

# DOWNTON PARISH COUNCIL



## **Minutes of the Virtual<sup>1</sup> Staffing Committee Meeting held on Wednesday 2nd December 2020 at 1.30 pm.**

**Present:** Cllr Cornell (Chair) and Cllrs Brentor and Mace.

**In attendance:** Mrs Bev Cornish, Parish Clerk

No members of the public were present.

The Chair advised the meeting that agenda items would be re-ordered so that items 35.20 and 36.20 would be moved into Part 1 of the agenda and considered prior to item 28.20

**25.20 To receive apologies for absence:** The Clerk advised that no apologies had been received.

### **26.20 Declarations of Interest:**

**a. To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.**

No declarations of interest were received.

**b. To consider any Dispensation Requests received by the Parish Clerk and not previously considered:**

The Clerk advised that no dispensation requests had been received.

**27.20 To resolve to approve the Minutes of the meeting held on 8<sup>th</sup> October 2020:** Cllr Cornell proposed from the Chair and it was RESOLVED that the Minutes of the meeting held on 8<sup>th</sup> October 2020 be approved and signed.

### **35.20 Disciplinary and Grievance Policy**

It was agreed that useful comments had been received from employees via the Clerk with members considering that many might be acceptable but that the document is too detailed to deliberate fully at this meeting in view of comments only being received four days ago. It was proposed, seconded and resolved to review the comments with advice from SWC and to recommend that the Parish Council considers the further draft at its next meeting.

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<sup>1</sup> 1 In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

### **36.20 TOIL/Flexi Time Policies**

It was agreed that useful comments had been received from employees via the Clerk It was proposed, seconded and resolved that the TOIL policy as revised with comments from the Clerk with one proposed change to allow a 2 month rolling balance rather than the three months initially suggested be recommended to the Parish Council to ratify at its next meeting

### **28.20 Terms of Reference**

Following an outline of advice received from SWC, It was proposed, seconded and resolved to recommend to the Parish Council to add to item 13 of the Staffing Committee's terms of reference and item 5 of the Sub committee's terms of reference the words 'including authorising suspension of an employee should the need arise'.

### **29.20 Members' Training**

Following a brief discussion, it was proposed, seconded and resolved that members of the Staffing Committee would identify what courses are offered by SWC and consider these against their training needs.

### **30.20 Volunteer Policy**

After a discussion about the potential to deter volunteers from working with the Parish Council if the process of doing so involved a high level of administration, it was proposed, seconded and resolved to put this policy to Parish Council without a recommendation from the Staffing Committee.

### **31.20 Local Council Administration**

It was proposed, seconded and resolved to recommend to the Parish Council the purchase of the 12<sup>th</sup> and latest edition of 'Charles Arnold-Baker on Local Council Administration' at a cost of £119.

### **32.20 Practitioner's Conference**

After some discussion about the potential usefulness of councillors attending some of the talks to be given, it was proposed, seconded and resolved to recommend to the Parish Council the purchase of two places at the SLCC's Virtual Practitioner's Conference being held from 23<sup>rd</sup>-25<sup>th</sup> February 2021 at the cost of £150.

### **33.20 Staffing Committee Minutes**

A variation to this agenda item was proposed by the Chair to consider the timescales for the production of all Council and Committee minutes and process for sharing'. The Clerk made the point that, if minutes are to be produced within a shorter period, then all attempts should be made not to hold more than one meeting in a week. After some discussion it was proposed, seconded and resolved that the timescale for the production of minutes for all Council and Committee meetings should be one working week with the draft minutes being shared with the Chair of the meeting on the 6<sup>th</sup> working day following the meeting to finalise the draft.

## **Part 2 – CONFIDENTIAL INFORMATION – EXEMPT MATTERS - STAFFING**

**34.20** The Chair proposed that in view of the confidential nature of the business about to be transacted on personal employee matters, it is advisable in the public interest, that the press and public be temporarily excluded and they be instructed to withdraw and this was resolved.

### **37.20 Administrative Officer**

Suggested performance measures had been sent to the Clerk prior to the meeting but with insufficient time for these to be fully considered by her. The suggestions had raised some questions which were discussed at the meeting and it was proposed, seconded and resolved that the Clerk would suggest further measures in the light of the discussion, to be considered and agreed by email between the Clerk and the Staffing Committee members.

### **38.20 Clerk's Appraisal**

The Clerk had considered the Appraisal guidelines sent prior to the meeting and expressed concern that the document referenced policies which, in her view, the Council does not have. It was not possible in this meeting to establish which policies these are but the Clerk had agreed by email that she would be willing to use the guidelines for the coming appraisal. It was therefore proposed, seconded and resolved to accept the guidelines until they could be further reviewed.

### **39.20 Evaluation of Clerk's Role**

It was proposed, seconded and resolved to provide the Clerk with the relevant form for South West Councils to conduct a job evaluation of her role and for her to submit it with a copy to the Chair of the Staffing Committee prior to submission.

### **40.20 Salary Award**

The clerk had submitted a request that one spinal point salary award for her success in passing the Certificate of Higher Education in Community Governance be awarded in accordance with her Employment Contract. Advice had been sought and received that no further grades could be added above the top of the salary range of her contract. It was proposed, seconded and resolved to refuse the request.

### **41.20 Clerk's Statement on Pension Matters**

The Clerk asks for an update on the timing of the presentation of the Pension Report to Parish Council. The Chair stated that the report would be circulated to members and the Clerk by the 7<sup>th</sup> December.

### **42.20 Next Meeting**

No date was set for the next meeting.