



Horndean Parish Council

STAFF COMMITTEE

NOTICE OF MEETING

A MEETING OF THE STAFF COMMITTEE WILL BE HELD ON MONDAY 01 JULY 2019 AT 6.30 P.M. AT JUBILEE HALL.

Members are summoned to attend.

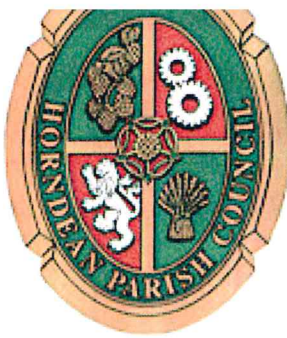
A handwritten signature in black ink, appearing to read 'C. B. Jones'.

Carla Baverstock-Jones PSLCC, GCILEx, MCN
Chief Officer

25 June 2019

AGENDA

1. To receive apologies for absence.
2. To receive any Declarations of Interest.
3. To elect a Vice Chairman to the Staff Committee.
4. To receive and approve the Minutes of the meeting held on the 01 April 2019.
5. To receive a report and consider the proposed amendments to the Job Descriptions pertaining to a number of employees.
6. **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)**
7. To receive and approve the Confidential Minutes of the meeting held on the 01 April 2019.
8. To receive a report and consider the flexible working request received from member of staff.
9. To receive a report and consider the expiry of the probationary period in respect of a staff member within the Parish Office.



STAFF COMMITTEE

MINUTES OF THE STAFF COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 1st APRIL 2019 AT 6:30PM

PRESENT:

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

IN ATTENDANCE:

Carla Baverstock-Jones, Chief Officer; Cheree Garvey, Office Manager (Minute Taker).

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

Meeting commenced at 6:30pm

SC001 19/20 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies of absence were received from Cllr T Denston

SC002 19/20 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

SC003 19/20 **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD THE 4th FEBRUARY 2019**

It was **RESOLVED** that the minutes of the Staff Committee meeting held on 4th February 2019 be duly signed as a true record of the meeting.

SC004 19/20 **TO RECEIVE A REPORT AND CONSIDER THE PROPOSED AMENDMENTS TO THE SICKNESS ABSENCE POLICY**

A report prepared by the Chief Officer was circulated and Members agreed to recommend revised policy to Council with one amendment being as follows:

- Absence review meetings to be recorded and to remain on file for a period of 12 months. The wording regarding the issue of a warning to be deleted.

SC005 19/20 **TO AGREE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VENTURE OF THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED**

There were no members of the public present.

Public meeting closed 6:45pm.

SC006 19/20 **TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON THE 4th FEBRUARY 2019**

It was **RESOLVED** that the confidential minutes of the Staff Committee meeting held on 4th February 2018 be duly signed as a true record of the meeting.

SC007 19/20 **TO RECEIVE A REPORT AND AGREE A RECOMMENDATION TO COUNCIL REGARDING ANY PROPOSED CHANGES TO STAFF SALARIES FOR 2019/20**

A report prepared by the Chief Officer was circulated and discussed. Members agreed to recommend to Council the proposed changes to salaries as stated within the report.

SC008 19/20 **TO RECEIVE A REPORT AND CONSIDER THE EXPIRY OF THE PROBATIONARY PERIOD IN RESPECT OF A STAFF MEMBER WITHIN THE PARISH OFFICE**

A report prepared by the Chief Officer was circulated, and Members agreed to recommend to Council that the post holder remains employed within the current role.

SC009 19/20 **TO DISCUSS THE CHIEF OFFICER'S APPRAISAL**

Cllr Mrs L Evans reported that she and Cllr R Veitch had carried out Mrs Baverstock-Jones' appraisal on 7th March 2019. The Staff Committee agreed the Appraisal with only supporting comments. The general feeling is that Mrs Baverstock-Jones is an excellent Chief Officer (CO).

