



ECCLESFIELD PARISH COUNCIL

TO ALL MEMBERS OF THE STAFFING COMMITTEE

12th September 2019

Summons

Dear Sir / Madam,

You are respectfully summoned to attend the next meeting of the Staffing Committee on **Friday 20 September 2019 at 2.00pm** at the Council Offices, Mortomley Lane, High Green.

Recording meetings

You can take photographs, film and audio-record the proceedings at Council and Committee meetings whilst they are open to the public. The recording has to be conducted under the direction of the Chair of the meeting and follow our protocol on audio and visual recording and photography at council meetings.

Anyone wishing to record must let the Chair of the meeting know prior to, or at the start of the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive.

If you will be speaking at a meeting, for example to ask a question or present a petition, you will have the right not to be recorded. You will need to tell the Chair of the meeting that you do not want to be recorded.

Yours sincerely

Councillor T Bawden
Proper Officer and Chairman

To: Councillors V Bowden, A Brownrigg, P Brunt, T Grantham and C Levery, T Bawden (ex officio) and J Brownrigg (ex officio)

STAFFING COMMITTEE
AGENDA

16. To receive apologies for absence from members and to consider the reasons for absence.
17. To identify any items for discussion that may require the exclusion of the press & public.
18. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting.
19. To receive the minutes of the previous Staffing Committee meeting held on the 5th September 2019 for approval (pages to attached)
20. To consider the draft Volunteers Policy. (page attached)
21. To consider the draft Training Policy. (page attached)
22. To consider a motion to move to private session.
23. To consider the report and recommendations from Cllrs Lavery and Brunt re-Administration Assistant vacancy. (Page attached)
24. Update from the Interview of the Clerk Post.
25. Closure and date of meeting.

ECCLESFIELD PARISH COUNCIL

Minutes of the Staffing Committee Meeting of Ecclesfield Parish Council held 5 September 2019

Present:

Councillor A. Brownrigg, Councillor J. Brownrigg, Councillor T. Bawden, Councillor T. Grantham, Councillor P. Brunt, Councillor V Bowden and Councillor C Levery

In attendance: K Mann Advisor to Council

9. To Receive apologies and consider approval of reasons for absence

None

RESOLVED

10. To identify any items for discussion that may require the exclusion of the press and public.

RESOLVED

That by virtue of The Public Bodies (Admissions to Meetings) Act 1960 the press and public would be excluded from the meeting for agenda item 14 as publicity would be prejudicial to the public interest.

11. To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting.

None

12. To consider the minutes of the previous Staffing Committee held on the 26 July 2019

The minutes were approved by the staffing committee subject to the following amendments:

A member of the public was in attendance and Cllr Grantham left the meeting at 7.00pm.

RESOLVED

That the minutes of the previous meeting be approved subject to the amendments.

13. To consider a motion to discuss confidential matters

RESOLVED

The committee agreed a motion to discuss confidential matters in private.

14. To consider applications for the post of Clerk / RFO

The Advisor to Council provided one application that had been received for the post of Clerk/RFO. It was a strong application with experience and qualifications for the vacant post.

It was noted that Referee (b) could be taken up before appointment if the applicant was successful.

It was agreed to invite the applicant to attend an interview on 12 September 2019 at 4.00pm. Cllr John Brownrigg offered to step down from the interview panel should the Chair of Finance and Premises Committee be available. The advisor to Council would contact Cllr Swift to ask that he attends the interview. If he is unavailable Cllr J Brownrigg will attend the interview panel.

After the interview the applicant may be invited to present to Council on the 3 October 2019.

15. Closure of meeting

The date of the next meeting would be 20 September 2019 at 2.00pm. Cllr Brunt would chair this meeting. Apologies were received from Cllrs J Brownrigg and A Brownrigg for the meeting on the 20 September 2019.

The meeting closed at 6.10pm.

Ecclesfield Parish Council

Draft Volunteer Policy

Introduction

Ecclesfield Parish Council exists to support and provide services to Ecclesfield local residents.

