

ECCLESFIELD PARISH COUNCIL

Minutes of the Staffing Committee Meeting of Ecclesfield Parish Council held 18 October 2019

Present:

Councillor A Brownrigg (Chair), Councillor T. Bawden, Councillor T. Grantham, Councillor J Brownrigg, Councillor V Bowden and Councillor C Levery

In attendance: K Mann Advisor to Council

26. **Apologies for Absence**

Apologies were received from Cllr P Brunt.

RESOLVED: To approve the apologies from Cllr Brunt.

27. **Press and Public Exclusion**

The committee agreed to move into Confidential Session from item 32.

28. **Declarations of Interest**

None

29. **Staffing Committee minutes**

The committee received the minutes of the previous Staffing Committee meeting held on the 20 September 2019 for information.

RESOLVED: That the minutes from the 20 September 2019 meeting be noted.

30. **Policies to be reviewed**

30.1 To consider the Performance Appraisal Policy

The committee considered the Policy for approval. The Advisor was asked to circulate the appraisal form to all members.

RECOMMENDATION TO COUNCIL: That the Performance Appraisal Policy be adopted.

30.2 To consider the draft Lone Working Policy

The committee provided amendments to the policy as follows:

- An additional paragraph to be added "to ensure the doors are locked and secure whilst working alone and only let people into the building that have appointments, are expected, or are councillors.
- The Clerk should be available to members of the public by appointment at the designated address.

RECOMMENDATION TO COUNCIL: That the Lone Working Policy, subject to amendments being completed, be adopted.

30.3 To consider the draft Sickness Policy

The committee provided amendments to the policy as follows:

- Procedure, after line manager, 2nd line to add by telephone and amend the time from 10am to 9am
- Section 4.2 penultimate paragraph to amend the word of to off

RECOMMENDATION TO COUNCIL: That the Sickness Policy, subject to amendments being completed, be adopted.

The committee agreed to move into Confidential Session.

31. **Confidential Matters**

32. To consider the vacancy of Archivist Post

A discussion took part with regards to replacing the Archivist and funding provided to SOAR for a Community Liaison person.

A letter from the Council to be sent to SOAR requesting an update of what the £4,000 contribution from Council pays for, time allocated to the liaison officer and to provide feedback before the next Council meeting on the 7 November 2019.

It was suggested to employ a Community Liaison Officer to manage and support the Archiving Project and support the High Green Health Network.

The Community Engagement Working Group will discuss the potential new post, Job Description and Person Specification and the information would be provided to Finance & Premises Committee in December 2019.

RESOLVED: That

- i) a letter be sent to SOAR to ask for information with regard to what the £4,000 pays for and feed back to the Council on 7 November 2019; and**
- ii) the Community Engagement Working Group meet to discuss the community liaison officer post.**

RECOMMENDATION TO COUNCIL: That Council consider the appointment of a Community Liaison Officer to replace the Archivist.

33. To consider the Agreement in place for the Advisor to Council.

The committee agreed to continue with the appointment of the Advisor to Council until the appointment of the Clerk/RFO is made.

RESOLVED: That the Advisor to Council be appointed until a Clerk/RFO is appointed.

34. **Staff Training**

YLCA have training on the Freedom of Information Act and GDPR in Wakefield on 1 November, to consider approving training for the Admin Officer and Admin Assistant which will incur overtime and costs for the training and travel expenses.

The committee agreed to have the Proper Officer/Chairman of Council, Admin Officer and Admin Assistant to attend the training with YLCA.

RESOLVED: That the Proper Officer/Chairman, Admin Officer and Admin Assistant be approved to attend the YLCA training and the costs be taken from the Training Budget 2019/20.

35. **Closure and date of next meeting**

To arrange the date for the next Staffing Committee meeting. Friday 6 December 2019 at 2.00pm.