

**Minutes of the Meeting of Frampton Cotterell Parish Council
Staffing Committee
18 January 2019 at 10:00am
Held at the Brockridge Centre, Woodend Road, Frampton Cotterell**

Present: Cllrs Linda Williams (*Chair*), Sue Walters (*Vice Chair*), Susan Tubey, Pat Hockey, Jane Stickland

Also Present: Naomi Bibi (*Clerk*)

Apologies: None

***At the start of the meeting, the Chair requested the Clerk leave the room so that Committee Members were able to have a private discussion. No minutes were kept for this private session. ***

28 Apologies for Absence
There were none received.

29 Evacuation Procedure
The Chair drew attention to the emergency exits and evacuation procedure.

30 Declarations of Interest
There were none.

31 To approve the minutes of the previous staffing committee meeting held on 26th November 2018

The minutes were approved as an accurate record.

It was requested by the Chair that the proposed new structure (Appendix 3 of the original Staffing Report), be amended to include the Staffing Committee in the organogram, and that it should sit beneath Council which needed to also be included where it had been missed off.

It was also requested that Council be briefed as to how the new arrangements with National Security will work.

Staffing Committee also requested a regular Clerk's report to be produced.

***There were no public or press present at the meeting needing to be excluded and so members continued their discussions. ***

32 Confidential Item: Original and revised staff contracts to be issued post-restructure

It was proposed and accepted that the specific hours of work of each staff member be incorporated into the contract with the suggestion that it stipulated "usual working hours" but that also had a clause that there was "the expectation to cover other staff hours when necessary as directed by the clerk".

With regards to the Clerk's contract all references to "the Chair" should be amended to "the Staffing Committee".

It was **RECOMMENDED** that: the Staffing Terms of Reference should be amended to say "the Chair of Staffing conducts the appraisals of the Clerk", and that "Any matters of employment, conduct and performance relating to the Clerk be dealt with by the Staffing Committee".

It was **RESOLVED** to: accept the contracts with the minor amendments mentioned above. The Staffing Committee extended their thanks to Zoe Pritchard (South Glos HR, and the Clerk for their work on the contracts and throughout the restructure process. They also offered their apologies to staff members who had been caused delay in receiving their contracts following the due diligence of the Staffing Committee: there had been no intent to cause upset.



- 33 **Frampton Cotterell Parish Council Job Share Scheme**
As per minute 22 from the Staffing Committee Meeting held on 26th November 2018 and the resolution to “Adopt the job share scheme as outlined by South Glos HR Services”, the Staffing Committee reviewed the finalised document and **RESOLVED** to: adopt the Job Share Scheme.
- 34 **Comprehensive breakdown of all work provided to FCPC by South Glos HR, along with fees (updated)**
It was noted that the Staffing Working group had made recommendations to Full Council to put £500 into the 2019/2020 budget for HR fees.
- 35 **Confidential Item: Staff probation review – Update from Clerk**
It was requested to add the current Caretaker / Groundsperson role to the next staffing agenda to review the whole role and responsibilities of the job.
It was **RESOLVED** that: the Clerk and HR advisor be delegated the necessary authority to make appropriate decisions regarding staff probation reviews, being able to issue decisions on the day of the probation review without the need for further referral or approval by the Staffing Committee.
- **The Clerk was requested to leave the room at this point while a private discussion took place amongst Staffing Committee Members. Cllr Susan Tubey left the meeting at the same time as the Clerk, but re-entered a few minutes later. The Clerk was re-admitted to the meeting. No minutes were kept for this section of the meeting.***
- 36 **Appointment of New Staff**
The Clerk updated Committee Members that there had been an unprecedented number of extremely high calibre applications for the roles – particularly for the Administrator/Receptionist role. The Clerk circulated a table showing how applicants had been shortlisted and how those who had been selected for interview had performed in the interview and tests.
Committee members **RESOLVED** to: accept the Clerk’s decisions re. new staff.
- 37 **Article on GDPR Mistakes**
Article was noted.
- 38 **Date of Next Meeting**
No meeting date was agreed.
- At the end of the meeting, the Chair announced that she would be stepping down as Chair of the Staffing Committee. A new Chair would be appointed as first business at the next Staffing Committee Meeting.

The Chair closed the meeting at 12:40pm