

All minutes are draft until approved by the Council at the next meeting

Marchwood Parish Council

Minutes of the meeting of the Personnel Committee held via the Zoom application on Monday
11th January 2021 at 7.45pm.

Councillors: Cllr J Case – in the Chair (P)

Cllr D Hindle (P)
Cllr G Wright (P)

Cllr A Ushamba (P)
Cllr R Young (P)

(P) Present

(A) Absent

In attendance: Mr B Gibbs (Clerk to the Council), Cllr P Mballa and Dist Cllr S Bennison.

Before the meeting commenced, Cllr Case welcomed everyone to the first meeting of the new committee.

Apologies for absence

1 All members were present.

Declarations of Interest

2 No declarations of interest were made.

Public Participation

3 No members of the public were present.

Chairman's report

4 Cllr Case spoke about the functions of the committee as follows:

- To support the employees of the parish council as part of its role as an employer.
- To provide them with all the necessary tools and equipment to enable them to perform their duties.

To note the terms of reference of the new Committee

5 Cllr Case reminded everybody that the Terms of Reference had been debated and amended at the Policy & Resources committee meeting held on the 23rd November 2020.

It had then been recommended to the Full Council for approval at its meeting of the 21st December 2020.

6 **RESOLVED:** That the Personnel committee **noted** its Terms of Reference and that members agreed to abide by them from this point onwards.

To consider the setting up of any working parties or task and finish groups

7 **RESOLVED:** That a working party be set up so as to enable members of the committee to meet informally between meetings.

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8 **RESOLVED:** That this working party should report directly to the Full Council should the need for a prompt decision be necessary.

To consider joining the Local Council People & Development (LCPD) advice service

9 One of the outcomes of personnel matter (resolved in December 2020) was the need to re-commence staff appraisals. In support of this need it was proposed that the Council's officers and members of this committee (representing the employer) attend a course run by the Hampshire Association of Local Councils (HALC) entitled an "Introduction to Appraisals".

The cost of this course will be £400.00p (plus VAT) for an eight-person attendance.

10 **RESOLVED:** That the Parish Council runs an Introduction to Appraisals course in conjunction with HALC. This course is aimed at all staff and Councillors who conduct appraisals.

11 A recent audit of the Parish Council's policies and procedures by the former staffing panel discovered that many required reviewing and possibly updating. The panel also noted that further investigation was necessary to ensure that the Parish Council has a full range of robust and relevant policies and procedures that are compliant with employment legislation.

12 HALC has identified the following key policies that should cover the Parish Council's employment law requirements:

- Adoption, Maternity, Paternity, Parental Bereavement Leave and Shared Parental Leave Policy
- Annual Leave Policy
- Appraisals Policy
- Bullying & Harassment Policy
- Code of Conduct
- Confidentiality Statement
- Equal Opportunities
- Recruitment & Selection Policy
- Sickness Absence Policy

13 **RESOLVED:** That the Parish Council enrolls in the Local Council People & Development advice service from the Hampshire Association of Local Councils at a cost of approximately £1,500 (plus VAT).

To consider a review of the current organisational structure of the Parish Council to include job analysis, job design and job evaluation

The Chairman commented that the chosen methodology should be transparent and inclusive of all employees. He said that employee engagement is a core prerequisite throughout the lifetime of this project, and that a full consultation process will be undertaken should the outcome of this project result in any changes to individuals' terms and conditions or job content.

All staff are to be made aware of and have access to all of the Parish Council's HR policies & procedures, and that suitable training and development opportunities are available to those who are in need of it..

14 **RESOLVED:** To undertake a comprehensive review of employee's duties and responsibilities (Job Specifications & Descriptions, including salary).

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15 **RESOLVED:** To evaluate job design and job redesign options to improve quality, work efficiency and productivity, incorporating motivational techniques to assist the succession planning process.

16 **RESOLVED:** To undertake a job evaluation review to determine the market rate of one job to that of the other posts in the organisation so that a fair and equitable wage and salary system can be established.

Exempt Business

17 **RESOLVED:** in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personnel or confidential matters where publicity might be prejudicial to the special nature of the business.

There being no further business the meeting closed at 8.47pm