

**NORTH HORSHAM PARISH COUNCIL PERSONNEL COMMITTEE MEETING
TO BE HELD ON THURSDAY 27TH MAY 2021 AT 7.30pm**

CLERK'S REPORT

Numbers relate to the numbers on the agenda.

3. Public Forum.

Members of the public are invited to put questions or draw attention to relevant matters relating to the business on the agenda to the Committee's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.

4. Apologies for Absence.

Apologies and reasons for absence to be given to the Clerk.

6. Declarations of Interest.

Members are advised to consider the agenda for the meeting and determine in advance if they may have a **Personal, Prejudicial or a Disclosable Pecuniary Interest** in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

Where you have a **Prejudicial Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

7. Chairman's Announcements

None have been tabled.

9. Financial Report

To year end 31st March 2021.

The total budget for personnel in the financial year 2020/21 was £311,250. This was revised downwards when the forecast for the 2021/22 budget was considered to reflect staff being furloughed and reduced working hours. The final expenditure was £276,322 including expenses, training, protective clothing and the cost for administering the payroll.

From 1st April 2021 to 20th May2021

	Actual spend	Budget	Estimated spend to 31 st May 2021*
Salaries/NI/Pensions	18,771	310,000	51,666
Childcare Vouchers**	254	0	
Payroll Admin Charge	0	800	133
Staff Expenses/ Mileage	86	2,500	416
Staff Training	135	1,500	250
Recruitment Advertising	0	250	41
Protective Clothing	0	400	66
Totals	19,246	315,450	52,572

*Estimated spend is the full budget 2021/22 divided by 12 and multiplied by 2.

**Childcare vouchers are included in the budget for salaries/NI/Pensions.

Expenditure on salaries is much lower than expected to date, even though the May salaries haven't been included in the analysis. This is due to reduced working hours to reflect the limited hires at the halls.

12. Date of next meeting

The Committee may wish to consider scheduling another meeting before 1st October 2021.

APPENDIX 1



NORTH HORSHAM PARISH COUNCIL

POLICY STATEMENT ON LONE WORKING

Legislation

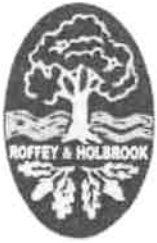
The primary requirement of the Health and Safety at Work etc Act 1974 imposes a 'duty of care' on organisations for all its employees. This duty is reinforced by various other acts and regulations, such as the Management of Health and safety at Work regulations 1999 (MHSWR) which stresses the requirement for risk assessments. The 1999 regulations also impose a duty on organisations to exchange health and safety information with contractors, particularly where lone workers are involved.

Several hazards present themselves to staff working alone, ranging from personal accident to personal attack.

North Horsham Parish Council has identified that all of its staff may be required to work on their own as part of their employment and has endeavoured to minimise as far as is reasonable practicable, risks or hazards that may exist.

- All employees are encouraged to follow safe systems of working.
- All employees are encouraged to contact the office regularly and to make sure someone knows their movements or plans so that an alarm can be raised if they do not return.
- Lone workers have access to either mobile phones or a land phone line for use in an emergency.
- First aid boxes are available at all buildings where employees are based and there is an opportunity for staff to attend basic First Aid training.
- Regular risk assessments are undertaken at all sites and employees are encouraged to report areas of concern that they may have.
- Lone workers should report any new or unrecorded hazards or risks to the Clerk at the first opportunity, to enable the initiation of appropriate safe working arrangements and amend risk assessment records as required.
- Lone workers are required under the Health and safety Act 1974 to take all reasonable safety precautions when undertaking their work.
- Employees who operate alone should inform the Clerk of any change to their personal circumstances, including health, which might have a bearing on their safe working arrangements.
- Staff members have an opportunity to talk with their line managers in order that any well being issues can be raised.
- Employees are encouraged to walk away from situations where conflict may put them in danger and to report the incident to the Clerk as soon as possible.
- Employees working alone in any building are instructed to lock the doors.
- Employees have the right to refuse entry to a building if there is any concern.
- It is encouraged to be extra vigilant after dark and to park in a well lit area and try to leave with other people if possible.

Adopted 11th May 2017, Reviewed May 2019
Review date May 2021



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 May 2023.