

Hamble Parish Council (HPC): Minutes of Personnel Committee Meeting held at 9am on Wednesday 27th November 2019 at Roy Underdown Pavilion, Baron Road, Hamble.

Present: Cllrs Cohen, Hand, Rolfe (*arrived at 9.20am*) and Thompson

In Attendance: Clerk

Minute reference is 27112019 + the agenda item number

1. Election of Chair	Cllr Cohen was proposed by Cllr Hand and Seconded by Cllr Thompson and it was agreed to elect her as Chair of the Committee
2. Welcome	
a. Apologies for absence	None
b. Declaration of interest and approved dispensations	None
c. Approve minutes	Notes from the last meeting were considered and agreed.
1. Public Session	None
2. Review and Amend Terms of Reference	<p>The terms of Reference were considered and it was agreed that the following changes should be made:</p> <ul style="list-style-type: none"> • Number of members 4 • Role encompasses welfare of councillors as well as staff • Role of the Committee includes managing resident nominations for civic awards • That the Review Panel would act as the Appeal Panel as required by the Disciplinary and Grievance policy <p><i>Cllr Rolfe arrived at 9.20am</i> Proposed: Hand Seconded: Thompson It was resolved: To accept the Terms of Reference with the amendments set out.</p>
3. Lone Working and Violence to Staff	<p>The Clerk presented the paper setting out the need to develop further a lone working procedure for staff. All team members work on their own at times and in the case of the groundstaff they are on occasion in isolated locations.</p> <p>Greatest risk is probably from accident or ill health although violence remains a consideration.</p> <p>The policy is framed in the context that staff have a responsibility to behave in a way that is considered safe and appropriate, while as employers the Council need to ensure that there are safe working practices.</p> <p>There was a discussion about the use of mobiles as a way of staying in touch and the arrangements for weekends.</p> <p>It was also suggested that the policy should be extended to cover members and this was agreed.</p> <p>It was agreed that staff would be consulted on the detail of the policy and the Risk Assessment before the policy was bought back for adoption.</p>
4. Pay approach to 2020/21	The Clerk outlined the three but not mutually exclusive approaches to pay that HPC had. The national pay award was likely to be delayed as a result of the general election but other Clerks were working on a 2-3% award.

Signed by the Chair:

Date:

	<p>The Clerk took the committee through the paper and the way in which the pay points and grades operated and the implications for staff on the top of their grades.</p> <p>The Committee was keen to see the pay award before coming to any formal conclusions alongside the outcome of appraisals.</p> <p>It was agreed that the core targets for staff should be:</p> <p>Team working Problem solving Delivering quality solutions each time</p>
5. <u>Exempt Business</u> -	<p>To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.</p> <p>Proposed: Cohen Seconded Hand</p> <p>It was resolved: To exclude members of the public and press to deal with exempt business</p>
6. Staffing Issues	<i>This item is covered under the confidential exempt minutes.</i>
Meeting ended at 10:50	