

BLABY PARISH COUNCIL
MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE
Virtual Zoom Meeting Held at 7.00pm on
Tuesday, 13th October 2020

PRESENT: Mr A Gullick (Chairman),
Ms J Bellm, Mrs M Broomhead, Mr G Harding, Mrs S Skeemer, Miss M Small,
Mr M Wareham, Mr R Woolley & Mrs V Jepson (Manager).

S/P.315 1. APOLOGIES FOR ABSENCE

No apologies received.

S/P.316 2. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT -

None.

S/P.317 3. STAFFING MATTERS

RESOLVED: Standing Order No.24 is to be invoked. That under Section 100a (4) and Sch.12A of the Local Government Act, 1972, the public be excluded from the meeting for the following items on the grounds that the items involve the likely disclosure of exempt or confidential information. (Confidential Report BPC59).

a) Staffing Update

Members considered the staffing report, and the report is noted.

b) Council Policies – Update

At the Staffing, Policy and Finance committee meeting held on Tuesday, 15th September 2020 it was agreed that the Councils Employment policies would be reviewed and updated with Councillor comments.

Cllr Mr Harding has updated the staff handbook and these amendments have been actioned.

Cllr Ms Bellm is currently working on the Disciplinary Policy where amendments will be reported at the December Staff, Policy & Finance committee meeting.

c) Staff Appraisals

Members discussed reinstating appraisals for all Council employees.

Members have been issued with a copy of the appraisal pre-checklist for consideration. The appraisal process ensures that the annual objectives of the Council, as collated into the Council Annual Plan, are linked to the objectives of the individual, thereby guaranteeing that the work of the Council is delivered.

It is agreed that appraisals for all Council employees would be reinstated and a proposed appraisal scheme has been developed, the appraisal pre-checklist does not need to be used or it could be amended at any time if members or employees are not happy with the contents but appraisals are required to be carried out as they will be linked to the

employees progression within the organisation.

It is noted other organisations who do appraisals talk to the employees about what they enjoy, what they feel they can improve with and discuss their performance, members felt it needs to be a friendly and less formal process.

AGREED: All employees are to be issued with a copy of the appraisal and pre-appraisal checklist documents, but employees are not required to complete the pre-checklist document if they do not wish to do so.

AGREED: All employee appraisals will be carried out by the manager and Cllr Ms Bellm.

AGREED: The managers appraisal will be carried out by the Council's Chairman and Cllr Ms Bellm.

AGREED: The Chairman of the Staff, Policy & Finance committee is to be the reviewer of all appraisal documents.

RESOLVED: Standing Order No.24 is to be revoked.

S/P.318 **4. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY – None.**

S/P.319 **5. CHAIRMAN'S TIME**
Thank you all for attending.

MEETING CLOSED: 8.39PM