



# Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

## Personnel Committee Meeting held at 7.00pm on Monday 2<sup>nd</sup> August 2021 at the River Bourne Community Farm

### Draft MINUTES

**Councillors present:** Baker, Jones, McDonald, Tucker (Chair), Waller.

**In attendance:** Prince (Clerk)

The Chair opened the meeting at 7.00pm. There were no members of the public present.

**P.21.001 APOLOGIES.** There were no apologies.

**P.21.002 DECLARATIONS OF INTEREST.** There were no declarations of interest.

**P.21.003 EXEMPT BUSINESS - EXCLUSION OF THE PRESS & PUBLIC.** After a brief discussion it was agreed to defer this item until before P.21.010 Confirmation of Probationary Periods.

**P.21.004 REVIEW OF ROLE and TERMS of REFERENCE.** Cllr Tucker said that he thought there should be an additional document, other than the Scheme of Delegation, that defined the role and aims of this Committee. Cllr Waller said that she would prefer that this is amalgamated into just one document. Cllr McDonald said there should also be a programme of work that might vary from year to year. Cllr Tucker said he would draft a document and bring it for approval to the September Council Meeting. **Action Cllr Tucker.**

**P.21.005 POWER OF GENERAL COMPETENCE.** Cllr Baker explained the reason for the Council aiming to achieve the Power of General Competence. This required that two-thirds of the Council, being a minimum of 11 members, are elected, and that the Clerk holds a recognised qualification. The Clerk said that he has started the process of achieving the necessary qualification. This may take up to 6 months.

**P.21.006 EMPLOYMENT HEALTH CHECK - KEELYS LLP.** Cllr Tucker reviewed the process, that has already commenced, for Keelys to examine the Council's current Human Resources policies, and to suggest amendments. Cllr McDonald offered to work with the Clerk on the administration of this process. **Action Cllr McDonald and the Clerk.**

**P.21.007 REVIEW OF POWERS OF DELEGATION.** This had already been covered at P.21.004.

**P.21.008 STAFF APPRAISAL PLAN.** Cllr Tucker said that he will take the lead on creating a Staff Appraisal Plan with the assistance of Keelys LLP. It should be simple and proportionate and be applicable to both the Clerk and Staff, and the Committee and Clerk. **Action Cllr Tucker.**

Cllr Baker said that he thought the staff should be setting their top three objectives now, in advance of the Appraisal Plan. Cllr Waller said that it was too early in the development of the Committee structure to expect new members of staff to write their own objectives. The Clerk agreed. Despite there being a job description for each post the lines of communication between Councillors and staff were still unclear. A discussion followed on the expectations of the Clerk from an appraisal policy and plan.

**P.21.009 SUCCESSION PLANNING.** Cllr Tucker introduced this subject. He said that it would be useful for the Committee to consider a plan for the succession of the Clerk and other members of staff. It would be useful to have an early indication from the Clerk of when he intended to retire. The Clerk reported that he had made no decision but would give as much notice as possible. Cllr Tucker said that the same level of planning should be applied to Councillors, and the offices that they hold within the Council.

**P.21.011 MANAGEMENT OF OVERTIME.** This item was brought forward being the last item before Exempt Business.

Cllr Tucker expressed the view that overtime should not be permitted unless it has been approved in advance unless there is an emergency in which case it might be approved retrospectively. This view is based on keeping staff expenditure within the approved budget. The Clerk responded by stating that it would be impossible for him to carry out his function as 'chief executive' of the Council and also obtain prior approval before exceeding his contracted hours. This was an inherent problem of being hourly paid in a management post with wide-ranging responsibilities. Cllr Baker said that he had raised this issue because he had calculated that the cost of salaries was likely to be at least £8k over budget in the current financial year. Either the budget must be increased by the Council or overtime must be constrained.

Cllr Tucker then proposed that the Council should enter Exempt Business.

**P.21.003 EXEMPT BUSINESS - EXCLUSION OF THE PRESS AND PUBLIC.**

**Resolved:** That in view of the Staff-in-Confidence nature of the business about to be transacted the public and press be temporarily excluded from this meeting under the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972.

The meeting concluded at 9.10pm

The date of the next meeting has yet to be determined.