

**MINUTES OF PERSONNEL COMMITTEE MEETING OF SHERBURN-IN-ELMET PARISH COUNCIL HELD IN THE PARISH COUNCIL OFFICE ON WEDNESDAY 11 JULY 2012 @ 7PM.**

**Present: Councillors K Devers, S Haskell, P Doherty, M Hobson, Mrs J Brown, Mrs A Traska and Mrs S Hoyland (Project Officer)**

**1. APOLOGIES FOR ABSENCE**

Councillor C Lake

**2a) ELECTION OF CHAIRMAN**

Councillor K Devers proposed Councillor S Haskell - elected unanimously.

**2b) MINUTES OF PREVIOUS MEETING**

Minutes of the meeting held on 13 February 2012 were approved.

The Chairman reminded members to observe confidentiality in accordance with the "confidential section" previously adopted.

**3. REPORT OF STAFF EVALUATIONS/APPRAISALS**

The Chairman confirmed had carried out staff appraisals as agreed at the last meeting and reported that he met Margaret and Shirley on separate occasions to discuss how they felt about the job and how it was going and he was able to pass on the feelings of the Councillors and discussions had been open and two-way.

Useful information was provided and several matters arose out of the appraisals:

- Project Officer's role – resulted in a definition being given at a Parish Council meeting for the benefit of new Councillors in particular.
- Holiday entitlement – clarification was needed and it has been established that these are to be calculated on the basis of hours worked.
- Overtime – the auditors had remarked upon the extra hours worked by the Clerk, although this was not a problem, the meeting noted that a normal hourly rate applies.
- Project Officer's report – to be presented at the main parish council meeting in order to assist in streamlining items and provide a summary to keep Councillors up to date with on-going projects. This has now been implemented.
- Appraisals - to be carried out annually as a general rule.
- General feedback – Chairman said that the staff are appreciated by councillors in the roles they do and the staff undersold themselves as to their strengths and weaknesses and he thanked Margaret and Shirley for their cooperation.

**4. DEFINING OF DUTIES OF CLERK/PROJECT OFFICER**

Agreed this was covered in Item 3 and definitions were given at the June Parish Council meeting.

**5. STAFF COMPLAINTS/GRIEVANCE PROCEDURE**

**5a) Sub-division of committee –**

- Sub-committee (day to day) members to be Councillors S Haskell (Chair), C Lake, P Doherty, M Hobson, Mrs J Brown, and Mrs A Traska (as agreed at Parish Council meeting).
- Grievance committee (referred contentious matters) – suggested members to be Councillors R Packham, K Devers and A Parmenter. **To be agreed by full Council.**

#### **5b) Whistle Blowing Policy**

Copies were distributed of the Whistle Blowing Policy and the Grievance Policy which were adopted by full Council in 2009. It was suggested that it would be good practice to update these – **Project Officer to research as to whether updates available for both policies.**

#### **6. CODE OF CONDUCT FOR LOCAL COUNCILS**

It was noted that this new Code of Practice was adopted by full Council at the June Parish Council meeting, however not all forms had been returned - **Project Officer to chase Councillors for their return before 16 July 2012.**

#### **7. EMPLOYMENT OF A PARISH LENGTHMAN**

Councillor Devers explained that he thought the employment of a Parish Lengthman would be of advantage to the Parish Council so that the village could see who and what work was being carried out on their behalf and information and contact details would be accessible on the website. **After discussion it was agreed that the Chairman would speak to David Varley to see what his reaction to the proposal is. He would also enquire if David has public liability insurance.**

#### **8. DATE OF NEXT MEETING**

To be arranged.