Ecclesfield Parish Council seeks to involve volunteers to:

- ensure our services meet the needs of our clients
- provide new skills and perspectives
- increase our contact with the local community we serve

Principles

This Volunteering Policy is underpinned by the following principles:

- Ecclesfield Parish Council will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to Ecclesfield Parish Council's work
- Ecclesfield Parish Council does not aim to introduce volunteers to replace paid staff
- Ecclesfield Parish Council expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work
- Ecclesfield Parish Council recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.

Practice guidelines

The following guidelines deal with practical aspects of the involvement of volunteers.

Recruitment

All prospective volunteers will be interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

Volunteer agreements and voluntary work outlines

Each volunteer will have a volunteer agreement establishing what Ecclesfield Parish Council undertakes to provide them. In addition they will agree to a written outline of the specific work they will be undertaking. Neither of these documents is a contract; Ecclesfield Parish Council has no intention of creating a contract with any volunteers.

Expenses

Volunteers may have their travel and other expenses reimbursed.

Induction and training

All volunteers will receive an induction into Ecclesfield Parish Council and their own area of work. Training will be provided as appropriate. Where possible volunteers will be entitled to receive additional training on the same basis as paid staff.

Support

The Parish Clerk or another senior member of staff will be all volunteers point of contact. They will be provided with regular supervision to feed back on progress, discuss future development and air any problems.

The volunteer's voice

Volunteers are encouraged to express their views about matters concerning Ecclesfield Parish Council and its work.

Insurance

All volunteers are covered by Ecclesfield Parish Council's insurance policy whilst they are on the premises or engaged in any work on Ecclesfield Parish Council's behalf.

Health and safety

Volunteers are covered by Ecclesfield Parish Council's Health and Safety Policy.

Equal opportunities

Ecclesfield Parish Council operates an equal opportunities policy in respect of both paid staff and volunteers. A copy of the Equal Opportunities Policy is available from the Clerk. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

Problem solving

We aim to identify and solve problems at the earliest possible stage. Volunteers must discuss any issues with the Clerk or another senior member of staff as soon as any problems or issues occur.

Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff.

ECCLESFIELD PARISH COUNCIL

DRAFT TRAINING POLICY

Purpose

It is the Council's policy that all employees and Councillors of the Council will be trained to a high standard to ensure that they are able to deliver the Council's Services effectively, efficiently and safely.

1. STAFF TRAINING

1.1 The employees of the Council are fundamental in all areas of its service delivery and development. Accordingly, it is essential that they have the skills and knowledge to carry out their duties efficiently, effectively and safely.

1.2 Each member of staff has an appraisal at least once a year. During this appraisal training needs are discussed and agreed. It will also be agreed whether the line manager or the member of staff is responsible for arranging agreed training.

1.3 Line managers will discuss and agree training requirements with new employees or employees moving to a new role during their induction and continually throughout their employment whilst welcoming personal development requests from employees.

1.4 To ensure the Council achieves its objective of having a motivated and skilled workforce providing a high standard of service, all employees will be required to notify their line manager of any areas of work in which they feel they require training.

1.5 For certain tasks (especially those with a safety risk), certain training is mandatory. Line managers are responsible for analysing training needs and ensuring all relevant employees are fully trained.

1.6 Line managers are responsible for keeping staff training records up to date.

2 COUNCILLORS TRAINING

2.1 As the policies of the Town Council are set by the Council as a corporate body, it is essential that all Councillors have the necessary skills and knowledge.

2.2 All Councillors are offered the opportunity to attend relevant training courses offered by the various service providers subject to the agreement of the Council. The Clerk is responsible for informing Council of relevant training opportunities and arranging agreed training.

3 DELIVERY

3.1 The Council recognises that because of its size most formal training will be provided by outside bodies. Therefore close links have been established with various external training providers.

3.2 The Council has specific budgets for staff training and Councillor training.

4 REVIEW, FEEDBACK AND SHARED LEARNING

4.1 Staff and Councillors are encouraged to evaluate training that they have undertaken. The purpose of this is to provide shared learning across the organisation, which provides both training benefits and represents value for money.