### BARLING MAGNA PARISH COUNCIL

**PERSONNEL COMMITTEE**

**MINUTES** of a meeting of the Personnel Committee of the Barling Magna Parish Council held on Monday, 29 July 2019, in Barling Magna Parish Hall, Barling Magna, Essex commencing at 7.40pm.

Present: Councillors Ashdown, Cohen (chairman), Edmunds, Gardiner and Steptoe (vice-chairman).

Attending: I.King (Clerk)

Apologies: None

**MINUTES**

1. **The Chairman to declare the meeting open.**
2. The Chairman declared the meeting open at 7.40pm
3. **To elect a Chairman and Vice-Chairman for 2019-20.**
4. Proposed by Councillor Steptoe, seconded by Councillor Edmunds that Councillor Cohen be elected Chair of the Committee for 2019-20. For 5, against 0, abstained 0; carried.
5. Proposed by Councillor Cohen, seconded by Councillor Edmunds that Councillor Steptoe be elected Vice-Chairman of the Committee for 2019-20. For 5, against 0, abstained 0; carried.
6. **To receive apologies for absence.**
7. All members of the Committee were present.
8. **To receive Declarations of Interest in accordance with the Council’s Code of Conduct and with section 106 of the Local Government Finance Act 1992.**
9. Councillors Steptoe declared an interest in any matter relating to the District or County Councils.
10. **To sign as a correct record the Minutes of the meeting of the Personnel Committee held on 30 July 2018.**
11. Proposed by Councillor Ashdown, seconded by Councillor Steptoe that the minutes be approved. For 5, against 0, abstained 0; carried.
12. **To consider agreeing the following recommendations to Council.**
13. Proposed by Councillor Steptoe, seconded by Councillor Edmunds that the following recommendation be made to Full Council on 8 August 2019: that the Council should implement the National Joint Council salary award 2019 for both staff posts, with effect from 1April 2019. For 5, against 0, abstained 0; carried.
14. Proposed by Councillor Steptoe, seconded by Councillor Ashdown that Council be recommended to note that the Hall Manager post (graded in 2018 at point 13 on the 2018 salary scale) now becomes the new point 4 in the 2019 published scheme. The Clerk and Responsible Finance Officer post was graded at point 27 following award of the CiLCA qualification in 2018. This becomes the new point 20 in the 2019 published scheme. For 5, against 0, abstained 0; carried.
15. **Staff privacy notices**
16. The Committee agreed unanimously to recommend to Council that staff privacy notices be included in its annual review of the General Data Protection Regulations. Work kindly undertaken by the Chairman on this matter would be considered then.
17. **Exclusion of the Press and the Public**

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that in view of the confidential nature of the business to be transacted it was advisable in the public interest that the press and the public be excluded and they were instructed to withdraw.

1. **Staff appraisals**
2. Hall Manager post: the Clerk reported that, in addition to regular supervisory meetings with the postholder throughout the year, he had conducted an annual appraisal on the basis of the agreed job description. The appraisal report had been mutually agreed by the Hall Manager and Clerk. He was pleased to report very satisfactory performance, with no issues requiring attention. Members of the Personnel Committee noted this, with approval.
3. The Chairman adjourned the meeting at this point, reconvening it shortly afterwards.
4. Clerk and Responsible Finance Officer post. The Clerk was thanked for preparing and circulating a report on tasks at-hand in 3 suggested categories:
5. core tasks;
6. current priority projects; and
7. tasks which the Council had identified but acknowledged that there was little prospect of time currently being available for their completion to a reasonable standard (and which should be set aside at least for the time being).

These lists are appended to the minutes, for reference.

1. It was acknowledged by the Committee that there were many competing priorities for the Clerk’s 60 hours per month, some of them arising from recent growth, for example in social media, and that it was the Council’s responsibility to approve priorities. In future, the Council would be reminded to balance the introduction of any new tasks with a corresponding reduction in existing tasks.
2. Proposed by Councillor Steptoe, seconded by Councillor Gardiner that the following recommendations be made to Full Council on 8 August 2019. For 5, against 0, abstained 0; carried:
3. The Clerk’s list of tasks in categories should be approved, subject to any amendments below;
4. Council should accept the Clerk’s offer that his fortnight’s leave in June 2019 should revert to being time in lieu for excess hours worked, which would restore his hours to proper balance from 1 August;
5. In order to work within the time available, Council should revisit its recent decision to create a Health & Wellbeing Committee, instead seeking periodic reports and discussions on those topics at Full Council meetings. Health and Wellbeing would henceforth include community matters such as Christmas Hampers and Citizen of the Year;
6. The aim of achieving Foundation Council status in the current year, along with the introduction of a significant number of new policies, would be downgraded as a priority, with progress being made in future only as time allowed;
7. Six-monthly checks on progress on any action required under the annual risk assessment should be streamlined, so that 2 councillors (rather than the Clerk) should be invited to review the matter and report to the Council;
8. The priority of the installation of a mains electricity supply to the Wildlife Reserve would be downgraded, so that work on this project would proceed only if sufficient time became available;
9. The involvement of the Clerk – serving as secretary to the board of trustees - in any matters relating to the resolution of land issues at the Parish Hall would be deferred;
10. A community volunteer (or team) should be invited to oversee the design and production of the Photographic Calendar in future years;
11. Recommended priority projects for the next year would now be:
12. Assisting the Council to build a wide and effective network of interested parties as a response to possible adverse changes to the Landfill Site;
13. The acquisition of The Parry, although it was recognised that once this had come about it would itself require additional regular supervision;
14. Changes to bank accounts;
15. Bus shelter repairs
16. Changes to salt bins
17. Preparation for Operation ‘London Bridge’
18. In the longer term, Council would be recommended to review the capacity to deliver all that was reasonably required of the Clerk and Responsible Finance Officer within 60 hours per month and to move towards the more standard weekly (rather than monthly) calculation of hours. It might be necessary to create additional staff capacity and to precept for this.

