

**MINUTES OF PERSONNEL COMMITTEE MEETING OF DISLEY PARISH COUNCIL
HELD ON THURSDAY 24TH NOVEMBER 2016 AT DISLEY PARISH COUNCIL OFFICES**

<u>Present:</u>	Cllrs. Kidd (Chairman), Pattison and Chavasse-Hadfield (Vice Chair). Start time: 3.00pm
6387	<u>To receive any Apologies for Absence.</u> None received.
6388	<u>To receive any Declarations of Interest.</u> None received.
6389	<u>Public Forum</u> No members of the public were in attendance
6390	<u>To note any correspondence received.</u> No correspondence had been received.
6391	<u>To consider the confirmation of appointment of the Community Caretaker following completion of his 6 months' probationary period.</u> Cllr. Pattison commented that the new Caretaker had integrated very well and was proving to be a real asset to the Community Centre. Proposed: Cllr. Chavasse-Hadfield Seconded: Cllr. Pattison Unanimously agreed
Resolved	<i>That the appointment of the Community Caretaker is confirmed following completion of his 6 months' probationary period.</i>
6392	<u>To consider future staff appraisal and annual increment review process.</u> Cllr. Pattison agreed that a formal appraisal process was required and Cllr. Chavasse-Hadfield agreed with the proposed timings. Cllr. Chavasse-Hadfield suggested that all members of the team should have targets set at appraisals so that they could demonstrate their achievements. Cllr. Chavasse-Hadfield further said that full objectives for the year should be set including projects and that quarterly or half-yearly interim reviews should be introduced. Cllr. Kidd suggested that councillors should be involved in the objective setting process. Cllr. Chavasse-Hadfield said that objectives should be put in place for 2017 and should include seasonally-based weekly work schedules for the Handymen. It was agreed that projects for all team members should be identified for 2017 ahead of a more formalised process being introduced for 2017/18. Proposed: Cllr. Pattison Seconded: Cllr. Chavasse-Hadfield Unanimously agreed
Resolved	<i>That a new appraisal process be developed for 2017/18 to include objective-setting for all team members. Furthermore, that the Personnel Committee meet in advance of staff appraisals to agree the Clerk's</i>

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	<i>objectives which would then form the basis of team member objectives.</i>
6393	<p><u>To resolve that Agenda PART 2 shall exclude the public and press for reasons that their presence would be prejudicial to the public interest due to the confidential nature of the business to be transacted or for other special reasons under Standing Order 1(c).</u></p> <p>Proposed: Cllr. Pattison Seconded: Cllr. Chavasse-Hadfield Unanimously agreed</p>
Resolved	<i>That Agenda PART 2 shall exclude the public and press for reasons that their presence would be prejudicial to the public interest due to the confidential nature of the business to be transacted or for other special reasons under Standing Order 1(c).</i>
	A G E N D A – P A R T 2
6394	<p><u>To note feedback from 2016 Annual Staff Appraisals</u></p> <p>Cllr. Pattison commented that staff engagement was vital to the success of the Parish Council. Several areas of concern were noted for various members of staff whether this was over-enthusiasm or monitoring of the time involvement of specific duties. Cllr. Kidd highlighted that the impact on staff time of new council initiatives, such as the community bus, should always be considered.</p> <p align="right">Noted</p>
6395	<p><u>To consider Handyman Service duties and responsibilities</u></p> <p>Cllr. Chavasse-Hadfield said that the duties needed to be broken down into daily, weekly and monthly tasks and that these needed an order of priority. Cllr. Kidd suggested that the Handyman Service could be linked with external agencies such as Cheshire East, ANSA or PRIDE etc. Cllr. Pattison suggested that some tasks, such as the delivering of village newsletters to businesses should be undertaken by the Clerk or Administration Assistant.</p> <p>Proposed: Cllr. Pattison Seconded: Cllr. Chavasse-Hadfield Unanimously agreed</p>
Resolved	<i>That the Clerk create new job descriptions and prioritised task lists for the Village Handymen. It was also resolved that the Handyman Service duties and responsibilities list be included with the minutes of the Personnel Committee meeting for submission to the next Council Meeting on 14th December 2016.</i>
6396	<p><u>To consider the proposed extension of Handyman's working hours.</u></p> <p>Cllr. Pattison commented that although the Handyman role was undoubtedly very busy, without a formal work list it would be difficult to comment on the need for additional hours. Cllr. Chavasse-Hadfield</p>

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	<p>agreed adding that additional hours may not be needed all year round and overtime hours may only be required in the summer. Proposed: Cllr. Chavasse-Hadfield Seconded: Cllr. Pattison Unanimously agreed</p>
Resolved	<p><i>That the Personnel Committee recommend to Council that the Handyman's hours remain unchanged with overtime being approved by the Clerk where necessary.</i></p>
6397	<p><u>To consider proposed salary increments for Disley Parish Council officers for the financial year 2017/18.</u> Councillors discussed the proposed salary increments and the impact of various scenarios on the budget and precept requirements. Cllr. Chavasse-Hadfield raised the possibility of bonus payments rather than the long-term commitment of salary increments. It was agreed to defer further discussions until the Finance Committee Budgeting sub-group reconvened on Tuesday 29th November 2016. <p align="right">Deferred</p> </p>
	<p>The meeting concluded at 5.00pm</p>

Signed: _____