

## Minutes of the meeting of the Staffing Committee, held on 16<sup>th</sup> February 2015 at Charvil Village Hall

Present: Chris Drew, Lauren McCann, Jackie Jeffery, John Hobson

1. Election of Chair: John Hobson was elected as Chair
2. Apologies for absence: None
3. Open Forum: There were no residents present
4. Declarations of Interest: There were no declarations of interest
5. Resolution to exclude members of the press and public due to the confidential nature of the proceedings: Passed
6. To consider the terms of reference the committee should abide by: A model document was reviewed and modified to reflect the needs of Charvil Parish Council. This to be finalised and brought back for consideration by the staffing committee.

**Action : John Hobson**

7. To consider and approve the Councils Policy statements as required for the pension scheme. Approved, and recommended to be submitted to full council for approval.
8. To consider the contracts, policies and job descriptions that are in place and to decide whether they should be updated:

- Contracts. These are in place and will be reviewed by the staffing committee.

**Action: John Hobson, Jackie Jeffery, Lauren McCann**

- Job Descriptions: These need to be written and need to reflect the duties of the two council employees. The two council employees will be asked to record their duties and hours worked over a period of a month to facilitate this. This will be discussed with the Parish Clerk by the staffing committee.

**Action: John Hobson, Jackie Jeffery, Lauren McCann**

- Employee handbook. An employee handbook will be written. Chris Drew undertook to provide an example of a document.

**Action: Chris Drew.**

- Policies. No policies currently exist. It was agreed that a light touch approach would be used, given the council has only two employees. Nevertheless it was agreed that the following should be written: Grievance, disciplinary, sickness absence.

**Action: John Hobson**

- Employers' liability cover. It was agreed that whether such cover exists and if so its level should be investigated. John Hobson to ask the Parish Clerk.

**Action: John Hobson**

- Performance Management. It was agreed to ensure both employees receive an annual appraisal.

9. To consider how to deal with the training needs of staff. It was agreed to ask the employees to consider their training needs. These will be agreed by the staffing committee and a training plan and budget agreed by the Parish Council.

- a. To consider future actions: It was agreed to organise a meeting with the Parish Clerk to hear her views on what she thinks are issues which need to be addressed.

**Action: Lauren McCann**

10. Date of Next Meeting. 6pm Monday 23<sup>rd</sup> March