

NAZEING PARISH COUNCIL

Minutes of the Personnel Committee Meeting held on Monday 25th November 2019 at 7pm at Nazeing Congregational Church, Middle Street, Nazeing.

Members present: Cllrs Warwick (DW) (Chairman of the Personnel Committee), Billingham (SB), Clarke (SCI), Clarkson (SC).

Also, present: No Public or Press in attendance

Cllr Warwick kindly agreed to record the minutes for the meeting.

1. Welcome and Introductions:

The Chair welcomed the councillors to the meeting.

2. Apologies for absence:

Cllrs Joslin and Arnold.

3. Public participation:

None.

4. Declarations of Interest:

None.

5. Approval and signing of minutes:

The minutes of the Personnel Committee meeting held on 17th September 2019 were approved and signed by the Chairman of the Personnel Committee with no amendments.

6. Lone Working Policy.

This Document had been circulated prior to the meeting for councillors to bring any amendments to be discussed. Cllr Clarkson had suggested that point 6.1 needed some clarification on who the 'another party' would be. Cllr Clarke also said that this was in 6.2. After discussing who this might be, it was agreed unanimously that it should reflect that the Chair and the Vice Chair of the full council would be the suitable parties. Cllr Billingham made the suggestion that to ease the line of communication on these matters it may be prudent to set up a WhatsApp group for the 3 parties and thus minimising any risk to the Clerk when leaving the office during her contractual hours. This will need to be discussed further with the Clerk - Action **Cllr Clarke & Warwick**. The only other point that was discussed in more depth was 6.9, this was to ensure the wording is line with Council requirements. The Amendments were made to the policy and Cllr Warwick proposed they were agreed, this was seconded by Cllr Clarkson and agreed unanimously by the committee.

7. Lone Worker Risk Assessment.

A template for this document had been circulated prior to the meeting with some generalised parts completed by Cllr Warwick. The format of the document was discussed and all were in agreement that it was very easy to understand but may take some time to complete. Cllrs Warwick & Clarkson asked the other Cllrs if they knew if either the Clerk or any of the councillors had risk assessment training? This is not known, but it was suggested that Cllrs Warwick & Clarkson will follow this up the Clerk. Cllr Warwick reminded the committee that this area was something highlighted in the

recent EALC report and should be a priority for the Council – **Action Cllrs Warwick & Clarkson.**

A discussion was had regarding PAT testing as it was on the risk assessment and the Clerk would have prior knowledge of this. This will be followed up to ensure it does take place – **Action Cllrs Warwick/Clarkson.**

It was also noted that the Asset register was a responsibility of the Clerk and would also be part of the risk assessment process, currently there is no Asset register, should it be in hard copy or electronic? – **Action Clerk.**

As part of the risk assessment it may be deemed appropriate to include the different locations that the clerk may be permitted to work. This prompted much discussion as it was felt it needed to be amendable to all parties, but that a work base for core hours was important.

The committee discussed other means of ensuring the Clerks safety whilst at work; Mobile phone, safe places to work, signing in for visitors, CCTV, RING to name a few.

8. Annual Leave Approval Process.

The committee discussed how good the clerk is with booking her annual leave at times that does not conflict with any parish meetings. The committee hope that in the future, with the addition of another member of staff this will allow more flexibility with regards to holiday times and duration. There is the need to formalise the approval process as currently it is not a smooth process. The discussion focused on a hard copy format which Cllr Clarkson will do and will enable the Personnel committee to track more easily, what has been taken, when and how much is left. – **Action Cllr Clarkson.**

The committee also had a discussion regarding the annual leave next year that the Clerk had requested which unfortunately coincides with the Chairman and Vice Chairman of the Parish Council. It was agreed that as part of the contingency measures that will be put in place for the Clerks holiday that another councillor will be asked to volunteer to 'keep an eye' on emails and any other correspondence for that period. – **Action Clerk for agenda item FCM.**

9. Exclusion of public and press.

Not required.

10. Precept 2020/21.

A discussion was had with regards to some of the recommendations presented by the committee with regards to training for both councillors and the Clerk alongside staffing hours and associated costs for the Precept 2020/21. Whilst this looks to have an uplift on previous years it was agreed that with 5 new councillors now on board that they would need more training in the coming year. Some of the areas that needed specific skills would also benefit from Councillors or the Clerk in attending a training course to then bring that knowledge to the full Council. The importance of having a Clerk that was able to attend training courses was discussed and the importance in supporting this will only benefit the council for the future.

11. Objectives for the Clerk.

The councillors discussed the objectives that had been reset by Cllrs Warwick and Clarkson in a meeting with the Clerk. It was agreed that they were more achievable and a review of the progress would be undertaken in six months' time to support the Clerk.

12. Clerks Appraisal.

Councillors discussed and agreed that on the basis of the Appraisal that had been completed by previously appointed personnel councillors, that they would recommend to the Full Council that the Clerk was given a 1point increase on The National Joint Council (NJC) pay scales as set in April 2019 – This will put the Clerk on a new SCP of 12 and her salary should be adjusted accordingly once ratified at the Full Council meeting in December and back dated to the time of her annual review. It was also agreed that the Clerks Annual Appraisal will be in line with her contract.

13. EALC Report.

The document had been circulated prior to the meeting which was as a result of a discussion between the Clerk and the EALC. The EALC made a recommendation that a review should take place that would benefit all parties. The councillors discussed the report and its recommendations. The Personnel Committee agreed that they will recommend to the full council that the Clerk has an increase in her weekly contracted hours by 4hrs for a trial period of 3 months. These hours should be utilised effectively with the support of Cllrs Warwick & Clarkson in order to address some of the workload issues of the Clerk. Further discussion was had regarding the way forward for the Parish council as it may be necessary to appoint another member of staff. Councillors also discussed and agreed that some of the points raised in the report may need delegating to the Full Council and the Personnel Committee as they are only recommendations and will need more discussion over the coming months.

14. Date of next Personnel Committee meeting. Date to be agreed.

Meeting closed 10.30pm.

Signed by the Chairman:**Date:**