

Staffing Committee Meeting

Midsomer Norton Town Council

Agenda - 9 September 2024

Midsomer Norton - Staffing Committee Agenda

To: All Members of the Staffing Committee

1 Welcome

2 Apologies

3 Public Session

4 Confirmation of Previous Minutes

5 Schedule of Staffing Committee Meeting

6 Draft Appraisal Policy and Staff Appraisal Form

7 Update on the Employee Handbook and Human Resources Policies

8 Date of Next Meeting

9 Exclusion of the Press and Public

10 Staff Payments

11 Budget Considerations in relation to staffing

12 Update on the Clerk Recruitment

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09/09/2024 17:30 - 19:00

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1 - Welcome

2 - Apologies

3 - Public Session

This section (at the Chair's discretion may last up to 20 minutes) is not part of the formal meeting of the Council and minutes will not be produced

4 - Confirmation of Previous Minutes

To confirm the minutes of the Staffing Committee Meeting held on 5th August 2024

For Decision

Attachments

[Minutes Staffing Committee 5th August 2024.docx](#)



Midsomer Norton Town Council

Council Offices, The Town Hall, The Island, Midsomer Norton, BA3 2HQ
Phone: 01761 418701 Email: townclerk@msn-tc.gov.uk
Mayor: Councillor Martyn Plant Locum Town Clerk: Lee Jakeman

1 - Appointment of the Chair and Vice Chair of the Staffing Committee

Proposal to appoint the Chair and Vice Chair of the Staffing Committee for Midsomer Norton Town Council

Decision: The Committee **RESOLVED** to appoint Cllr Shaun Hughes as Chair of the Staffing Committee, this was proposed by Cllr Lynda Robertson and seconded by Cllr Deborah Thatcher. The Committee **RESOLVED** to appoint Cllr Deborah Thatcher as Vice Chair of the Staffing Committee, this was proposed by Cllr Shaun Hughes and seconded by Cllr Lynda Robertson.

2 - Present

Cllrs Shaun Hughes (Chair), Deborah Thatcher and Lynda Robertson

3 - Apologies

No apologies were received. Cllr Charlotte Lucas was marked as absent.

4 - Public Session

This section (at the Chair's discretion may last up to 20 minutes) is not part of the formal meeting of the Committee and minutes will not be produced

There were two members of the Members of the Public in attendance. A verbal statement was read out.

5 - Confirmation of Previous Minutes

Proposal to confirm the minutes of the Staffing Committee Meeting held on 24th April 2024

Decision: The Committee **RESOLVED** to accept the minutes from the Staffing Committee held on 22nd April as a true record, these were signed by the Chair and dated.

6 - Create a Working Group to consider the recruitment of the Town Clerk

Proposal to form a working group to provide input into the recruitment process for a new Town Clerk and to approve the terms of reference circulated with the agenda and to approve membership of the Working Group.

Decision: The Committee **RESOLVED** that the working party would compose of all members of the Staffing Committee. Following a slight amendment, the Committee **RESOLVED** to approve the Terms of Reference.

7 - Review the HR Policies

Receive and note the current HR policies and identify the ones that need reviewing by the end of the year.

The Committee identified the policies to be reviewed and these will be brought back to the Staffing Committee for approval.

8 - Staffing Budget

Review the current staffing budget and identify any additions for next year.

The Committee noted the current staffing budget.

9 - Date of Next Meeting

Monday 9th September at 5.30pm, Unit 14, South Street, Midsomer Norton.

10 - Exclusion of the Press and Public

Proposal under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Decision: The Committee **RESOLVED** under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

11 - Office for Town Council Staff

Proposal for the Staffing Committee to consider the wellbeing of the staff and find adequate office space for the foreseeable future.

Decision: To acknowledge that new Council office accommodation needs to be sourced and request that the Clerk identifies suitable options for consideration by the Council in September.

12 - To Consider a staffing report

To Consider a confidential report relating to general staffing matters and any recommendations.

Decision: The Committee noted the confidential report and **RESOLVED** that the probation period of the Assistant Town Warden is completed.

Meeting closed 7.05pm.

