



# Horndean Parish Council

## STAFF COMMITTEE

### NOTICE OF MEETING

**A MEETING OF THE STAFF COMMITTEE WILL BE HELD ONLINE ON MONDAY 08 MARCH 2021 AT 6.30 P.M.**

Members of the public can login via the website link.

Documents pertaining to the meeting are available to download from the HPC website.

Members are summoned to attend.

Carla Baverstock-Jones PSLCC, GCILEx, MCMI  
Chief Officer

02 March 2021

#### AGENDA

1. To receive apologies for absence.
2. Declaration of interest: Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.
3. To receive and approve the Minutes of the meeting held on the 16 November 2020.
4. **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)**
5. To receive and approve the Confidential Minutes of the meeting held on the 16 November 2020.
6. To receive a report and agree a recommendation to Council regarding any proposed changes to staff salaries for 2021/22.
7. To discuss the Chief Officer's Appraisal.
8. To discuss any proposed changes to the Chief Officer's salary for 2021/22.



# HORNDEAN PARISH COUNCIL STAFF COMMITTEE

MINUTES OF THE STAFF COMMITTEE MEETING HELD VIRTUALLY  
WITH MICROSOFT TEAMS ON MONDAY 16<sup>th</sup> NOVEMBER 2020 AT  
6:30PM

**PRESENT:**

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

**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.

SC 001 20/21 **TO RECEIVE APOLOGIES FOR ABSENCE**

All members were in attendance.

SC 002 20/21 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

SC 003 20/21 **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON  
THE 16<sup>th</sup> MARCH 2020**

It was **RESOLVED** that the minutes of the Staff Committee meeting held on 16<sup>th</sup> March 2020 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.

SC 004 20/21 **TO RECEIVE A REPORT AND CONSIDER THE DRAFT REVISED  
INFORMATION TECHNOLOGY AND EQUIPMENT USAGE POLICY**

The report was circulated prior to the meeting. A discussion took place.

The following amendments were proposed

- Email Policy 2.12, to include 'gross misconduct'. The chief officer is to check with HALC whether this is permissible.
- IT and Computer Policy 3.4, to remove 'locked away'. The Chief Officer to check with the insurers that laptops kept at home are covered.

It was **RESOLVED** that the proposed amendments be made and the Policy be agreed at the next scheduled Council meeting.

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



SC 005 20/21      **TO RECEIVE A REPORT AND CONSIDER THE NEW CONTRACT OF EMPLOYMENT (STATEMENT OF PARTICULARS)**

The related documents were circulated prior to the meeting. A discussion took place.

Cllr Mrs L Evans proposed that the Chief Officer incorporate and additional aspects, as suggested by HALC, to the current employment contract.

It was **RESOLVED** that the contract of employment is adjusted and agreed at the next scheduled Council meeting.

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

SC 006 20/21      **TO RECEIVE AND REPORT AND CONSIDER THE NEW DISCIPLINARY POLICY AND PROCEDURE**

The related documents were circulated prior to the meeting. A discussion took place.

The following was proposed:

- The appeals panel is to be separate to the disciplinary panel and should be independent from the members of the Staff Committee

It was **RESOLVED** that the proposed changes be made and the agreement be reviewed and approved by Council at the next scheduled meeting.

This was proposed by Cllr R Veitch and seconded by Cllr Mrs I Weeks.

SC 007 20/21      **TO RECEIVE AND REPORT AND CONSIDER THE NEW GRIEVANCE POLICY AND PROCEDURE**

The related documents were circulated prior to the meeting. A discussion took place.

The following was proposed:

- The appeals panel is to be separate to the disciplinary panel and should be independent from the members of the Staff Committee

It was **RESOLVED** that the proposed changes be made and the agreement be reviewed and approved by Council at the next scheduled meeting.

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

SC 008 20/21      **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 or press present.

Public meeting closed at 7:00pm.

Confidential part of the meeting

SC 009 20/21

**TO RECEIVE AND CONSIDER THE EXPIRY OF THE PROBATIONARY  
PERIOD IN RESPECT OF TWO STAFF MEMBERS WITHIN THE  
COUNTRYSIDE TEAM**

A report prepared by the Chief Officer was circulated.

It was **RESOLVED** to recommend to Council that the both post holders remains employed within their current roles.

This was proposed by Cllr R Veitch and seconded by Cllr Mrs I Weeks. All agreed

The meeting closed at 7:08pm

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Chairman

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Dated