SC010 19/20 **TO DISCUSS ANY PROPOSED CHANGES TO THE CHIEF OFFICER'S SALARY FOR 2019/20**

There was a short discussion in relation to the CO salary. Council resolved to agree the appraisal and the salary award.

The meeting closed at 7.05pm

.....
Chairman

.....
Date

HORNDEAN PARISH COUNCIL

STAFF MEETING

Date: 01 July 2015

AGENDA ITEM: 5

SUBJECT OF REPORT: Amendments to Job Descriptions

The appraisal process raised a number of amendments, which need to be made in order to update the Job Descriptions pertaining to the following members of staff:

Cheree Garvey – Office Manager
Kim Hall – Finance Assistant
Susan Blake – Administrative Assistant
Chief Officer.

Cheree has undertaken additional duties, which did not form part of her original description. Her role has extended to include Health & Safety administrative responsibilities and management of the HPC website.

Kim has extended her financial role to include the administration of hall hire.

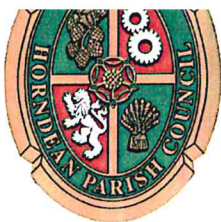
Susan was previously engaged to maintain the HPC website, however this role has developed, with more focus on general administrative/reception tasks.

Chief Officer - these amendments to be considered by the Chairman and the Committee Chairman.

Report prepared by



Carla Baverstock-Jones
Chief Officer



HORNDEAN PARISH COUNCIL

Office Manager

Responsible to: Chief Officer

Job Description

OVERALL PURPOSE OF THE JOB: Day to day processing of the Council's support services including finance committee administration, human resources, information services, Health & Safety and information technology.

Principal Responsibilities and Duties:

1. To provide a clear direction to support staff, so they understand how they contribute to the corporate aims of the organisation.
2. Through an awareness of the main statutory requirements on the Council, to deliver corporate services to the Council's role and services.
3. To promote the principles of customer care, equality, quality management and good health and safety standards.
4. To ensure all office support services are undertaken in accordance with operating procedures.
5. To manage and oversee the running Napier and Jubilee Halls.
6. To maintain a range of files and databases relating to Council governance and business.
7. To arrange, attend and take minutes of meetings as required. (Note: This will necessitate personal attendance at evening meetings for which Time-off-in-lieu will be granted).
8. To oversee the Council's IT function, including the line management of staff, and liaising with the Council's external IT contractors. This is to include the management and maintenance of the Council website.
9. To assist the Chief Officer with duties pertaining to the construction of the community building on the Land East of Horndean development.
10. To support the Chief Officer as required in managing the Council's Human Resources function, liaising as appropriate with the Council's external HR advisors.
11. To administer Health & Safety responsibilities.

General:

- (a) The hours of work for contractual purposes are 37 hours per week. Evening and weekend working is a requirement of the job for which compensatory time will be given within the exigencies of the service and in line with Council policies.
- (b) To recognise and be aware of the requirements of the Health and Safety Work Act as well as Fire and Safety regulations and ensure that these are observed and regularly carried out.
- (c) This job description is not a comprehensive schedule of all tasks and duties that are required to be undertaken. Accordingly in addition to the duties specified the Office Manager will also be required to undertake any other duties commensurate with the status of the post.
- (d) The post holder will be required to pursue a programme of continuous professional development.

