



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



DRAFT MINUTES OF THE MEETING OF HALE PARISH COUNCIL STAFFING COMMITTEE

HELD ON SUNDAY 9th JUNE 2024 AT 2.00pm

Present: Councillors, Lewis, Roberts and Williams

In attendance: The Clerk

- 1. Apologies** – Cllrs Trevaskis, McNamara and Anderson registered their apologies,
- 2. Declarations of Interest** - None
- 3. Minutes** – The Draft minutes from the staffing meeting on 6th February 2024 were deferred due to non-attendance by members who could confirm their validity

Proposed by Cllr Roberts and seconded by Cllr Lewis

The Motion was approved

Exclusion of the Press and Public

(Public Bodies (Admission to Meetings) Act 1960 Section 1)

The Council is recommended to pass the following recommendation in relation to the following items: "That, in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons arising from the nature of that business or of the proceedings."

- 4. Complaints** - A number of specific complaints about the operational procedures were discussed. One in particular is of concern and it was agreed that in the immediate future the Clerk will contact the Booking Officer to clarify the situation.

It was also agreed that a formal letter should be sent highlighting a number of matters of concern and to prioritise a meeting before the formal process of annual appraisals for all employees including the Clerk will take place.

Proposed by Cllr Roberts and seconded by Cllr Williams

The Motion was approved

- 5. Employment Contracts** – The Clerk supplied all members present with a copy of the employment contracts of each of the individuals employed by the Parish Council and by Hale Village Hall for review. Particular attention was drawn to the tasks undertaken by employees and any amendments which might be considered and agreed.

- 6. Appraisal documentation**

A new set of appraisal documents was supplied by Cllr Trevaskis and adapted by the Clerk. Members agreed to review the documents and contact the Clerk with any required amendments for approval. It was agreed that the Clerk will forward copies of the documents with these minutes to all members of the Staffing Committee for their review and before formal appraisals can be arranged.

It was suggested that given the level of staffing we currently employ perhaps a simpler system for “scoring” performance might be considered.

- 7. Personal Performance Plan** – It was agreed that a formal performance plan can only be created for each employee once the appraisals and document reviews have taken place.

Date of next meeting TBC after contacting members to attain availability & preference.