



Horndean Parish Council

STAFF COMMITTEE

NOTICE OF MEETING

A MEETING OF THE STAFF COMMITTEE WILL BE HELD ON MONDAY 12 NOVEMBER 2018 AT 7.30 P.M. AT JUBILEE HALL.

Members are summoned to attend.

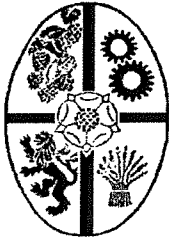
A handwritten signature in black ink, appearing to read 'Carla Baverstock-Jones', is written over the printed name.

Carla Baverstock-Jones PSLCC, GCILEx, MCMI
Chief Officer

06 November 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 04 June 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 04 June 2018.
6. To receive a report and consider the expiry of the probationary period in respect of a staff member within the Countryside Team.
7. To receive a report and consider the expiry of the probationary period in respect of a staff member within the Parish Office.
8. To receive a report and consider future staffing within the administrative team.



HORNDEAN PARISH COUNCIL STAFF COMMITTEE

MINUTES OF THE STAFF COMMITTEE MEETING HELD AT JUBILEE HALL ON
MONDAY 4TH JUNE 2018 AT 7.30PM

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

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer (Minute Taker).

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

In the absence of the Chairman Cllr Veitch, Members of the Staff Committee elected Cllr Mrs I Weeks to Chair the meeting.

SC001 18/19 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies of absence were received from Cllr Miss J Murray and Cllr Veitch.

SC002 18/19 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

SC003 18/19 **TO ELECT A VICE CHAIRMAN TO THE STAFF COMMITTEE**

It was **RESOLVED** that Cllr Mrs I Weeks be elected as Vice Chairman of the Staff Committee.

SC004 18/19 **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 26 MARCH 2018**

It was **RESOLVED** that the minutes of the Staff Committee meeting held on 26 March 2018 be duly signed as a true record of the meeting.

Discussions were undertaken in respect of staff details being omitted from the Minutes and whether this was correct – to be investigated further.

SC005 18/19 **TO CONSIDER AND ASCERTAIN THE POLICY WITH RESPECT TO MATERNITY PAY**

A report by the Chief Officer was circulated. Members discussed as to whether Statutory Maternity Pay (SMP) is the intended rate of pay, or the alternative being an enhanced rate of pay, observed as being the general practice within the public sector.

The Committee considered both options and it was **RESOLVED** that the rate of pay should be in accordance with (SMP), as staff are subject to locally agreed contracts and Members were not minded to follow NJC provisions. This was a unanimous decision.

SC006 18/19 **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.

SC007 18/19 **TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON THE 26 MARCH 2018**

It was **RESOLVED** that the confidential minutes of the Staff Committee meeting held on 26 March 2018 be duly signed as a true record of the meeting.

SC008 18/19 **TO RECEIVE A REPORT AND CONSIDER THE RECRUITMENT OF AN ADDITIONAL MEMBER OF STAFF DUE TO A CHANGE OF CIRCUMSTANCES WITHIN THE TEAM**

A report by the Chief Officer was circulated. Members discussed the recruitment of an additional member of a staff within the administrative team.

It was **RESOLVED** to recommend to Council that an assistant to the Chief Officer be recruited.

The meeting closed at 8.50PM

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Chairman

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Dated