5 - Schedule of Staffing Committee Meeting

To consider the proposal to approve the schedule of dates for the Staffing Committee Meetings

For Decision

Attachments

[Schedule for Staffing Committee Meetings for 2024.docx](#)

Schedule for Staffing Committee Meetings for 2024-2025

Full Council Meetings are held on the 1st Monday of every month, Finance Committee Meetings along Planning Committee Meetings are held on the 3rd Monday of every month.

The recommendation is to hold staffing committee meetings on the 2nd Monday of every month, starting at 5.30pm at the end of the office working day.

The suggested dates are as follows: -

Monday 14th October 2024

Monday 11th November 2024

Monday 9th December 2024

Monday 13th January 2025 The recommendation is not to hold one in January due to staff being on holiday over the Christmas break.

Monday 10th February 2025

Monday 10th March 2025

Monday 14th April 2025

Monday 12th May 2025 – **Note** the 5th and the 26th are Bank Holidays, the Full Council is scheduled for the 12th and the Finance and Planning Committee are scheduled for the 19th, so the recommendation would be to defer the May meeting until June unless something urgent arises.

Monday 9th June 2025

Monday 14th July 2025

6 - Draft Appraisal Policy and Staff Appraisal Form

To consider a draft staff appraisal policy and staff appraisal form with the recommendation the Staffing Committee approve the draft Staff Appraisal Policy and Appraisal Form and the Locum Clerk undertakes the first set of appraisals for all staff.

| For Decision

Attachments

[2024 09 02 - TC Report 10 - Appraisal Policy and Form.pdf](#)

MIDSOMER NORTON TOWN COUNCIL MEETING
1st July 2024

LJ/2024/Staffing

2nd September 2024

REPORT TO MIDSOMER NORTON TOWN COUNCIL

AGENDA ITEM 6 – APPRAISAL POLICY

AIM

1. To receive a draft staff appraisal policy and staff appraisal form.

RECOMMENDATION(s)

2. It is recommended that:
3.
 - a. The Staffing Committee approve the draft Staff Appraisal Policy and Appraisal Form circulated with the agenda.

AND

- b. That the Locum Clerk undertakes the first set of appraisals for all staff as at 1 November 2024

BACKGROUND

4. Currently there is no approved appraisal policy and as such no formal procedure to review job descriptions, measure performance, identify training needs or opportunity to receive feedback from staff regarding their roles.

DISCUSSION/ COMMENT

5. The attached policy does not apply to the Clerk, in that a separate procedure will need to be undertaken as the Clerk does not have a specific line manager. With the absence of a permanent Clerk currently, it is not necessary to determine that process immediately. The Clerk's appraisal will need to be conducted by an individual with input from others (probably but not exclusively the Staffing Committee), in the form of a panel.
6. It is normally preferable that the Clerk is not the appraisal writer of all staff as there is a management structure and that the appraisals are staggered. E.g. The Deputy Clerk and Office Manager to have their appraisals a month or 2 before the staff that work below them so that objectives can be cascaded down. However, currently (with no permanent Clerk) it is likely to be beneficial for the locum clerk to undertake all the appraisals. This will allow the prompt completion the first round of the appraisals and can help identify training needs ahead of confirming a budget for 2024/25.



Lee Jakeman
Locum Clerk



Midsomer Norton Town Council

APPRAISAL POLICY

| Document Control | | Authority |
|------------------|--|-----------|
| Adopted on | | |
| Last Reviewed | | |
| Review Date | | |

Midsomer Norton Town Council
Appraisal Policy

The purpose of this policy is to ensure that there is a framework in place in order to effectively assess employee performance. The appraisal process provides the opportunity for both an appraisee and appraiser to reflect and comment on the appraisee's previous year and set objectives for the following year.

Aims of the Policy:

- Ensure employees receive valuable and balanced feedback on their work performance
- Identify personal development needs, training needs and aspirations
- Provide employees knowledge of what is expected of them in terms of the standard of their performance
- Ensure employees receive recognition for their achievements
- Ensure employees are made aware of any areas in their work which are not to the required standard
- Exercise effective communication to ensure that both the needs of the individual, and of the Town Council are being met, and how they will be met in the following year

Appraisal documents should be issued to both parties prior to the discussion, to allow time for reflection and preparation. These will provide a framework and focus for the discussion.

