

**DRAFT**

**Minutes of a meeting of the Staffing Committee held on Wednesday 21 September 2016 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.00 hrs.**

Present: Cllrs A Grimes, I Montgomery, D Peer and R Pike  
Attending: S E Roberts (Clerk)

**16/SC/1 Election of Chairman**

Cllr Grimes was appointed as committee Chair for the ensuing year.

**16/SC/2 Election of Vice-Chairman**

Cllr Montgomery was proposed as committee Vice-Chairman, nominated by Cllr Pike and seconded by Cllr Peer. Cllr Montgomery was duly elected as Vice-Chairman of the Committee for the ensuing year.

**16/SC/3 Public Questions**

There were none.

**16/SC/4 Apologies and declarations of members' interests**

- 4.1 There were no apologies
- 4.2 There were no declarations of interest.

**16/SC/5 Terms of Reference**

- 5.1 Members reviewed the committee's terms of reference (previously circulated).
- 5.2 The Clerk highlighted that the committee's terms of reference had been approved at the June Council meeting, subject to the amendment of the membership to be 4 members and the quorum to be 3 members.
- 5.3 The committee **RESOLVED** to adopt the terms of reference for 2016/17.

**16/SC/6 Youth Service**

- 6.1 Members considered various changes proposed by the Youth Club Management Committee relating to the structure of the Youth Service (report previously circulated). It was noted that the total cost of all the proposals was within the council's approved 2016- 17 budget for youth salaries.
- 6.2 Following a discussion, the committee approved the following:
  - To re-grade the current Assistant Youth Support Worker post (JNC grade 3) to a Youth Support Worker post (JNC grade 7);
  - To appoint a Senior Youth Worker (JNC grade 13) for a fixed-term temporary contract to cover maternity leave;
  - To appoint a Youth Support Worker for a 6-month fixed term contract to support the maternity cover.

- 6.3 The Clerk was asked to confirm the council's position as employer regarding statutory maternity pay and leave.

16/SC/7

### **2016 Staff Appraisals**

- 7.1 Members discussed the process for the 2016 staff appraisals. The Clerk highlighted the aim was for this to be as in previous years and completed by 28<sup>th</sup> November, to allow for any budget implications to be considered at the December meeting of the Finance and General Purposes Committee. This would mean appraiser forms for the 3 office staff sent to all councillors early October for completion within 2 weeks; appraisee forms completed and returned to the Staffing Committee prior to the appraisals; the actual appraisal meetings; and then joint agreement on the final form, which would include objectives for next year and identify training and development plans. Members agreed there should be an opportunity to reflect on any compliments and/or complaints received about staff during the year.
- 7.2 Members noted the first appraisal to take place would be for the Clerk, and conducted by members of the Staffing Committee (to be determined). The other 2 staff appraisals would be conducted by the Clerk, as their line manager, plus one other member of the Staffing Committee (to be determined). The Clerk would also oversee appraisals for the youth club staff before the end of the financial year.
- 7.3 Members queried whether staff should have the opportunity to view the appraiser forms before or during their appraisal interview. The Clerk was asked to seek advice from BALC's HR adviser, Bethan Osborne on this point by 27<sup>th</sup> September to allow members to communicate informally. The process and timescales would be confirmed by 3<sup>rd</sup> October, to coincide with despatch of the October Council agenda and papers, which would include the minutes of the Staffing Committee meeting. Cllr Grimes would explain the appraisal process to all councillors at the October Council meeting.

16/SC/8

### **Training**

- 8.1 Members considered various matters relating to training for staff and members. It was noted the committee is responsible for overseeing the Council's policies for training and development, hence this should be a standing item at each meeting. The Clerk maintains a training register for staff and councillors and should identify specific training needs as appropriate.
- 8.2 Members agreed that each committee should be asked to identify their training requirements and associated budget, including relevant conferences. Members noted the need for additional professional skills given the changing nature of the council as the parish grows.
- 8.3 The Clerk circulated the latest BALC training newsletter and agreed to enrol Cllrs Grimes, Peer and Pike on the Budgeting and Finance for Local Councils course on 5<sup>th</sup> October at Grazeley Village Hall. The Clerk was asked to confirm how long the BALC courses are valid for.

16/SC/9

**Correspondence**

9. There was no correspondence.

*The meeting ended at 21.00hrs*

**List of actions**

<b>Ref</b>	<b>Action</b>	<b>Action by</b>
16/6.3	Confirm the council's position as employer regarding statutory maternity pay and leave.	Clerk
16/7.3	Confirm the legal position on appraiser forms with BALC's HR consultant by 27 <sup>th</sup> September	Clerk
16/7.3	Confirm the process and timescales for staff appraisals by 3 <sup>rd</sup> October	All
16/8.1	Ensure training a standing item on committee agenda	Clerk
16/8.2	Identify training needs by committee, member and staff and update training register accordingly.	Clerk
16/8.3	Check with BALC how long BALC training courses are valid for	Clerk