



STANLEY TOWN COUNCIL

NOTICE OF MEETING

I hereby give notice that a meeting of the Personnel Committee of Stanley Town Council will be held on Tuesday, the 1st September at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

TO ALL MEMBERS of STANLEY TOWN COUNCIL PERSONNEL COMMITTEE

R. Harrison(Chair)	D. Mills	D.Walker	L. Marshall	L. Elliott
A. Clegg	C. Bell	M.Wilkinson	B. Nair	G. Graham
J. Nicholson*	W. Nixon*			

*ex-officio

You are hereby summoned to attend a meeting of the **Personnel Committee of Stanley Town Council** to be held in **Stanley Civic Hall, Front Street, Stanley**, on **Tuesday the 1st September 2015 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
26th August 2015

Please turn off all mobile phones or set to silent mode
Please refer to the Policy for recording proceedings

A G E N D A

1 APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies and reasons for absence.

2 DECLARATIONS OF INTEREST

Members are invited to **DECLARE** disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

To **RECEIVE** announcements from the Chair or Town Clerk.

4 PUBLIC PARTICIPATION

An adjournment will be allowed at the direction of the Chairman to allow for public comment and response in relation to items on this agenda or to consider written questions from the public submitted in advance of the meeting (*Individuals will be permitted a maximum of three minutes each. Total time for this session is limited to fifteen minutes*).

5 CONFIRMATION OF MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Personnel Committee meeting held on 7th July 2015.

6 STAFF CONTRACTS (ATTACHMENT B)

Members of the Committee are requested to **REVIEW** the attached template for Staff Contracts of Employment and **CONSIDER** if it requires any changes or additions to be made. The template is based on the NALC Model Contract for the Town Clerk.

RECOMMENDATION: The format of the template is **AGREED** subject to any changes members require.

7 REVIEW OF COUNCIL OPERATIONS - UPDATE

Background

At the Ordinary Council meeting held on 28th July 2015, Council **RESOLVED** to authorise the Town Clerk to review a number of areas of Council policy and procedure. The areas of review that fall within the remit of the Personnel Committee are as follows:

- Job Descriptions, Person Specs and Terms of employment for all staff
- Staffing Structure, Pay and Grading
- Objective Setting, Performance Review and Staff Appraisal Scheme
- HR Policies including Sickness Absence, Capability, Discipline & Grievance

The Town Clerk has already begun to take action in relation to some areas that required work, i.e. to create personal files for staff and compile current Job Descriptions and contracts within them. We have also begun recording sickness absences more thoroughly and conducting return to work interviews after periods of sickness absence.

After consultation with staff and the Chair of the Committee, the immediate priority in terms of policy review was felt to be the need for an Appraisals Policy to be implemented. In other areas policies do exist (albeit they are weak and require redrafting) but the lack of an objective setting and review process for staff is affecting the ability of staff to deliver effectively. A draft policy is presented for review by members on this agenda.

To work through the remaining areas, the Town Clerk proposes to prioritise the work as follows:

September: Capability & Sickness Absence Management

October: Job Descriptions, Pay & Grading,

November: Bullying & Harassment, Discipline & Grievance

Members are requested to **NOTE** the update and **DECIDE** if they are happy with the Town Clerk's proposed order of priority to work through the remaining items.

8 APPRAISAL POLICY (ATTACHMENTS C & D)

A draft Appraisals policy and associated Core Values Document is attached for discussion by members.

Members are requested to **CONSIDER** the policy and **DECIDE** whether to **RECOMMEND** its adoption to Council.

9 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 6th October 2015, 18.30 at the Civic Hall

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.