



Hamble Parish Council, Memorial Hall, High Street, Hamble, Southampton SO31 4JE
023 8045 3422, clerk@hamblepc.org.uk

PERSONNEL COMMITTEE
9am on Tuesday 22nd January 2019
The Roy Underdown Pavilion, Baron Road, Hamble

AGENDA

- 1. Welcome**
 - a. Apologies for absence;
 - b. Declaration of interest and approved dispensations; and
 - c. To approve minutes from 20th July 2018
- 2. Public Session**
- 3. Notes from the Last Meeting**
- 4. Work Plan**
- 5. Training**
- 6. Quarterly Monitoring**
- 7. Terms of Reference: Change to reflect the reduction in number by 1**

Exempt Business

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

- 8. Approve the Exempt Minutes of 20th July 2019**

Dated: 17th January 2019

Signed: *Amanda Jobling* - Clerk to Hamble Parish Council

This meeting is open to members of the public.

HAMBLE- LE- RICE PARISH COUNCIL

MEETING PERSONNEL COMMITTEE
VENUE Roy Underdown Pavilion, Hamble
DATE Tuesday 20th July 2018
TIME 9.00 am

PRESENT Councillors; Beach (Chair), Cohen and Underdown
Clerk
Members of the public 0

1a Apologies for absence
Hand, James

1b Declarations of Interest in items on the agenda
None were declared

1c. Requests for dispensations
None were required

2. Minutes of the Personnel Committee 22nd May 2018
Proposed: Councillor Cohen Seconded: Councillor Underdown
RESOLVED: that the minutes of the meeting were approved and signed by
the Chairman

3. Public Participation
None

4 Recruitment of Groundsman
The Committee discussed a range of recruitment options and concluded that they would wish to recruit a new staff member based on broadly similar terms with the option of finding a person able to work weekends and potentially early evenings to cover locking up issues at different sites. It was agreed that the Clerk would revise the role profile and work with Cllr Beech and the Head Groundsman to develop a recruitment timetable. The Clerk was also asked to explore further the option of an apprentice as this was something the Committee was keen to consider.
Proposed: Councillor Beech Seconded: Councillor Cohen

RESOLVED: that the Council seeks a replacement grounds man and advertises the role as soon as possible.

Exempt Business.

The Committee moved to exempt business to discuss Job Evaluation and the Annual Pay Review for 2018/19.

Signed
Chairman

Date

Hamble-le- Rice Parish Council

PERSONNEL COMMITTEE – NOTES OF MEETING

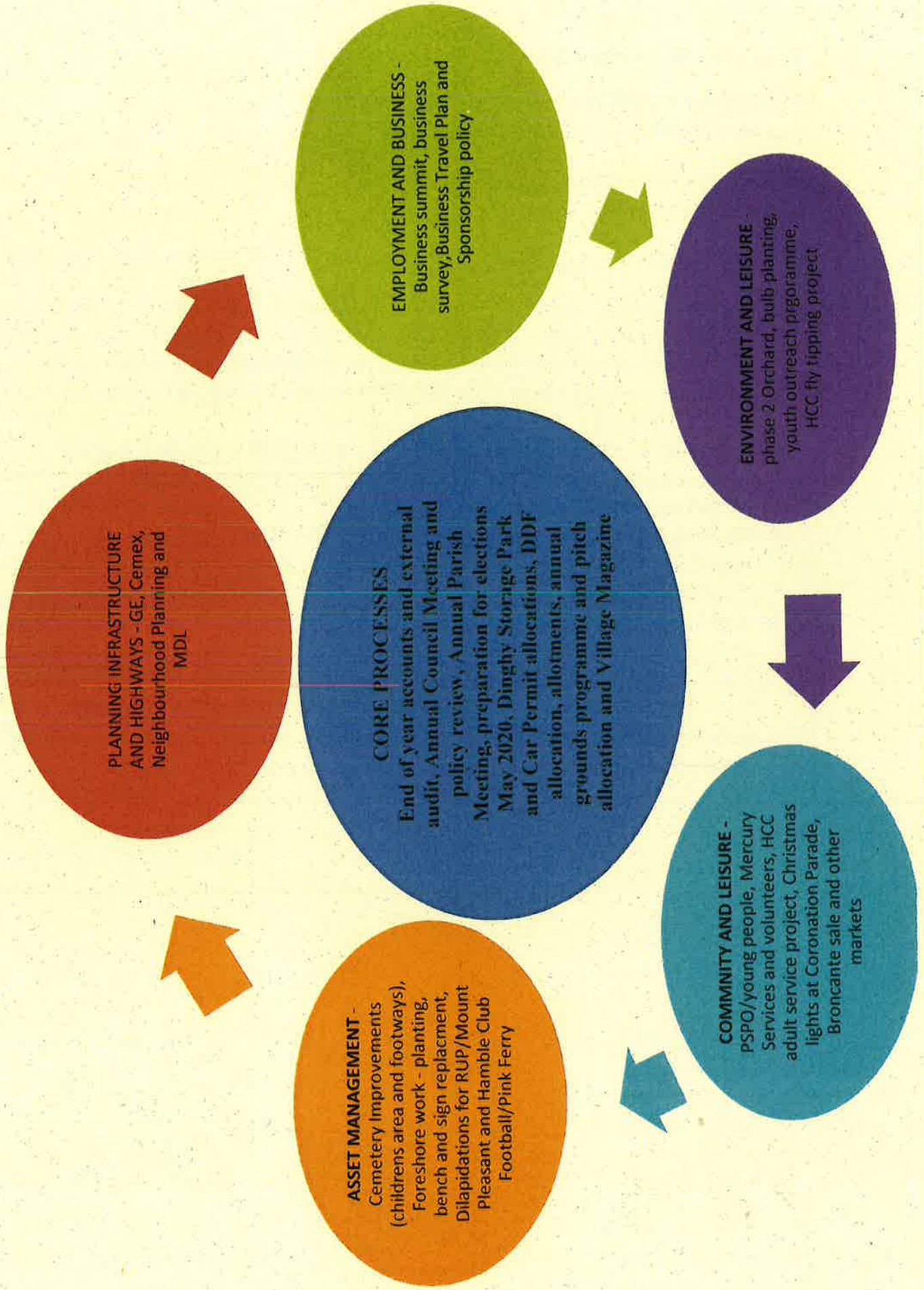
Tuesday 23rd October 2018 at 9.00 - 10.00AM

