

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

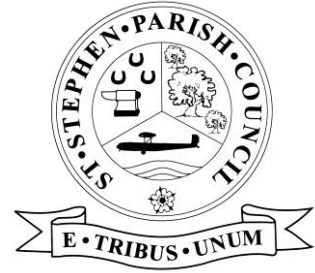
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Minutes of the **HR Committee meeting**
held on **Tuesday 30 April 2019 at 10.00 am**

Venue: **Greenwood Park Community Centre, Tippendell Lane, Chiswell Green, AL2 3HW**

Present

Cllr Dorothy Kerry (Chair)

Cllr John Bell

Cllr Karen Hurford

Cllr Eileen Whittaker

Cllr Bill Pryce

Also present:

Sue Hake, Clerk

Clive Payne, Locum Manager

Isabel Crozier: Assistant Clerk attended for item 1819/HR/054 to discuss the H&S report

Under the Terms of Reference of this committee the public and accredited representatives of the press are excluded, in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1982. This is due to the confidential nature of the business to be discussed.

1819/HR/045 To receive and accept apologies for absence

Apologies received from Nicholas Tyndale

1819/HR/046 Declarations of interest and dispensations

- a. To receive declarations of interest from councillors on items on the agenda
None
- b. To receive written requests for dispensations for declarable interests
None
- c. To grant any requests for dispensation as appropriate
None

1819/HR/047 To approve the minutes of the meeting held on 7 December 2018 and the minutes of the extraordinary HR Committee meeting on 26 March 2019

Resolved: Proposed Cllr Pryce, seconded Cllr Bell - minutes for 7th December 2018 be approved as a true record

Votes in favour: unanimous

Resolved: Proposed Cllr Hurford, seconded Cllr Pryce – minutes for 26th March 2019 be approved as a true record

Votes in favour: unanimous

1819/HR/048 To receive a progress report from the Locum Manager

The Locum Manager reported that the review of the Council's telephony had been completed which had identified savings for the Council following the receipt of proposals and a report recommending the implementation of a new VoIP system would be submitted for approval shortly.

The Locum Manager reported on the successful implementation of the recommendations from the review of the Council's IT systems and the installation of all the approved computer hardware. Everything was confirmed to be in place except for the provision of new email addresses for Councillors which still needed to be set up on Councillor's devices either from the guidance when circulated or by

attending a pre-arranged session with Hertscom at the Parish Centre for assistance with portable devices. It was reported that ideally action could now be taken in conjunction with the Clerk and all staff in respect of some recommended further housekeeping on old or "personal task" data and all data needs to be put onto the shared drive.

Cllr Hurford proposed that the suitability of the current office laptops be reviewed and, if necessary, be replaced at some stage.

Action: To review in consultation with Hertscom the sufficiency of the current Parish Council laptop to consider whether any replacements are required at some stage.

1819/HR/049 To agree a process for staff appraisal

The Locum Manager reported and discussed the need for and process of staff appraisals to focus primarily on staff development and self-assessment and provided a suggested appraisal review form for implementation.

Resolved Cllr Kerry proposed the implementation of an effective appraisal system for all staff in October 2019 annually thereafter, seconded Cllr Hurford

Votes in favour: unanimous

Actions: Committee members to be asked to provide any further feedback or suggested amendments/additions to the form for consideration before the next meeting of the HR Committee.

SH to be responsible for all staff appraisals initially but to include the Grounds Maintenance Manager for the Grounds Maintenance team with a view to his managing the process for the team the following year.

As part of the initial implementation of the appraisal scheme the Clerk arrange to hold briefing meetings in September for staff prior to appraisals taking place and provide report back to HR Committee on the outcomes of the appraisals with any recommendations for revising the scheme in future years.

1819/HR/050 To review the operation and arrangements for staff TOIL

The Locum Manager reported on the review of the current arrangements for staff to take TOIL (time off in lieu). It was proposed that:-

(a) no change be made to the current Council policy on TOIL and the existing cap of 15 hours TOIL in a month be confirmed with any excess hours worked beyond the limit be lost and overtime only paid in exceptional circumstances and, if agreed, by the Clerk;

Resolved Cllr Kerry proposed no change be made to the current Council policy on TOIL and the existing cap of 15 hours TOIL in a month be confirmed with any excess hours worked beyond the limit be lost and overtime only paid in exceptional circumstances and, if agreed, by the Clerk, Cllr Hurford, seconded

Votes in favour: unanimous

(b) the current requirement in the monthly timesheet completed by staff to record TOIL and additional working hours be maintained.

