



Horndean Parish Council

STAFF COMMITTEE

NOTICE OF MEETING

A MEETING OF THE STAFF COMMITTEE WILL BE HELD ON MONDAY 27 MARCH 2017 AT 7.30 P.M. OR IMMEDIATELY FOLLOWING THE FINANCE AND GENERAL PURPOSES MEETING AT JUBILEE HALL.

Members are summoned to attend.

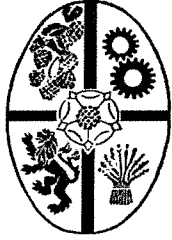
A handwritten signature in black ink, appearing to read 'Carla Baverstock-Jones'.

Carla Baverstock-Jones MILCM, GCILEx
Chief Officer

21 March 2017

AGENDA

1. To receive apologies for absence.
2. To receive any Declarations of Interest.
3. To receive and approve the Minutes of the meeting held on the 05 September 2016.
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 agree the Confidential Minutes of the meeting held on the 05 September 2016.
6. To receive a report and agree a recommendation to Council regarding any proposed changes to staff salaries for 2017/18.
7. To receive a report on staffing and agree any necessary actions.
8. To discuss the Chief Officer's Appraisal.
9. To discuss any proposed changes to the Chief Officer's salary for 2017/18.



HORNDEAN PARISH COUNCIL STAFF COMMITTEE

MINUTES OF THE STAFF COMMITTEE MEETING HELD AT JUBILEE HALL ON
MONDAY 05 SEPTEMBER 2016 AT 6:00PM

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

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

PUBLIC ATTENDANCE: Cllr R Veitch was present.

SC001 16/17 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies of absence were received from Cllr Miss J Murray who was absent.

SC002 16/17 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

SC003 16/17 **TO ELECT A VICE CHAIRMAN TO THE STAFF COMMITTEE**

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

SC004 16/17 **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 07
MARCH 2016**

It was **RESOLVED** that the minutes of the Staff Committee meeting held on 07 July 2016 be duly signed as
a true record of the meeting.

SC005 16/17 **TO RECEIVE AND CONSIDER A DRAFT OF THE REVISED COMMITTEE TERMS OF
REFERENCE**

A draft of the revised Committee Terms of Reference was circulated to all Members and a discussion took
place regarding recommendations for amendments.

It was **RESOLVED** that the following amendments be made to the Terms of Reference and recommended
to Council at the next meeting.

- Title: change "Finance and Human Resources Committee" to "Staff Committee".
- Second paragraph: change "F&HR Committee" to "Staff Committee".
- Eighth paragraph: To be reworded as follows: "To ensure that the Health and Safety Policy is fit
for purpose and complies with current Health and Safety legislation.
- Tenth paragraph: change "human resources" to "employees".

SC006 16/17 **TO CONSIDER THE DUTIES OF THE STAFF COMMITTEE WITH THE VIEW TO POSSIBLE
DISSOLUTION OF THE COMMITTEE**

It was **RESOLVED** to recommend to Council that the Staff Committee remain as a Committee of HPC and
staff Committee meetings are called for as and when needed rather than being scheduled.

SC007/ 16/17 **TO RECEIVE A REPORT AND CONSIDER AN AMENDMENT TO THE JOB TITLE IN RESPECT OF THE EXECUTIVE OFFICER**

A report by the Executive Officer was circulated and it was **RESOLVED** that the Staff Committee recommend to Council that the Executive Officer's job title be changed to "Chief Officer".

SC008 16/17 **TO CONSIDER THE IMPLEMENTATION OF DRUG/ALCOHOL TESTING IN RESPECT OF STAFF MEMBERS**

A verbal update was given by the Executive Officer and it was **RESOLVED** that the Staff Committee recommend to Council that HPC do not implement drug and alcohol testing in respect of staff members.

SC009 16/17 **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 R Veitch left the meeting.

SC010 16/17 **TO RECEIVE AND AGREE THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON THE 07 MARCH 2016**

The confidential minutes of the Staff Committee meeting held on 07 March 2016 were circulated. It was **RESOLVED** that they be duly signed as a true record of the meeting.

SC011 16/17 **TO RECEIVE A REPORT AND CONSIDER THE EXPIRY OF THE PROBATIONARY PERIOD IN RESPECT OF 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 6.37pm

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Chairman

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Dated