



HORNDEAN PARISH COUNCIL STAFF COMMITTEE

MINUTES OF THE STAFF COMMITTEE MEETING HELD AT JUBILEE
HALL ON MONDAY 3rd FEBRUARY 2020 AT 6:30PM

PRESENT:

Cllr R Veitch (Chairman), Cllr Mrs L Evans, Cllr Mrs E Tickell, Cllr I Weeks

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer; Cheree Garvey, Office Manager
(Minute Taker).

PUBLIC

ATTENDANCE: There were no members of the public or press present.

SC020 19/20 **TO RECEIVE APOLOGIES FOR ABSENCE**

All were present.

SC021 19/20 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

SC022 19/20 **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON
THE 1st JULY 2019**

It was **RESOLVED** that the minutes of the Staff Committee meeting held on 1st July 2019 be duly signed as a true record of the meeting.

This was proposed by Cllr R Veitch and seconded by Cllr Mrs E Tickell. All agreed.

SC023 19/20 **TO RECEIVE A REPORT AND CONSIDER THE DRAFT FLEXIBLE
WORKING POLICY**

A report was circulated and a brief discussion took place. The paragraphs under the following headings are to be revisited as discussed:

- Flexitime
- Home Working
- Part-Time Working
- Right to Appeal Decision
- Complaints and Further Information

It was **RESOLVED** that the amended draft document is received at the next scheduled Staff Committee Meeting.

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

SC024 19/20 **TO RECEIVE A REPORT AND CONSIDER THE NALC/HALC MODEL DISCIPLINARY AND GRIEVANCE PROCEDURE POLICIES**

The supporting documents were received and a discussion took place.

The current adopted Disciplinary and Grievance Procedures are to be amended to take into consideration the ACAS guidelines.

It was **RESOLVED** that a draft documents for the Disciplinary and Grievance Procedures are received at the next scheduled Staff Committee Meeting.

This was proposed by Cllr Mrs L Evans and seconded by Cllr R Veitch.

SC025 19/20 **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**

There were no members of the public present.

Public meeting closed 7:00pm.

Confidential part of the meeting

SC026 19/20 **TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON THE 1st JULY 2019**

It was **RESOLVED** that the confidential minutes of the Staff Committee meeting held on 1st July 2019 be duly signed as a true record of the meeting.

All agreed.

SC027 19/20 **TO RECEIVE A REPORT AND AGREE A RECOMMENDATION TO COUNCIL REGARDING ANY PROPOSED CHANGES TO STAFF SALARIES FOR 2020/21**


A report prepared by the Chief Officer was circulated.

The Chief Officer is to investigate if bonuses are permitted to be given to staff i.e. a one-off payment in recognition of additional work undertaken.

It was **RESOLVED** to recommend to Council that the proposed changes to staff salaries for 2020/21 are approved.

SC028 19/20 **TO DISCUSS THE CHIEF OFFICER'S APPRAISAL**

There was a short discussion of the Chief Officer's Appraisal. Cllrs Veitch and Mrs L Evans will carry out the Appraisal.

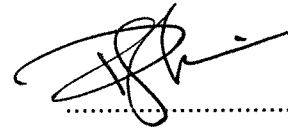
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SC029 19/20

TO DISCUSS ANY PROPOSED CHANGES TO THE CHIEF OFFICER'S SALARY FOR 2020/21

The committee agreed to recommend that the Chief Officer receive the proposed increase to her salary.

The meeting closed at 7:30pm



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Chairman

16/3/2020

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Dated