Resolved: Cllr Hurford proposed the current requirement in the monthly timesheet completed by staff to record TOIL and additional working hours be maintained but the timesheet be reviewed to allow for the reason for any TOIL to be included where possible; seconded Cllr Pryce

Votes in favour: unanimous

(c) the approval of the Clerk continue to be required before staff may take TOIL time off;

Resolved: Cllr Kerry proposed the approval of the Clerk be required before staff may take TOIL time off; seconded Cllr Bell,

Votes in favour: unanimous

(d) a twice-yearly monitoring report on the extent and use of TOIL by all staff be presented to the HR Committee;

Resolved: Cllr Whitaker proposed, a twice-yearly monitoring report on the extent and use of TOIL by all staff be presented to the HR Committee seconded Cllr Pryce,

Votes in favour: unanimous

(e) the policy, operation and use of TOIL by all staff across the Council be reviewed periodically by the HR Committee.

Resolved Cllr Bell Proposed the policy, operation and use of TOIL by all staff across the Council be reviewed annually by the HR Committee; Cllr Hurford seconded,

Votes in favour: unanimous

1819/HR/051 To agree arrangements for future Christmas closure / staff leave

The Locum Manager reported on the need to review the current requirement for staff to have to retain five days annual leave to be taken at the Christmas/New year period and the future arrangements for office and service closure during that period each year.

Resolved: Cllr Kerry proposed that staff be consulted on the current contractual term to retain five days annual leave to be taken during the Christmas/New Year period with a view to deleting that term of employment and the Clerk arrange for the office closure each year whilst ensuring that skeleton staff cover is maintained over Christmas and New Year period excluding Bank Holidays, Cllr Bell seconded, Votes in favour: unanimous

Actions: The Clerk to consult staff on the proposal to delete the current contractual term to retain five days annual leave to be taken during the Christmas/New Year period to arrange for the office closure each year whilst ensuring that skeleton staff cover is maintained.

The Greenwood Park Christmas/New Year opening in 2019 to be discussed at the Leisure Committee.

1819/HR/052 To receive a report on the NJC Pay Award

CP reported on the outcome of the NJC pay award from 1st April 2019 and confirmed that it had been implemented for all Parish Council staff. There was also one situation where incremental progress needed to be considered.

Resolved: Cllr Kerry proposed that the report be noted and approval agreed for the Assistant Clerk to receive an incremental pay increase to be backdated to April 1st 2019 in view of the post holder's excellent performance since commencement. Cllr Hurford seconded, Votes in favour: unanimous

Cllr Whitaker left the meeting at 10.40am

1819/HR/053 To review the Disciplinary and Grievance Policies and Procedures

The Locum Manager reported on the outcome of the review into the need to update the Council's Disciplinary and Grievance Procedures and submitted recommended updated procedures for approval. It was also recommended that the Council should develop a comprehensive Council Staff Handbook.

Resolved: Cllr Bell proposed adoption of the updated Disciplinary and Grievance Policies which should be followed in all future relevant cases and the development a comprehensive Council Staff Handbook for consideration by the HR Committee, Cllr Hurford seconded, Votes in favour: unanimous

Action: Policy to be circulated by the Locum Manager and Clerk to make arrangements for the development of a Council Staff Handbook

1819/HR/054 To receive a report on Health and Safety

The Assistant Clerk went through the items in the report which updated the Committee on a range of health and safety issues and necessary actions.

Resolved: That the report be noted and the following actions be implemented.

Action: Cllr Bell proposed: IC to contact HSE to ascertain if points can be reinstated to 400. Reduce the whole body vibration & noise testing to 3 yearly, test 'red' items & new equipment annually & reduce other HAV testing to 2 yearly. Cllr Hurford seconded

Votes in favour: unanimous

The meeting closed at 11.04 am

Chairman

Date