

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE

HELD ON 23RD MARCH at 6PM in Charvil Village Hall

Present: John Hobson (chairman) Chris Drew, Lauren McCann, Jackie Jeffery

- 1. APOLOGIES FOR ABSENCE: There were no apologies.**
- 2. OPEN FORUM: No other members of the council or residents present.**
- 3. DECLARATIONS OF INTEREST There were no declarations.**
- 4. It was resolved that the press and public be excluded from the meeting on the grounds that it would be prejudicial to the public interest**
- 5. REVIEW OF ACTIONS DISCUSSED AT PREVIOUS MEETING.**
 - a) It was noted that contracts are in place, the clerk and assistant clerk will supply them to the committee for review.**
 - b. Job descriptions need to be written. The preference was for the clerk and assistant clerk to log their duties over one month. In view of the assistant clerk's illness it was deemed advisable to request that the clerk alone should do this.**
 - c. Handbook- this will be provided by Councillor Drew. The committee needs to retain and discard passages as appropriate. A hard copy was requested if possible so that staffing committee members may bring their suggestions to the next meeting.**
 - d. Policies- these will be written in due course and Councillor Hobson undertook to implement this.**
 - e. Employment Liability Ins. – The clerk has confirmed that this policy is in existence.**

f. Performance Management. This aspect was discussed with the clerk. Key performance Indicator form is required and Cllr. McCann agreed to access this. It was decided that an annual appraisal should take place around mid November.

g. Training Needs. It was agreed that the clerk be asked to suggest useful courses once the job description are in place. Cllr. Hobson to approach her with this idea

6. TERMS OF REFERENCE

Deferred pending soft copy to be obtained from the clerk

7. EMPLOYEE HANDBOOK

See note c under Actions. Cllr Drew mentioned that this must be in Part 2(not for public view).He will talk to the clerk to assess aspects to share with whole committee and which to remain private.

8. REVIEW CONTRACTS

See under Actions note a.

9. AGREE WHEN POLICIES TO BE WRITTEN AND PUT IN PLACE

Cllr. Hobson to action with help and suggestions from the clerk.

10. CONSIDER FEEDBACK FROM INFORMAL MEETING WITH the clerk

All felt it went well. Feedback was good and the clerk was very supportive in all requests regarding job descriptions/contracts etc.

11. A.O.B.

Cllr. Hobson mentioned availability on the How To Be A Good Employer course and asked whether any member was able to attend.

DATE OF NEXT MEETING;

To be held in approximately 3 months: date, time and venue to be arranged.

The meeting closed at 7.15pm