	Essential Attributes	Desirable Attributes
Educational Qualifications	<ul style="list-style-type: none"> • Evidence of a commitment to continuing professional development • Educated to at least A Level standard 	<ul style="list-style-type: none"> • Appropriate management, administration or professional qualification.
Management	<ul style="list-style-type: none"> • Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively. • Evidence of ability to manage staff effectively. • An ability to manage change in a diverse and dynamic workplace. 	<ul style="list-style-type: none"> • Previous experience of work at a senior level.
Communication Skills	<ul style="list-style-type: none"> • Excellent oral and written communication skills, including an ability to relate and communicate with councillors, staff, members of the public and external agencies. • Ability to provide written reports to Council. 	<ul style="list-style-type: none"> • Experience of PR and handling media enquiries.
Information Technology	<ul style="list-style-type: none"> • Experience and practical ICT skills including Windows, Word, Excel and the Internet. 	<ul style="list-style-type: none"> • Previous practical experience in managing an Organisation's systems • Previous practical experience in web site maintenance.
Meetings and Administration	<ul style="list-style-type: none"> • Practical experience of servicing committees, report writing. 	<ul style="list-style-type: none"> • Knowledge of civic protocol • General knowledge of the local area and how it affects Local Councils.
Finance	<ul style="list-style-type: none"> • Ability to fully grasp the full implications of all financial decisions • Knowledge and understanding of budget management. 	<ul style="list-style-type: none"> • Financial skills.
Other	<ul style="list-style-type: none"> • Willingness to work out of office hours in order to attend Council meetings and Council events • Ability to operate with complete impartiality in a political environment. • A positive can do attitude. 	



Finance Assistant

Responsible to: Office Manager

Job Description

OVERALL PURPOSE OF THE JOB:

1. To assist the Responsible Finance Officer for the Council.
2. To assist the Office Manager in providing administrative support services across the full of the Council's business activities.

Principle Responsibilities and Duties

- 1.1 To assist the RFO with the management of the accounts and finance of the Council in accordance with the Governance Rules and HPC Financial regulations.
- 1.2 To Assist Members in the budget preparation
- 2.1 To assist with the booking of community halls, liaise with hirers and caretakers ensuring smooth transaction takes place.
- 2.2 Other responsibilities will include the normal office routine of filing, accounts, record keeping and correspondence as well as assisting the Office Manager as and when required with additional tasks.
- 2.3 To provide holiday/sickness cover for essential tasks undertaken by the other members of office staff.
- 2.4 To represent the Parish Council in an appropriate manner on a day-to-day basis in all dealings with the general public and to provide a first point of contact for all Council Services.

General:

- (a) The hours of work for contractual purposes will be as set out in the contract of employment. Occasional evening and weekend working is a requirement of the job for which compensation time-off will be given within the exigencies of the service and in line with Council policies.
- (b) To recognise and be aware of the requirements of the Health and Safety Work Act as well as Fire and Safety regulations and ensure that these are observed and regularly carried out.
- (c) This job description is not, by definition, a comprehensive schedule of all tasks and duties that are required to be undertaken. Accordingly, in addition to the duties specified, Administrative Assistants will also be required to undertake any other duties commensurate with the status of the post.



Administrative Assistant

Responsible to: Office Manager

Job Description

OVERALL PURPOSE OF THE JOB:

To assist the Office Manager in providing administrative support services across the full range of Council's business activities.

Principle Responsibilities and Duties

1. To provide a first point of contact for all Council Services
 - keep up to date with changes in new legislation and policies
 - provide help and guidance and assist with the completion of any Council forms.
 - receive correspondence for onwards despatch by courier to the District Council
 - be familiar with and hold committee reports and minutes for public inspection
 - keep records of enquiries for statistical analysis
 - operate IT and information links.
2. To assist with the booking of community halls, liaise with hirers and caretakers ensuring a smooth transaction takes place.
3. Other responsibilities will include the normal office routine of filing, accounts, record keeping and correspondence as well as assisting the Office Manager as and when required with additional tasks.
4. To provide holiday/sickness cover for essential tasks undertaken by the other members of office staff.
5. To represent the Parish Council in an appropriate manner on a day-to-day basis in all dealings with the general public.

General:

- (a) The hours of work for contractual purposes will be as set out in the contract of employment. Occasional evening and weekend working is a requirement of the job for which compensatory time-off will be given within the exigencies of the service and in line with Council policies.
- (b) To recognise and be aware of the requirements of the Health and Safety at Work Act as well as Fire and Safety regulations and ensure that these are observed and regularly carried out.
- (c) This job description is not, by definition, a comprehensive schedule of all tasks and duties that are required to be undertaken. Accordingly, in addition to the duties specific to the post, Administrative Assistants will also be required to undertake any other duties commensurate with the status of the post.