**The meeting was declared closed at 8.55pm.**

**The following sheets of tasks reflect the recommendations above.**

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**CORE TASKS**

**Asset register**

* Maintain the register

**Audit**

* Preparation for audit
* Liaise with internal and external auditors
* Oversee the exercise of Public Rights

**Banking**

* Bank correspondence and security
* Current reconciliations
* Maintain currency of signatories

**Calendars**

* Design and produce

**Charity**

* Bookkeeping and audit
* Secretarial

**Christmas events**

* Liaise about Hampers
* Publicise Citizen of the Year
* Publicise Christmas lights competition

**Clerks’ meetings (? 4 per year)**

* Attend at least some

**Communications**

* Contributions to Great Wakering Community Association news
* Email, income and outgoing mail
* Press releases and posters
* Sharing information within the council
* Social media: Facebook, Twitter

**Financial management**

* Bookkeeping
* Budget preparation
* Financial monitoring and reporting
* Certify and pay invoices
* Write cheques and schedule for approval
* Precept calculation and submission

**Funding sources**

* Keep under review

**General Data Protection Regulations**

* Act as data protection lead

**General Power of Competence**

* Ensure compliance

**Health and safety matters**

* CoSHH
* Electricity at Work
* Ensure PAT testing

**Insurance cover**

* Ensure currency and adequacy of cover
* Liaison with brokers and insurers

**Meetings of the Council, Committees and Charity (also see covering report):**

* Agendas, minutes and papers
* Follow-up to meetings
* Posting on noticeboards and website

**Monitor contractors**

* Grounds maintenance
* Parish Hall – alarms monitoring
* Street lighting repairs

**Parish Hall (with Hall Manager)**

* Fire safety survey
* Licencing
* Maintenance and repairs
* Marketing to potential hirers
* Performing Rights
* Security matters

**PAYE and liaison with HMRC**

* Monthly payments to staff
* Quarterly payments to councillors
* Salary deductions
* Use of PAYE Basic Tools

**Pension Fund**

* Maintain pension records
* Make payments
* Make monthly and annual returns
* Compliance with Pensions Regulator

**Personnel matters**

* Monthly supervision meeting with Hall Manager

**Photographic Competition**

* Administer
* Publicise

**Planning applications**

* Scanning the weekly parish and other lists and responding with Council comments

**Policies to be drafted or reviewed (as recommended by NALC)**

* We still have very few and are a long way behind the best in the field

**Procurement**

* Ordering of goods and services

**Proper Officer**

* Keeping of legal records

**Public Works Loan Board**

* Act as point of contact
* Monitoring repayments

**Risk Assessment and Management**

* Annual risk assessment plan and 6-monthly reviews
* Events risk assessment and management

**Rochford 2020**

* Partnership with Sutton with Shopland PC

**Streetlamps**

* Manage ongoing repairs schedule, including the LED pilot project

**Tenders**

* Administer tendering process

**VAT reclaims**

* Maintain records
* Quarterly claims

**Website**

* Maintain the currency of the website

**Wildlife Reserve**

* Source and purchase supplies
* Implement latest tree survey recommendations

**ASSUMED TO BE CURRENT PRIORITY PROJECTS**

**Bank accounts**

* Amend approved signatories
* Open new ones to replace HSBC accounts

**Bus shelters**

* Urgent repairs
* Possible replacements

**Charity**

* CIO current draft to be validated and submitted
* Resolve freehold/lease changes

**Landfill site and haul road**

* Long-term strategy and build a partnership

**Operation “London Bridge” [death of a Royal]**

**The Parry**

* Negotiate a handover

**Winter Salt**

* Charging of existing bins
* Distribution of current stock to residents
* Purchase and location of new salt bin, including liaison with highways and landowner
* Relocation of Church Road bin

**AGREED OR POTENTIAL PROJECTS - WITH NO CURRENT PRIORITY, NO SPARE CLERK’S TIME TO MOVE FORWARD**

**Archives**

* Sort what can be safely destroyed from what needs to be kept

**Emergency Plan for the Parish**

* To explore options and bring forward a draft plan

**Foundation Council status**

* Work towards achieving

**Illumination of the Village Sign**

**Parish Hall**

* Commission a new ‘Chairmen’ honours board
* Explore the possibility of Farmers Markets
* Stage curtains

**Play Areas**

* new equipment – discussion with RDC to explore partnership in attracting new equipment

**Street lighting**

* Identification of lights / marking them

**Wildlife Reserve**

* Explore benefits of charitable status and future funding
* Electrical supply
* Survey of flora and fauna

**Winter salt**

* Resolving the ‘spent’ salt stock held at Mucking Hall Farm