

**NORTH HORSHAM PARISH COUNCIL  
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD ON THURSDAY 4<sup>TH</sup> APRIL 2019 AT 7.30PM AT ROFFEY MILLENNIUM HALL**

**Present:** Councillors A. Britten (Chairman), M. Loates\*, T. Rickett B.E.M., S. Torn (Vice Chairman) and Mrs S. Wilton.

\* denotes absence

**In attendance:** Pauline Whitehead BA(Hons) FSLCC, Vivien Edwards, Deputy Clerk.

**PER/156/19 Public Forum.**

There were no members of the public or press in attendance.

**PER/157/19 Apologies for absence.**

There were apologies for absence from Cllr M Loates.

**PER/158/19 Minutes**

The Minutes of the meeting held on 3<sup>rd</sup> January 2019 were agreed and signed by the Chairman as being a true record.

**PER/159/19 Declarations of Interest**

There were no declarations of interest.

**PER/160/19 Chairman's Report**

The Finance and Administration Committee reviewed and signed the list of salaries for 2019/20. The NALC pay scales have been amended and all staff members have been notified. Salaries are not affected.

**PER/161/19 Policies**

A draft Performance Management Policy and Pensions Policy were circulated with the agenda. Minor amendments were made to each.

**The Committee agreed the Performance Management Policy and Pensions Policy attached and RECOMMENDED their adoption by full Council.**

**PER/162/19 Exclusion of Press and Public**

It was **RESOLVED** to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1 for reasons of confidentiality as the following agenda item related to staff matters.

**PER/163/19 Staff matters**

Probation period

It was **NOTED** that the new caretaker who started work at Holbrook Tythe Barn on 26<sup>th</sup> November 2018 had successfully completed his probation period.

Poor Timekeeping

47

The Committee reviewed an employee's timesheets and **AGREED** to meet with them to review progress since 1<sup>st</sup> February 2019.

Committee Clerk contract

The Committee **NOTED** that an updated contract of employment had been agreed and signed by the Committee Clerk.

**PER/164/19 Next Meeting**

The next Personnel Committee Meeting is scheduled for 11<sup>th</sup> July 2019.

There being no other business, the Chairman closed the meeting at 8.00 p.m.

..... Chairman

..... Dated



## **NORTH HORSHAM PARISH COUNCIL**

# **STAFF PERFORMANCE AND DEVELOPMENT POLICY**

### **1. POLICY STATEMENT**

1.1 North Horsham Parish Council highly values the contribution made to the organisation by every member of staff; and is committed to the development of each member of staff by the implementation of a fair and unbiased system of review of performance and development.

### **2. KEY PRINCIPLES**

2.1 Managing performance and development of staff is a continuous process. It is based on making sure that the work and performance of staff contributes to the aims and objectives of North Horsham Parish Council to enable it to achieve its strategic aims and realise its vision. The aim is to continuously improve the performance of individuals and so improve the performance of the Parish Council.

2.2 The performance appraisal and development review process will be fair, appropriate to the level of the job and all performance appraisals and development reviews carried out by line managers will be conducted objectively and free from discrimination and bias. Performance appraisals will be based on job descriptions and where appropriate, additional aims and objectives set at previous appraisals. For Caretakers and Litter Wardens, ongoing informal discussions will take place on issues relevant to their roles with brief notes kept as a record which are shared between both the line manager and employee.

2.3 Performance management allows monitoring of the tasks involved in a person's work and identifies opportunities for improvement. It enables the employee's job description to be kept up to date and relevant. Performance appraisal gives an opportunity to review what went well and identify ways that the Parish Council can help when things go wrong. It gives the Parish Council an opportunity to make changes as appropriate and allows progress and achievement to be reported.

2.4 The performance appraisal and development review process identifies training and development needs, career planning and development and an opportunity for other concerns or issues relating to employment to be reviewed.

### **3. WHO DOES THE POLICY APPLY TO?**

3.1 This Policy applies to all employees of North Horsham Parish Council.

### **4. FREQUENCY OF PERFORMANCE AND DEVELOPMENT APPRAISALS**

4.1 There will be an opportunity for the staff member and their line manager to review and discuss the employee's duties, partake in a two way dialogue and promote effective working relationships on an ongoing basis. However, for office based staff there will be one formal written performance appraisal and development review per year. The frequency of meetings for Caretaking staff and Litter Wardens will be at the discretion of their line manager.

