



Horndean Parish Council

STAFF COMMITTEE

NOTICE OF MEETING

A MEETING OF THE STAFF COMMITTEE WILL BE HELD ON TUESDAY 06 DECEMBER 2022 AT 2.00 P.M. IN NAPIER HALL COMMITTEE ROOM

Members are summoned to attend.

Carla Baverstock-Jones FSLCC, GCILEx, MCMI
Chief Officer

29 November 2022

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 27 June 2022.
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 27 June 2022.
6. To receive and consider the staff salary review prepared by LCPD – Local Council People & Development.



HORNDLEAN 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

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Signed - The Chairman

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Date