



**MINUTES OF THE FERNWOOD PARISH COUNCIL
PERSONNEL COMMITTEE MEETING
held on 25th March 2021
via Zoom due to Covid**

Present: Parish Councillors: D. Harrison, H. Micah, B. Smith (Chair)
Clerk: Marion Fox Goddard

1. Approval of Minutes from last meeting 12/2/20

The Personnel Committee minutes from the previous meeting were unanimously approved as an accurate record.

2. Matters Arising

Full Council approved the recommendations suggested by this committee regarding the change of job title and work location for the Caretaker and Maintenance Operative for Fernwood Parish Council.

The following documents have been adopted by Full Council: Managing Stress in the Workplace Policy, Capability Procedure, Internet Policy and Procedure, Flexible Working Policy.

Since the meeting the Clerk's hours have been increased to 30 hours on a permanent basis as agreed by Full Council.

3. Appraisals Update

All appraisals are up to date:

Caretaker and Maintenance Operative last appraisal date	11/12/20
Clerk and Responsible Financial Officer last appraisal date	16/12/20

Cllr Smith has updated the Clerk's appraisal form to make it easier to see if objectives are being met. No performance issues.

4. Documentation Review

The Committee agreed to make no changes to the following documents:

- a. Caretaker and Maintenance Operative Contract
- b. Clerk and Responsible Financial Officer Contract
- c. Caretaker and Maintenance Operative Job Description
- d. Clerk and RFO Job Description
- e. Lone Working Risk Assessment

However, should the Council employ a new member of staff, the most up to date SLCC contract of employment template will be used.

Cllr Smith suggested having phones with panic buttons for staff who are lone working.

Cllr Smith to send details of the suggested phones to the Clerk who will then investigate options.

5. Training Update

- a. Training and Development Policy adopted 15/2/21
- b. Councillor Newton attended induction training on 17/3/21
- c. Clerk will attend Conduct Issues and Employee Relations Training booked for 13 April 21–The recording of this will then be shared with all Councillors to watch (or possibly watched together before a Parish Council meeting).
- d. Online Training has been purchased for the following courses which will be used during March and April:
 - i. Manual Handling – MD
 - ii. Fire Warden – MD and MFG
 - iii. Managing Health and Safety – MFG
 - iv. Display screen equipment – MFG
 - v. COSHH – MD

Clerk to put together a Councillor Training Plan and submit to Full Council for approval.

Clerk to design a sheet for any staff using hazardous substances to sign to confirm they have read and understand the data sheets.

6. Staffing Update

MD (Caretaker and Maintenance Operative)- since the updated job description was issued in June 2020 and his appraisal in November 2019, he has taken on new pieces of work relatively well and understands that he will be asked to do more jobs in the remit of his role as it is clear he has capacity to do these. Sometimes worries about change but overall manages well, once into a routine. New tasks which will need to be taken on from April – litter picking the flower bed in front of the village hall (approx. twice per week), checking the defibrillator and logging the results – each of these should take minutes so this is not foreseen as an issue. We will need to assess what is needed in Derry's Wood but again the Clerk suggests this should be absorbed into his current hours.

MFG (Clerk) - has the CiLCA portfolio well underway and hopes to be able to submit this soon. Currently checking whether she will have to attend the course again – as this was done in 2017. Having kept up with legislation, it is hoped not.

Clerk to enrol for the qualification as soon as possible.

Clerk to start to put together suggestions of staffing we will need when we have the new developments by benchmarking with other local Council/Clerks' Forum/ Assessing what facilities will be in the new developments and the workload this will bring.

7. Long Service Awards

It was noted that MD will have worked for the Parish Council for 10 years in February 2022. It was agreed to present a certificate and £50 voucher to recognise this commitment and service to the Council and community. This gesture will be replicated for all staff reaching 10 years service. Should any staff get close to 20 years a suitable recognition may be considered in the future.

Clerk to design a certificate for Council's approval and buy the voucher closer to the time.

Meeting closed at 20:45

Next Meeting: Wednesday, 22 September 2021 Small Hall, Fernwood Village Hall.