

WALFORD PARISH COUNCIL

Minutes of Personnel Committee Meeting



Held at Walford Village Hall
Tuesday 23 July 2019 at 7.30pm

Present:

Councillors: Joanne Akers (Chair), Simeon Cole, Bob Puzey, Monica van Lienden

In attendance: Richard Abolins (Clerk), 1 member of the public

1. **Apologies** – Karen Chinn (holiday)
2. **Declarations of interest** – none.
3. **Adoption of Minutes of previous meeting** - It was RESOLVED to adopt the minutes of the meeting held on 28 May 2019 as a true and accurate record. They were signed by the Chair.
4. **Public participation session** – no comments were received
5. **Policies and procedures**
 - 5.1. Training and development – it was agreed to insert a line saying that “training will be undertaken within the constraints of the budget”. Subject to this amendment, it was RESOLVED to recommend the policy to the Council.
 - 5.2. Complaints – it was agreed to remove “in person” and “by phone” as methods of contact. Subject to these amendments, it was RESOLVED to recommend the policy to the Council.
 - 5.3. WCSS policies and procedures
 - 5.3.1. Generic risk assessment – it was agreed to replace Sophie Hurley with Joanne Akers for overall responsibility for Health and Safety. Driving and lone working needed to be added as hazards. Subject to these amendments, it was RESOLVED to recommend the policy to the Council.
 - 5.3.2. Volunteer GDPR disclaimer – Joanne Akers will redraft the wording for GDPR and “minor DIY” will be removed from the list of services. Subject to these amendments, it was RESOLVED to recommend the procedure to the Council.
 - 5.3.3. Safeguarding – it was agreed to remove the bullet point referring to investigation under “what should I do if I am suspicious?” Subject to this amendment, it was RESOLVED to recommend the policy to the Council.
 - 5.3.4. Lone working – the committee wanted to know how volunteers are deemed to be competent and how is the policy monitored and enforced. Joanne Akers will find out as part of the annual appraisal with the WCSS co-ordinator. Subject to satisfactory answers, it was RESOLVED to recommend the policy to the Council.
 - 5.3.5. Use of private cars - the committee wanted to know how the policy is monitored and enforced. In addition, are copy driving licences and insurance details kept. Joanne Akers will find out as part of the annual appraisal with the WCSS co-ordinator. Subject to satisfactory answers, it was RESOLVED to recommend the policy to the Council.
 - 5.4. Committee structure – since circulating his proposal, the Clerk had received further information which would simplify proceedings. Since working groups are intended to be fact-finding informal groups, there was no requirement to publish notices of meetings or agenda. Where the Council wishes the meetings to be open to the public, it will suffice to simply state on the website and noticeboards that the meeting is taking place. It was noted that being open to the public, meetings need to be held in public rooms, not a private dwelling. It was RESOLVED to recommend this procedure to the Council.
6. **Training**
 - 6.1. HALC will be carrying out further councillor training and it was agreed to confirm 22 August at 7.00pm. Inevitably, not all councillors will be available that night, but it was agreed that such sessions were cost-effective and it was intended to arrange more internal training in future.
 - 6.2. Herefordshire Council Website Seminar – it was RESOLVED to send Bob Puzey to the seminar with the Clerk
 - 6.3. Other training – it was agreed that as members became aware of training opportunities, they would be circulated to ascertain interest in them.

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6.4. Budget – the Finance Committee had increased the budget to £1,000. £400 had been committed so far. It was difficult to determine likely needs, but the most cost effective solution was internal training run by HALC. The Committee will monitor requests for training with the budget in mind.

7. Items for next meeting agenda

- 7.1 DBS
- 7.2 Review of WCSS co-ordinator appraisal

8. **Next meeting** – a date will be set when a meeting is required

It was RESOLVED that the public should be asked to leave the room

9. Confidential closed session

- 9.1 Employees' terms
 - 9.1.1 Payment for travel time – it was RESOLVED that where employees work from home, travel time and mileage should be paid but that a sensible approach must be taken. Trips should be combined where possible and the description on expenses claims need to be very clear.
 - 9.1.2 Using time in lieu – this will vary from employee to employee because personal circumstances are different. It was RESOLVED to review claims on an individual basis and that the Committee will exercise its discretion.
- 9.2 The Clerk outlined his offer of additional employment as Parish Clerk in Upton Bishop for 7 hours a week. The Committee approved this employment.
- 9.3 The Clerk submitted his timesheet for the quarter which showed 66 hours in excess of the contracted hours. He said that July time was going to be nearer to normal and that the previous quarter was unusual and full of “one-offs”. Since it was impractical to take this as time in lieu, it was RESOLVED to ask the Finance Committee to make a payment.

The meeting closed at 8.36pm

SIGNED _____ DATE _____