Present: Cllrs Cohen and Underdwon
Clerk and Deputy Clerk

Apologies for absence – Cllr Beach, Hand and James. The meeting was not quorate

1. Role profiles for Chairs of Committee and Council – members considered the need for a role profile and agreed that this should form part of a wider piece of work based on a member handbook. Lots of information is available and could be used and tweaked for our own purposes. For work to come back to another meeting.
2. New Year's Honours (verbal update) – it was agreed in principal that we would support nominations for honours and would make a positive recommendation to Council.
3. Review of Annual Work Plan – this was looked at but no actions were identified.
4. Quarterly Monitoring - this was looked at but no actions were identified.
- 5. Exempt Business**
6. Members considered the pay position for 2019/20 and the options available to them. They agreed to recommend to Council to accept the pay details set out in the appendix which was based on a cost of living increase for all staff except one; they would receive an additional pay award. The matter would be referred to Council as part of the budget cycle.

HAMBLE PARISH COUNCIL WORK PLAN 2019/20



MEETING Personnel Committee
DATE 22ND January 2019
TIME 9am

Training plan for 2019/20

The work plan for next year sets out the key workstreams for the year and the skills needed to deliver them. Ensuring staff are equipped to deliver their role and to develop is central to any good employment practice. As the organisations moves into new areas of work the importance of getting this right becomes more important. The projects and work streams will be discussed with staff in their appraisals over the next few weeks. It will also review the training set last year and the benefits derived from it.

Ahead of the appraisal process a couple of development areas are identified. They are as follows:

The Council has budgeted for the Clerk to start the Cilca qualification. This will enable the Council to use the General Power of Competence which provides more legal flexibility to do things than currently. The January enrolment was too close to the budget setting and so enrolment will be mid-year. Staff are expected to be able complete training during the working week although in reality projects that are being completed will be used to support key learning outcomes so it is hoped that this will be minimised.

The volume of work continues to be at an unsustainable level. Staff are reporting stress and anxiety linked to their day to day work. A couple of measures have already been implemented but there does need to be a recognition of this and the steps that can be taken to address it. Some of the issues are linked to new areas of work whilst others are about frequency and volume of tasks. It is also a reflection of the fact that in the course of the work there are often fixed deadlines that restrict freedom to naturally organise and prioritise. Given this there maybe a need to provide some training on prioritisation and resilience.

It is also clear that currently the staff are not always functioning as a cohesive team. This is in part a reflection of the very different nature of the roles as well as a lack of appreciation and interaction on a regular basis. Staff rotas make it difficult to find a day when staff are all regularly in although it has been agreed with the Chair that the 3rd Monday of every month will be when the staff meeting takes place. Given this is it recommended that the staff have a team building day away from the office to strengthen working relationships.

Other items coming from appraisals will be set out at the next meeting alongside a review of this years training.

Complaint & Compliment Log

Date	Mode	Issue	Notes
5 th June 2018	Email	Article in V Mag regarding damage to tomb caused upset and distress	Advice given to author regarding a response and no further action was needed
30 th October 2018	Email	Southern Quay Ladders The Council and it's staff do a great job despite limited funds. Our Councillors give up their time to support the community for which they receive little gratitude. I do hope my intervention is seen as a positive concern about a relatively minor issue in our wonderful village, not as merely a complaint. I also realise that mistakes are made even in the best organisations.	This has had an initial discussion at AMC but a way forward will be needed and communicated to complaint.
2 nd November 2018	Facebook	Re Local Plan Submission Thanks very much. I have to say my temporary move to West Berks and Newbury just shows how advanced Hamble Parish Council is in terms of communication of vital local information. Well done, and I hope you get some wider recognition for your efforts. Also EBC are superior to WBC on the ability to link into planning notifications via their My Eastleigh system. Please can you record this in your 'compliments' system. 😊	Reply posted on FB in response
2 nd January 2019	Facebook	In response to a post about not being open over lunchtime and not being able to pick up parking passes during this time: You can contact via the website and social media Lis. HPC are always quick to respond there's a number of ways of communicating with the community, changing times moving forward. (POST) I did my parking permit online and it was very quick and arrived on my doormat on Monday. Great service thank you (POST)	A thank you for the support and kind words was posted
11 th January 2019	Letter		

unnecessarily over-revving their engines and so on. There are now lights visible through the vegetation and this only will attract robberies, targeted burglary and so forth.

One of my neighbours end of last year had someone break into his house, and steal his car. Luckily he was able to jump on him and get nearly beat him up and prevent the car from being stolen. I have since installed CCTV at my property in light of this incident.

Please can you ensure no more further vegetation is removed from this area.

