



# Goostrey Parish Council

## STAFF COMMITTEE

MINUTES of the MEETING on WEDNESDAY 15<sup>th</sup> JANUARY 2020 at 7.00 PM

IN THE VILLAGE HALL, COMMITTEE ROOM

**Present:** Cllrs Morris (KM)(Chairman), Rathbone (TR)(Vice Chairman), Lord (SL) and Ross (CR)

**In attendance:** S Jones, Clerk to the Council

1. **Declarations of Interest** – There were no declarations of interest.
2. **Apologies for Absence** - There were no apologies for absence.

### PART TWO

#### MEMBERS OF THE PRESS AND PUBLIC ARE ASKED TO RETIRE.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, as extended by the Local Government Act of 1972, the press and public are excluded from the meeting for the discussion of the undermentioned items on the grounds that the publication of the matters would be prejudicial to public interest by reason of the confidential nature of the business to be transacted.

3. **Minutes of the Meeting of the Staff Committee on 10<sup>th</sup> July 2019** - Resolved: The Minutes of the meeting on the 10<sup>th</sup> July 2019 and the confidential report dated 10<sup>th</sup> July 2019 were accepted as a true record of the meeting.

#### 4. Staff Matters

- **Appraisal Process** – to consider an appraisal process for the Parish Council to adopt.

The committee reviewed the draft appraisal policy/process and customised it to the Parish Council's requirements, renaming the policy/process "Performance Review Policy/Process. The updated draft is attached.

**Resolved:** *The Staff Committee resolved to recommend the Parish Council adopts the Performance Review Policy/Process at the Parish Council Meeting In February.*

**Action:** Clerk to draw up a form for the Performance Review Process..

- **Appraisal Schedule for 2019/20** – to draw up a schedule for appraisals to be carried out in 2019/20

**Resolved:** *The Staff Committee resolved to complete the review before the Parish Council Meeting in March each year.*

- **Clerk's Job Description** – to review and report to the Council

**Action:** Clerk to review the job description with the addition of a skills list and circulate to the Staff Committee by 15<sup>th</sup> February 2020.

Details of further discussion regarding the Clerk's role are contained in the Confidential Report from the Staff Committee Meeting on 15<sup>th</sup> January 2020.

**Lone Working Policy** – to propose a policy for the Parish Council to adopt.

The Committee Reviewed the draft Lone Working Policy and felt it was not specific enough for the safety and security needs of the Clerk and the Village Hall Supervisor. It was proposed to draft a new policy to put forward to the Staff Committee and should include a lone worker safety device, possibly attached to an emergency contact which could call the emergency services to the Village Hall if necessary.

**Action:** Clerk to redraft the lone working policy and investigate personal safety/security options for the Staff by 15<sup>th</sup> February 2020.

5. **Correspondence** – No correspondence received.
6. **Minor Items and Items for the Next Meeting** – There were no minor items or items for the next meeting.
7. **To confirm date of the next Meeting** - to be decided