### **5. WHO UNDERTAKES THE PERFORMANCE AND DEVELOPMENT APPRAISAL**

5.1. The Deputy Clerk undertakes performance appraisal and development reviews for the Facilities Officer and the Administration Clerk and conducts ongoing informal discussions with Caretaking staff and Litter Wardens on issues relevant to their role.

5.2 . The Parish Clerk undertakes performance appraisals and development reviews for the Deputy Clerk and Committee Clerk.

5.3. Performance appraisal and development reviews relating to the Clerk is the responsibility of the Personnel Committee with delegated responsibility to the Chairman of the Council and another member of the Personnel Committee. (Two Councillors)

### **6 ARRANGEMENTS FOR A PERFORMANCE APPRAISAL AND DEVELOPMENT REVIEW**

6.1. Members of staff will be formally invited to attend a performance appraisal and development review meeting two weeks before it is to be held.

6.2. The staff member will be given a performance appraisal and development review form and a copy of their job description.

6.3 The performance appraisal and development review will usually be held at Roffey Millennium Hall in a room free from the risk of interruption and on a one to one basis with the exception of the Clerk.

## **7. THE PURPOSE OF A PERFORMANCE APPRAISAL AND DEVELOPMENT REVIEW**

7.1. All staff members are different and may have different aspirations. Some members of staff are content to stay in the same role for many years, whilst others would like to develop their careers and want to achieve more. A performance appraisal and development review allows a member of staff the opportunity to discuss their role with their line manager and to communicate what they feel they need to perform the role they hold. In some cases there may need to be discussion about how the role can be improved, sometimes the employee or employer may wish to discuss career progression and how they can improve their chances of achieving more.

7.2. A performance appraisal and development review allows both the Parish Council and the employee the opportunity to make sure that the member of staff's Job Description is up-to-date, that the workload is acceptable, that relevant or compulsory training has been offered and taken place and that those who wish to progress their career are offered opportunities to do so if possible.

7.3 A performance appraisal and development review is a two way process and provides an opportunity for constructive feedback on the management style of the organisation or ideas for improvement in the organisation

## **8 ROLES AND RESPONSIBILITIES THROUGHOUT THE PROCESS**

8.1. When the member of staff is invited to the performance appraisal and development review meeting, they should complete the form they are given as honestly and openly as possible. They should use the previous year's performance appraisal and their job description as a guide. The appraisal meeting is an opportunity to work alongside the employer, share views and opinions and seek clarification where necessary.

8.2. The appraiser will offer constructive advice and guidance and signpost the employee to any action appropriate to their need. The appraiser has a responsibility to ensure that each section of the performance appraisal and development review form is discussed and notes taken, there is two way dialogue, that they are open to constructive feedback and willing to resolve issues where possible.

8.3 After the appraisal meeting the appraiser will write up the performance appraisal and development review form; and sign and date it. The appraisee also has the opportunity to record written comments.

8.4. At the end of the review process , where it has been identified that a member of staff's job description needs changing; or a job requires re-evaluation, the Parish Clerk

will take this forward. The Parish Clerk will consider any organisational issues arising from the Review process and, as appropriate, will refer matters to the Parish Council.

## **9. IF A MEMBER OF STAFF IS DIS-SATISFIED WITH THE REVIEW PROCESS**

9.1. If a member of staff considers that the Review process has not been conducted fairly, attempts to resolve the issue lie first with the Manager conducting the Review meeting.

9.2 In the event that there are outstanding disagreements, these will be considered by the Parish Clerk.

9.3 In the event that these courses of action are unsuccessful, the member of staff will have recourse to the Parish Council's Grievance Procedure.

## **10.RECORD KEEPING**

10.1. Individual member of staff's performance appraisal and development review signed forms will be kept in the member of staff's Personnel File.

## **11. REVIEW OF THE POLICY**

11. 1 Subject to any new legislation, changes in case law or change within the Parish Council which requires immediate amendment, the Staff Performance and Development Policy will be reviewed every two years. The next review will be April 2021.

