

HELLEDON PARISH COUNCIL

Minutes of the meeting of the Staffing Committee held on Monday 28 September 2015
at 7pm in the Council Chamber, Diamond Jubilee Lodge, Helledon

PRESENT

Mr A Adams - Chairman

Mr R Grady Mrs S Gurney Mr J Knowles

Mrs P Kirby - Parish Clerk

IN ATTENDANCE

Mary McGivern – Council's appointed HR Consultant

Mr Jon Madden – JRM Structure & Resource Consultant

Cllr Adams opened the meeting & welcomed those present.

1. Absence and Apologies for absence

Cllr's Britton & King apologies received and accepted

2. Declarations of Interests and Dispensations

No interests declared.

No dispensations requested.

3. Approval of the minutes of the meeting held 22 June 2015

The minutes, having previously been circulated, were approved by those members present at the held meeting and signed by the Chairman as a correct record.

4. Public Participation

None in attendance.

5. General Matters

5.1 – Exclusion of Press & Public.

RESOLVED that under the provisions of Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 to exclude the Press and the Public for the duration of items 6.1(i) - (v) in order to discuss matters where publicity would be prejudicial to the public interest by reason of the personal and confidential nature of the business to be transacted and that this business to be discussed after agenda item 8.

6. Exchange of Information

None

7. Date, time and venue of next meeting

The meeting as scheduled was confirmed and would be held in **The Council Chamber, Diamond Jubilee Lodge on Monday 19 October 2015 at 7pm** however confidential discussion may require additional meeting(s)

The meeting closed to the press and public at 7.15pm.

8. Confidential item

5.1

(i) **RESOLVED** to suspend standing orders to allow Mary McGivern to address. Mary McGivern briefed members on the current situation in respect of specific matters for which she was engaged. This included recent exit interviews undertaken and a further one to be undertaken and of working with the clerk in respect of minimising the impact on the council and employees due to staff resources. In this respect it was **RESOLVED** to ratify processes undertaken to date and to accept the advice of the councils employment law solicitor in respect of the next stage of the imminent TUPE matter.

(ii) Jon Madden distributed his report and much discussion took place. In this respect it was agreed a further meeting to continue discussion was required and arranged for 12 October at 10am.

(iii) Discipline responsibility.

RESOLVED that with immediate effect the Clerk becomes responsible for administering staff discipline and in this respect the disciplinary panel is disbanded

(iv) Capability Policy & Procedure

RESOLVED to accept

(v) HR Consultant contract renewal

RESOLVED to renew at the terms and conditions as presented in letter 25 September 2015

(vi) Annual appraisal process. The Chairman briefed members on the process to date.

(viii) Early payment of pension of former employee. It was noted financial information is awaited and therefore the matter was deferred to a future meeting.

The meeting closed at 9.05pm.