

ALBRIGHTON PARISH COUNCIL
MINUTES OF THE PERSONNEL COMMITTEE
19th October 2016 at 3.00 pm in the council meeting room

Minutes of the meeting of the Albrighton Parish Council Personnel Committee held on Wednesday 19th October 2016 at 3.00 pm in the council meeting room.

PRESENT: Cllrs. S Pledger (Chairman), P Harrison, P Illes.

In attendance: M. Ward, Clerk to Albrighton Parish Council.

1. Apologies.

Cllrs. C Hassall (hospital appointment), S Kirkland (illness).

Each apology was accepted by the committee.

2. Minutes of the previous meeting:

- **Minutes of the Albrighton Parish Council Personnel Committee 28th September 2016.**

Cllr. Illes proposed that the minutes were a true and accurate record which was seconded by Cllr. Pledger and agreed by the committee.

Cllr. Harrison abstained from the vote as he was not present at the meeting.

3. Matters arising.

Cllr. Illes asked if there had been any more information regarding the calculations for annual leave for part time workers but as this was to be covered under agenda item 4 members agreed to defer this discussion.

4. To report on discussions with Shropshire HR re contracts, annual leave and bank holidays, annual reviews and appointments.

The Clerk reported that he had had a meeting with Laura Birch, the Senior Manager of Shropshire HR, two days earlier and the signed contracts had been passed to her for processing.

He had raised the matters of contracts, annual leave, annual reviews and appointments with her and she had promised to provide written responses to each of the council's concerns within a week. Ms Birch agreed that the issue of annual leave was sometimes controversial as bank holidays were not a statutory part of the annual leave calculation. She suggested that a small number of models could be provided which the council could consider and then apply to all of its staff.

5. To review the position regarding the appointment of a second Flyer driver following a letter of application.

The Clerk informed members that one local resident has applied for the post of the part-time Flyer driver following the departure of Mr Harris who had worked each Monday. Cllr. Illes felt that the applicant, who he knew, was eminently suitable for the post but members felt that it was appropriate to wait to see if any other applicants made themselves known following the involvement of the Government employment website. Members agreed to hold interviews with Cllrs. Pledger and Harrison officiating on Thursday 10th November at 10.00 am in the council office.

6. To review the new template for a council training record and a draft training policy.

Members reviewed the template for the recording of council and staff training and felt that it did not need any alteration. The Admin Assistant was asked to begin the task of completing the training log for training already undertaken following the request for updates made to all councillors.

The draft training policy was reviewed and the word 'encouraged' was substituted for the word 'expected' with regard to training in planning. Members also asked that the phrase 'support staff' should be removed throughout the document and an additional item regarding compulsory training for all staff in first aid and health and safety issues appropriate to the library/council setting should be added.

Members asked the Clerk to investigate recent training by staff members in first aid and with regard to health and safety issues and make appropriate arrangements for staff who needed initial or top-up courses.

7. To decide on a programme of annual reviews and which staff are to be involved.

The Clerk reported that Shropshire HR were advising a low-key system of annual reviews which would be voluntary. It was felt that a system of high pressure compulsory 'appraisal' was not appropriate to the current position and would yield little or no benefit to the organisation. An exception might be made if promotion or an increase in salary was being considered but a written paper would be provided by HR services within a few days for the council to consider and decide on its policy.

8. Any other business.

Cllr. Illes agreed to revise the out of date council policies on discipline, grievance and complaints procedures and involve Cllrs. Beechey and Griffin as appropriate. He would bring the draft revised policies to the next meeting of the Personnel Committee for consideration.

After discussion members requested that an action points procedure should be developed by the Clerk and Admin Assistant in order that action points agreed in council meetings could not be forgotten. This could be circulated after each meeting and reviewed at the following meeting in order to check that agreed actions had been satisfactorily completed.

The Admin Assistant was asked to manage a diary dates system following each meeting informing all members involved of the date of the next meeting in order that councillors who had tendered their apologies would be kept informed.

9. Date and time of future meeting.

Members agreed that the next meeting of the Personnel Committee would take place on Wednesday 16th November 2016 at 11.00 am in the council meeting room.

There being no further business the meeting closed at 3.57 pm.

Signed.....Date.....
Chairman