

Paulton Parish Council

Minutes of the meeting of the Staffing Committee held on Tuesday 20th March 2018 starting at 2pm in the Meeting Room at the Village Hall

Present: Councillors J Humphries, L Hardman, A Lyons (Chairman), S Long and P McSherry (at 2.50pm)

Also Present: Jo Swift (Clerk)

71. APOLOGIES FOR ABSENCE

There was none.

72. DECLARATIONS OF INTEREST

There were none.

73. CONFIRMATION OF MINUTES

RESOLVED:

That the minutes of the meeting held on 26th February 2018 were confirmed as a true record and signed by the Chairman.

It was agreed to take agenda item 4 before 5 and 6.

74. 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.

75. STAFF REQUEST – ADDITIONAL EMPLOYMENT

Resolved – that the request was approved.

76. APPRAISALS

Resolved – that the following changes are approved in respect of the present appraisal system:

- (i) That the 'Staff Appraisal Scheme' document states that appraisals are to be done at least annually.
- (ii) That both past and future objectives are to be included in the appraisal summaries.
- (iii) That the point system is to be removed.
- (iv) If a member of the staffing committee, who is to be an appraiser, who hasn't been trained on appraisals within the last 5 years will undertake training.
- (v) Councillor A Lyons to do appraisal training.

- (vi) That all appraisals remain confidential between the appraiser(s) and appraisee unless there is a clear reason for disclosure and that the Staffing Committee recognises the importance of a 'confidential appraisal discussion'. Appraisals can be shown for pay progression.
- (vii) That the line managers do the appraisals for all council staff. .
- (viii) A trained member of the Staffing Committee does the Clerks appraisal and that input is to be received from the rest of the Staffing Committee after being jointly agreed prior to the appraisal taking place.

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