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To: - Members of the staffing sub committee: Councillors L Hardman, J Humphries, S Long, A Lyons (Chairman) and P McSherry.

You are summoned to attend a meeting of the **staffing committee** to be held in the Village Hall meeting room, Paulton on **Monday 26th February at 12 noon**. The Agenda for the meeting appears below.

19th February 2018

A handwritten signature in black ink, appearing to be "Jo Swift".

Jo Swift, Parish Clerk

EVACUATION PROCEDURE

When the continuous alarm sounds, you must evacuate the building by the exit and proceed downstairs to the tennis courts.

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Paulton Parish Council's Code of Conduct (adopted on 16th October 2012) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

3. CONFIRMATION OF MINUTES

That the Minutes of the Committee's meeting held on 23rd October 2017 is approved as a correct record and signed by the Chairman.

4. STAFFING SUB-COMMITTEE

At a meeting with Councillors L Hardman, A Lyons, P McSherry and the Clerk it was suggested that the Staffing Sub-committee should be disbanded as it was felt that there was no requirement for it..

5. EMPLOYEE HANDBOOK REVIEW (attached)

To note the changes to the employee handbook.

The Employee Handbook was last reviewed in April 2016. The Clerk requested for Ellis Whittham to have a look through it to make sure that it is up-to-date with any changes in the law. The handbook is up to date; however a few changes have been made to reflect changes in the law as follows:

- **Paragraph 2.14 page 13 - Driving** - The DVLA are no longer issuing paper counterpart driving licenses as these are being replaced by an online digital service. The DVLA has introduced a new system to enable drivers to share their license information with third parties such as their employers on line. The driver is required to go onto the DVLA website and ask to share information. They are then given a code which they can pass on to the third party which allows that third party to view the full license details. The code is only valid for a period of 72 hours and can only be used once.
- **Paragraph 5.5 page 34 - Parental leave** - Parental leave can now be exercised up until the child's 18th birthday.

6. EXCLUSION OF PRESS AND PUBLIC

RECOMMENDED:

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – to progress staffing matters.

7. EMPLOYMENT SUPPORT OFFICER

See report no. 1

8. APPRAISAL SUMMARIES

Appraisal summaries attached for information. L Rossiter and F Gardiner appraisals are due to be carried out in May 2018.