

Paulton Parish Council

Minutes of the meeting of the Staffing Committee held on Monday 26th February 2018 starting at 12 noon in the Meeting Room at the Village Hall

Present: Councillors L Hardman, A Lyons (Chairman), S Long and P McSherry.

Also Present: Jo Swift (Clerk)

63. APOLOGIES FOR ABSENCE

Councillor J Humphries.

64. DECLARATIONS OF INTEREST

There were none.

65. CONFIRMATION OF MINUTES

RESOLVED:

That the minutes of the meeting held on 23rd October 2017 were confirmed as a true record and signed by the Chairman.

66. STAFFING SUB-COMMITTEE

Resolved – that the staffing sub-committee is disbanded and if necessary that any urgent business is dealt with as per Standing Order 26.

67. EMPLOYEE HANDBOOK REVIEW (attached)

Resolved –

- (i) That the changes, as detailed in the agenda, are noted and the employee handbook is updated.
- (ii) That Ellis Whittham are contacted and asked to provide changes in the law rather than the Clerk asking for the employee handbook to be reviewed.

68. EXCLUSION OF PRESS AND PUBLIC

Resolved – 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.

69. EMPLOYMENT SUPPORT OFFICER

Resolved – that approval is given for the Clerk to become an Employment Support Officer, as long as taking the role has not impact on the Clerks role.

70. APPRAISAL SUMMARIES

A lengthy discussion took place regarding the confidentiality of appraisals. Following the last meeting, when this matter was raised, the Clerk sought advice and the advice received from SLCC was that the contents of an appraisal are to remain confidential. The Chairman stated that she had sought advice independently from Ellis Whittham who doesn't agree with this advice.

The Clerk requested that any conflicts of advice should be communicated to her so that the organisations providing conflicting advice can be challenged prior to a meeting.

Resolved – that the confidentiality of appraisals will be looked into further.

The meeting closed at 1.15 pm.

Signed Chair.....Date.....