Any agreed objectives should be SMART (specific, measurable, achievable, relevant, and time-bound).

All directly employed members of staff, who have completed their probationary period, are required to participate in the appraisal process.

Information shared during the appraisal is to be kept confidential and stored securely, in line with confidentiality. A copy of the appraisal paperwork will also be given to the appraisee.

Each member of staff will receive an appraisal annually.

An annual appraisal form should be approved by the Staffing Committee.



MIDSOMER NORTON TOWN COUNCIL

STAFF ANNUAL APPRAISAL Confidential when complete

Name:

Position:

General

The appraisal is designed to promote both the development needs of the Council and your own in the context of reviewing your past priorities and achievements. In addition, it allows you to consider obstacles to success and helps you to find ways of removing them.

The Objectives for the Scheme are:

- To enhance the quality of service delivery and overall development of the Council through encouraging each person to achieve the mutually agreed priorities;
- To identify and provide the support that enables everyone to achieve those priorities and at the same time gain satisfaction in the work.

To the post holder

Please review your current job description and objectives and comment on the achievements you feel you have made this year and the problems that have occurred. Note any significant departures from the job description as written and why this has occurred together with any impact that it has had on attainment of your priorities.

Indicate where you feel that there are opportunity areas for developing your job and role with an explanation of the benefits to the Council as well as likely costs.

Where you identify either a resource, support or knowledge-base issue as producing reasons for not achieving your priorities, be quite open and honest. In that way the Council can best consider how to offer the support that may be needed, or restructure the job.

To the Appraiser/ Line Manager

Consider carefully what has been written and be prepared to explore fully any issues that have been raised, as well as those you wish to raise independently. Give adequate time for discussion.

Section 1

To be completed by the post holder. Look at the most important aspects of your job description and note what the objectives and priorities were for the year. How did it go?

| Job description item | Objectives and priorities | What did you achieve? | What problems did you have? |
|----------------------|---------------------------|-----------------------|-----------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Consider your role. Do you feel that the job description adequately describes the job? What would you add or remove? Do you understand how your role contributes to meeting the council's overall objectives? What areas of your work have you performed well and what have areas/tasks have been a challenge? What do you believe your objectives and priorities should be for the coming year? What help (e.g. training) do you feel you need to achieve them?

Section 2

To be completed by the Appraiser/ line manager

Consider what the employee has written in Section-1 and make your own comments. Concentrate on areas where there are difficulties or disappointment noted, or where there is a specific wish to receive support in some form. The objectives should cover key aspects of the post holder's job. They should have direct relevance to the Town Council's aims and objectives for the next year.

Comment here on the overall performance. How did it go from the council's viewpoint? Do you agree with the assessment of achievements and challenges. Are there any other areas which you would like to discuss?

Setting Objective. Do you agree with the proposed list of Objectives and Priorities? Are there any which you believe should be added or removed?

Proposed objectives:

Section 3
To be completed by the line manager and post holder following the review meeting

- 1) We have reviewed the past year and agreed a set of objectives and priorities for the coming year and these are attached.
- 2) We have/have not revised the job description which is/is not attached.
- 3) We have/ have not agreed a plan of other development actions, including training and this is/is not attached.
- 4) The post holder has/has not made additional comments and these are/are not attached.
- 5) The line manager has/has not made additional comments and these are/are not attached.

Signature of Post Holder.....

Signature(s) of Interviewer(s).....

Date.....

Agreed Outcomes

Objectives:

- 1.
- 2.
- 3.

Personal Development / Training:

- 1.
- 2.
- 3.

7 - Update on the Employee Handbook and Human Resources Policies

To note WorkNest as part of their annual support are currently reviewing the employee handbook and policies, once these have been received back, they will be brought to the Staffing Committee for review.

For Information

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8 - Date of Next Meeting

Monday 14th October 2024 at Unit 14 starting at 5.30pm.

9 - Exclusion of the Press and Public

Proposal under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

10 - Staff Payments

To consider a recommendation that Staff TOIL accrued during the absence of permanent Clerk be paid as a cash value.

11 - Budget Considerations in relation to staffing

To note and approve the recommendations contained in the attached report for training for all staff.

| For Decision

12 - Update on the Clerk Recruitment

Circulated separately

For Information