



Horndean Parish Council

STAFF COMMITTEE

NOTICE OF MEETING

A MEETING OF THE STAFF COMMITTEE WILL BE HELD ON MONDAY 26 MARCH 2018 AT 7.30 P.M. AT JUBILEE HALL.

Members are summoned to attend.

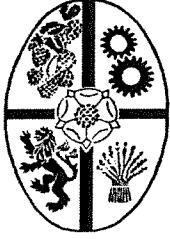
A handwritten signature in black ink, appearing to read 'Carla Baverstock-Jones'.

Carla Baverstock-Jones MILCM, GCILEx
Chief Officer

20 March 2018

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 22 January 2018.
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 October 2017 and 22 January 2018.
6. To receive a report and consider the expiry of the probationary period in respect of two members of staff.
7. To receive a report and agree a recommendation to Council regarding any proposed changes to staff salaries for 2018/19.
8. To discuss the Chief Officer's Appraisal.
9. To discuss any proposed changes to the Chief Officer's salary for 2018/19.



HORNDEAN PARISH COUNCIL STAFF COMMITTEE

MINUTES OF THE STAFF COMMITTEE MEETING HELD AT JUBILEE HALL ON
MONDAY 22 JANUARY 2018 AT 6.30PM

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

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Sarah Guy, Senior Administrator (Minute Taker).

PUBLIC ATTENDANCE: There were no members of the public present.

SC014 17/18 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies of absence were received from Cllr Miss J Murray.

SC015 17/18 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

SC016 17/18 **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 16 OCTOBER 2017**

It was **RESOLVED** that the minutes of the Staff Committee meeting held on 16 October 2017 be duly signed as a true record of the meeting with the following amendment.

- Remove the wording 'Cllr Miss J Murray was absent' from minute SC009 17/18.

SC017 17/18 **TO RECEIVE A REPORT AND CONSIDER THE WAY FORWARD IN RESPECT OF THE ADDITIONAL RESOURCES REQUIRED TO SUPPORT THE PROPOSED COMMUNITY BUILDING – LAND EAST OF HORNDEAN DEVELOPMENT**

A report by the Chief Officer was circulated and a discussion took place.

It was noted that the developers for LEOH would have to build 200 homes before the community building could be built. This means that the Parish Council will need to provide a design brief to the developer to enable them to submit a specification with the application for reserved matters approval.

The Chief Officer explained that at the time of preparing the report, she had attended a meeting where she was led to believe that the proposed community building would be started imminently. She made it clear that she would not be confident in project managing the build and said she did not have the skill set or knowledge and experience surrounding construction. She suggested that Council may wish to consider a member of staff to project manage the build or the procurement of a professional company.

Cllr Wren proposed that the Chief Officer is not overloaded and suggested that before the foundations for the community building are dug, a Project Manager be assigned to the build.

It was **RESOLVED** that

- The architect for the proposed community building be employed and the design and footprint for the building be drawn up and agreed.
- Adequate resource of staff/professionals be looked at nearer to the time when the construction of the proposed community building is due to commence.

SC018 17/18 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.

The public part of the meeting closed at 7.05PM

SC019 17/18 TO RECEIVE A REPORT AND CONSIDER A REVISED JOB TITLE IN RESPECT OF AN EXISTING MEMBER OF STAFF

A report by the Chief Officer was circulated and a discussion took place.

It was **RESOLVED** that the Staff Committee recommend to Council that the job title of the Senior Administrator be amended to Office Manager.

The meeting closed at 7.15pm.

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Chairman

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Dated