

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"

AGF 5

- 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.

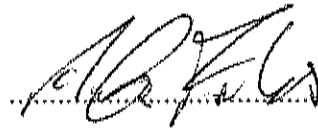
A discussion took place and it was **RESOLVED** that the increase in staff salaries was agreed by the Staff Committee and that these be presented to Council.

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



Chairman



Dated