

NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD ON THURSDAY 16TH JANUARY 2020 AT 7.30PM AT ROFFEY MILLENNIUM HALL

Present: Councillors A. Britten , D. Mahon*, T. Rickett B.E.M., S. Torn (Vice Chairman) and S. Wilton.

* denotes absence

In attendance: Parish Clerk - Pauline Whitehead BA(Hons) FSLCC and Deputy Clerk - Vivien Edwards.

PER/187/20 Public Forum.

There were no members of the public or press in attendance.

PER/188/20 Apologies for absence.

Apologies for absence were received from Cllr. D. Mahon.

PER/189/20 Minutes.

The Minutes of the meeting held on 26th September 2019 were agreed and signed by the Chairman as being a true record.

PER/190/20 Declarations of Interest.

There were no declarations of interest.

PER/191/20 Chairman's Announcements.

There were no announcements.

PER/192/20 Review of Finances to 31st December 2019.

	Actual spend	Budget	Anticipated spend for nine months
Salaries/Nl/Pensions	218,835	296,500	222,375
Childcare Vouchers	2,285	0	0
Payroll Admin Charge	432	800	600
Staff Expenses/ Mileage	1,636	3,000	2,250
Staff Training	350	1,500	1,125
Recruitment Advertising	0	250	187
Protective Clothing	117	400	300
Totals	223,655	302,450	226,837

Despite changes in working hours of two staff members, salaries are marginally less than anticipated for the nine months. An unanticipated

one off cost of £500, agreed by the Parish Council, to enroll caretakers employed after July 2019 in the People's Pension Scheme and a one off additional cost from Capita to process the payments (not yet known) may take the agreed budget slightly over what was originally allocated. Having a full complement of staff has reduced staff expenses as cover for hires at different buildings is not required. Training requirements are up to date and any additional training will be within the set budget. Protective clothing is issued as necessary.

The Committee RESOLVED to note the Financial Report to 31st December 2019 and the associated comments.

PER/193/20 Business Continuity/ Succession Planning

The Parish Council's Business Continuity Plan identifies that the loss of the Clerk or Deputy Clerk would impact the Council and suggests that help may be available from the Surrey and Sussex Association of Local Councils (SSALC). However, SSALC has advised that any plans to cover potential loss of cover should be included in the Parish Council's Business Continuity Plan.

The Personnel Committee RESOLVED to recommend that an annex be added to the Parish Council's Business Continuity Plan, as below, and that the wording in the Business Continuity Plan under 'Emergency Risks to the Business' should state 'loss of staff member due to sudden or long term illness, incapacity or death' to reflect that in a small team loss of one staff member has a significant impact. A copy of the amended Business Continuity that will be recommended to full Council is attached at the end of the minutes.

Recommended annex to be added to North Horsham Parish Council's Business Continuity Plan

Possible process to follow should a member of staff be off work due to long term illness.

Each absence should be considered individually and different action may be required depending on individual circumstances. The timings would be at the discretion of the Personnel Committee and the nature of the absence.

The following is for guidance only.

Short term ie up to 1 month

Existing staff to cover main activities ie preparing, covering and taking minutes for meetings, ensuring that e-mails are answered, following work

schedules and processing invoices and payments, supervising staff. Hall cover may be necessary by other staff members or caretakers. The Council will be made aware that the office or halls are short staffed so new projects may need to be delayed.

The main focus will be that the halls are covered, meetings are covered, that e-mails are answered and that invoices are sent out and paid.

Medium term 1 month to 3 months

Arrangements to be made for a locum to cover meetings and to respond to emails. Existing staff to follow work schedules, process invoices and payments and supervise staff.

The main focus will be that the halls are covered, meetings are covered, that e-mails are answered and that invoices are paid. Consideration will need to be given to staff who may be covering a larger remit than normal and who are trying to support the locum.

Over 3 months.

Appoint locum to cover all work of the employee or increase the hours of part time staff if appropriate and they are agreeable. There may be a need to re-allocate work of existing staff to ensure full cover.

The main focus will be that the halls are covered, meetings are covered, that e-mails are answered and that invoices are sent out and paid. Other work will be necessary so that it doesn't get behind. Should a locum be appointed they should take on additional work to relieve staff members who may have stepped in to help whilst the locum settled in.

Possible process to follow should a member of staff resign.

There is a 3 month window to recruit and appoint a new senior staff member, therefore, as soon as possible after receiving the resignation, the Clerk or Chairman should contact SSALC to start the recruitment process. All staff have contracts, job descriptions and person specifications.

If possible the appointment should be made with sufficient time to allow the new staff member to overlap with the incumbent by a week to give a smooth handover.

It will be difficult to replace staff who have a one month notice period within that time frame, therefore as soon as possible after receiving the resignation the recruitment process should start and arrangements made for the key parts of the job to be covered whilst a new staff member is found.

PER/194/20 Exclusion of Press and Public

It was RESOLVED to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1

for reasons of confidentiality as the following agenda item related to staff matters.

PER/195/20 Staff matters

It was noted that the Caretaker at Holbrook Tythe Barn had completed a successful probation period and will continue his employment with North Horsham Parish Council.

The Committee discussed concerns regarding a staff member who is late for work at least once a week. This had been addressed previously and the employee was clear that they were expected to start work on time. The Committee would continue to monitor the employee's time sheets and would review the situation in April 2020.

The Deputy Clerk had conducted recorded appraisals with the Administration Clerk and the Facilities Officer and reported on the objectives set. No formal appraisals are conducted with the caretakers but the Deputy Clerk has regular, informal discussions with all of them. The Deputy Clerk gave feedback to the Committee on some of the key points for consideration into the future.

The Clerk had undertaken the Deputy Clerk's appraisal and the Committee Clerk's appraisal. The Committee noted that targets had been set for the forthcoming year.

Cllr. Britten and Cllr. Mrs Wilton had conducted an appraisal with the Clerk and agreed future targets.

Job descriptions for all posts had been reviewed and updated.

It was RESOLVED:-

- 1. To note that targets had been set for all staff members within their appraisals.**
- 2. To agree updated job descriptions for the Clerk, Deputy Clerk, Administration Clerk, Committee Clerk and Facilities Officer.**
- 3. To award the Administration Clerk an increase in salary (pro-rata) by 2 spinal points from 1st April 2020 (to SP14) to recognize his commitment and contribution to North Horsham Parish Council.**

The Chairman acknowledged the positive working relationship between the staff team and the Council and expressed appreciation for their support. The

Clerk responded by thanking the Council for their support of the staff.

PER/196/20 Next Meeting

The next Personnel Committee Meeting is scheduled for 2nd April 2020.

There being no other business, the Chairman closed the meeting at 8.50p.m.

..... Chairman

..... Dated