**NORTH HORSHAM PARISH COUNCIL**

**CONFIDENTIAL**

**Performance Appraisal and Development Review Form**

<b>Name</b>	
<b>Job Title</b>	
<b>Place of Review</b>	
<b>Name and position of Appraiser</b>	
<b>Date and time of Appraisal Meeting</b>	
<b>Appraisal period</b>	

This form has been produced as an aid to the appraisal and development process and should be used in conjunction with the Performance Appraisal and Development Policy. Both the appraiser and the appraisee can use the form as part of their preparation for the appraisal meeting. Please use an extra sheet of paper when responding where necessary.

To complete this form you will need a copy of your job description. Other documents may be helpful such as your contract of employment.

**1. JOB DESCRIPTION**

Using your Job Description as a guide, review the duties listed. In particular the assessor needs to understand if there are duties that are no longer relevant or there are additional duties that you have taken on. If so, please list them below.

<b>Duties listed from your job description</b>	<b>No longer relevant/ additional duty</b>

## 2. ADDITIONAL OBJECTIVES

Were you given any additional aims and objectives other than duties relating to your Job description, If so list them below?

Additional Aims and Objectives

## 3. PERSONAL ACHIEVEMENT AIMS AND OBJECTIVES

Did you agree any personal achievement aims and objectives at your last performance appraisal? If so list them below.

Personal achievement aims and objectives

## 4. REVIEW OF PERFORMANCE

Thinking about the duties in your job description, any additional aims and objectives and any personal achievement aims and objectives that were set:-

What was done particularly well in the appraisal period?

What have been my achievements?

How could I build on this?



**What was done well and what have been your main achievements?**

--

**How could I use my successes and achievements to move forward during the coming year?**

--

Again, thinking about the duties in your job description, additional aims and objectives and any personal achievement aims and objectives that were set:-

**Did you encounter any obstacles in achieving the aims and objectives that were set? If so, what were they and were they overcome? If not, what can be done or could have been done to help?**

--

## 5. TRAINING

Have you undertaken any training during the year? These may not be formal training sessions, but occasions where you have learned something new to help you perform your role.

**List the training and development opportunities completed during the year**

## 6. THE YEAR AHEAD

During the coming year you will be performing your role in line with your job description, however, there may be personal ambitions associated with your work that you wish to achieve or there may be new projects or opportunities highlighted in the Parish Council's Business Plan or calendar of work that you would like to get involved with.

**Identify any additional aims and objectives and/ or personal achievement aims and objectives for the coming year.**

**What staff development and training opportunities will be needed to ensure that you are able to perform the duties within your job description and meet any additional aims and objectives and personal achievement aims and objectives in the coming year and beyond?**

### **7. ANY OTHER COMMENTS**

There will be an opportunity for you to give any other comments or ask questions at your performance appraisal, but if you already know what they are, they can be listed below.

**Comments or questions**

### **8. PERFORMANCE ASSESSMENT**

The appraiser will verbally outline their comments at the meeting to give the employee the opportunity to respond, but will write them up properly after the meeting.

**Appraiser's comments**

The appraisee has the opportunity to verbally respond to the appraisal at the meeting and then write the comments up properly afterwards.

**Appraisee's Comments**

<b>Signed by Appraisee</b>	<b>Date</b>
<b>Signed by Appraiser</b>	<b>Date</b>
<b>Proposed Date of Next Appraisal.</b>	



## **NORTH HORSHAM PARISH COUNCIL**

### **PENSIONS POLICY**

#### **1. POLICY**

- 1.1 Office staff at North Horsham Parish Council are automatically enrolled in the Local Government Pension Scheme (LGPS) which is administered by Hampshire County Council (HCC) from the start of their employment. Caretakers employed after 10<sup>th</sup> January 2019 will be enrolled in the Aviva pension. Employees are entitled to opt out of the scheme should they wish to.
- 1.2 The employer has to re-enrol employees into the WSCC scheme every three years and employees who have previously opted out may need to opt out again. Details are provided by WSCC.
- 1.3 Whilst payments are made into an employee's pension fund, it is their responsibility to review their pension arrangements from time to time and to make sure that they have suitable provision for their retirement.
- 1.4 Any changes to North Horsham Parish Council's Pension Policy will be notified to the Scheme Administrator (WSCC) and Aviva and all Scheme members within one month of those changes occurring.

#### **2. REVIEW OF THE POLICY**

- 2.1 Subject to any new legislation, changes in case law which require immediate amendment or the requirements of the Parish Council, the Policy will be reviewed every two years. The next review will be in April 2021.