



**Minutes of the Meeting of the Staffing Committee held on 27th November 2017 at 7.30pm**

- Present** John Hobson (Chairman), James Bell, Jackie Jeffery, Amanda Burton and Miranda Parker
- Absent** Jim Gillett
- 31/17** **Open Forum** - There were no residents present
- 32/17** **Declarations of Interest** – There were no declarations of interest
- 33/17** **Minutes of the Meeting held on 10th April 2017** - The minutes were approved by the committee
- 34/17** **Resolution to exclude members of the press and public due to the confidential Nature of the following agenda items** – This resolution was approved
- 35/17** **To consider how best to re-advertise the post of Village Warden in the light of no applicants coming forward** – It was resolved to include a leaflet for this advertisement and for the vacant councillor post in the Village News.
- 36/17** **To consider how the appraisals went and whether any changes need to be made to the process** – Both the clerk and assistant clerk were happy in principle with using a set form around which to discuss the past year. It was accepted that the form needed to be Charvil specific, but the principle was good. It may have been the irrelevant sections that led the Chairman not to base the appraisal on this, but it was felt that in future best practice would be to be consistent across the board, which will be more important as the Council employs more staff. One other point that was raised by the clerk was that there should be no time pressure on the appraisal as this does not allow for a full discussion.
- 37/17** **To consider training needs** – various training needs have been identified by the appraisals: for Amanda, she needs a bit of informal guidance in how to update the Parish's Facebook account, and she needs to have some defibrillator training. This should be done at the village hall for councillors and other regular hall users, but has not yet had a date set. The clerk needs to find a new finance system for the Parish Council, and this will lead to the need for more training. It would also be useful to identify training for councillors – some may be offered by Berkshire Association of Local Clerks, and other courses may be run by Society of Local Council Clerks, but it was also suggested that the clerk run short sessions before council meetings on various subjects such as data protection, governance etc.
- 38/17** **Open Forum to discuss staffing issues** – The past six months have been quite turbulent for the Parish Council, with three resignations from the Council, three new councillors, a new Chairman and a new Chair of the Amenities, not to mention some unplanned projects that have tested the Council's systems and have, at times, found them to be inadequate. This background has not made it very easy for the staff to work as effectively as they might, and has led to a blurring of the lines of the roles of staff and of councillors, to the frustration of both members of staff (and possibly of councillors). It needs to be made very clear to all councillors that their role is to decide what the council wishes to do, but then leave the actual work to the staff. Micro-management is not possible in the Parish Council structure as no individual councillor can make decisions

on their own – in this regard, Councillors must have faith in their staff that they will carry out the will of the council to the best of their ability, and will keep them informed of any progress, problems etc. If any problems are identified, this does not mean an individual councillor can then get involved with decision making as this is not allowed. Both members of staff understand that councillors are trying to be helpful, but that this is both unhelpful and illegal. Additionally, there was a concern that decisions are in danger of being made by e-mail, rather than in meetings, again illegal.

**39/17 To consider what pay recommendations the committee will take to full council –**  
After a brief discussion, the committee decided what it would suggest to Council

**Date of 2018 meetings** – Monday 26th March and Monday 26th November 2018

**There being no further business the open meeting closed at 8.05pm**

**Chairman's Signature .....**