Council. Additionally, the advertisement could include the option for the position to be offered as a 'job share'. A salary review to be scheduled in due course.

SC 007/22/23

**TO RECEIVE A REPORT AND CONSIDER THE WAY FORWARD IN RESPECT OF ANNUAL LEAVE REQUESTS**

Two reports were circulated with the Annual Leave Policy, whereby a discussion took place which focused upon the possibility of two members of staff being authorised to take leave/toil at the same time. The current policy intends for only one member of staff to be granted leave at any given time, this being one from each team – office and countryside. Members agreed that staff can organise their periods of leave to ensure that their chosen dates do not coincide with those already booked by a colleague, and therefore in accordance with the needs of the business. Additionally, there is to be no lone working for reasons of health and safety, notwithstanding the Council would be placed in a vulnerable position as owes a duty of care to employees. It was **RESOLVED** that the Annual Leave Policy remains as is.

SC 008/22/23

**TO RESOLVE 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. (PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.**

No members of the public or press were present.

*Public meeting closed at 19:15PM*

SC 009/22/23

**TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON THE 07 MARCH 2022**

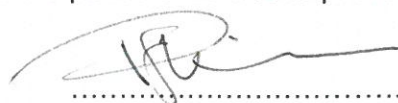
It was **RESOLVED** that the confidential minutes of the Staff Committee meeting held on 07 March 2022 be signed as a true record of the meeting.

SC 010/22/23

**TO RECEIVE A REPORT AND CONSIDER THE EXPIRY OF THE PROBATIONARY PERIOD IN RESPECT OF A STAFF MEMBER**

A report was circulated and following a brief discussion it was **RESOLVED** to recommend to Council that the employee has successfully completed the period of 26 weeks probation.

*Confidential meeting closed at 19:23PM*



Signed - The Chairman

6/12/2022

Date