

SHEDFIELD PARISH COUNCIL

(Incorporating the villages of Shedfield, Shirrell Heath and Waltham Chase)

MINUTES OF THE PERSONNEL & PROCEDURES MEETING HELD 7.15 P.M. MONDAY 30 SEPTEMBER 2019 AT SHEDFIELD PAVILION

Present:

Parish Councillors: Margaret Jones (Chair)
Stuart Jones
Arthur Reading (Vice Chair)

Clerk: Mandy Cooksley

Public: None

21/19 **Apologies for absence.** None. **Absent:** Councillor Cathy Roberts.

22/19 **Declarations of Interest** – none.

23/19 **Minutes of the Extraordinary Meeting held 23 July 2019.** The Minutes of the Meeting were accepted as a true record and signed by the Chair as correct.

24/19 **Public Participation** – none.

25/19 **Terms of Reference.** No changes required.

26/19 **Policy Documents**

- a. Relationships at Work, Bullying, Harassment & Bribery. It was resolved to accept the draft document as distributed. To be taken to Full Council 9 December 2019. **Action: Clerk.**
- b. Complaints Procedure/Policy. The Chair and Clerk to draft an updated Complaints Procedure/Policy. **Action: Chair/Clerk.**
- c. Recruitment Policy. It was resolved to accept the draft document as distributed. To be taken to Full Council 9 December 2019. **Action: Clerk.**
- d. COSHH/REACH – policy. Councillor Arthur Reading agreed to draft in advance of the January 2020 meeting. **Action: Councillor Reading.**

27/19 **Parish Council Disaster Planning.** Councillors Reading, Francis-Goulds and Warwick are meeting 1 October 2019 to discuss. Affordable IT have confirmed that if they have an emergency, e.g. office fire, they can be remotely up and running again within 15 minutes, with the ability to work from home or another office.

28/19 **E-mango compliance with the WCAG2.1 standard for The Public Sector Bodies Websites and Mobile Applications No.2 Accessibility Regulations 2018.**

Confirmation has been received from e-mango that we are compliant, but should ensure the following:

- Where there are images, some “alt-text” needs to be applied so it can describe what the image is about for those that cannot see it.
- If there is a link that says “download this article”, the link needs to be more descriptive about what it will link to or download.
- Images to display text heavy content or scanned/uploaded documents should be available as a pdf to ensure any download/document could be read by assistive technology. **Action: All Staff.**

29/19 **Risk Register.** To be reviewed at the January 2020 meeting. **Action: Clerk.**

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30/19 **Staffing Matters:**

a. Staff Appraisals. To be completed by 31 March 2020, to be conducted as follows:

Councillor M Jones – Mandy Cooksley, Clerk

Councillor A Reading– Clare Hinton, RFO

Councillor S Jones – Sue Daniels, Planning & Projects Officer

b. Job Descriptions. To be discussed and finalised with each member of staff when appraisals are carried out.

c. **Working Hours:**

i. RFO. No issues have arisen following the change in working hours.

ii. Planning & Projects Officer. It was resolved to agree to the Planning & Project Officer's request to officially increase working hours from 10 to 12.5 per week, which would also be reflected in pension contributions. Overtime in general would then be expected to decrease; to be monitored. Any outstanding overtime hours to be paid in full at the end of October 2019. **Action: Chair/RFO.**

d. **Processing of Pay**. It was resolved to outsource pay; two quotations have already been received, a further quotation is required. To be recommended to Full Council 9 December 2019. **Action: Clerk/RFO.**

e. **Actual to Budget for Salaries and Pension**. Discussed by the Committee.

f. **Salary Review**. The salary review was completed by the Committee.

31/19 **Date of next meeting** - 7.15 p.m. Monday 27 January 2020.

With no further business to be conducted the Chair closed the meeting at 8.45 p.m.