

Frodsham Town Council



Minutes a meeting of
The Staffing Sub-Committee
held on Tuesday 12 December 2017 at 8.00 pm (after the Events Committee)
In Castle Park House, Frodsham

Present: Cllrs C Ashton, P Martin, M Parker and D Critchley.
Mrs H Catt (Town Clerk)

Meeting 1

No	Item
1	Appointment of Chair Cllr C Ashton was appointed as Chair – proposed and seconded by Cllrs P Martin and M Parker.
2	Appointment of Deputy Chair Cllr P Martin was appointed as Deputy Chair – proposed and seconded by Cllr M Parker and C Ashton.
3	Apologies for Absence – None.
4	Declarations of Interest – None.
5	TOR for the year The Terms of Reference agreed by FTC were noted.
7	Requests from the public to speak – None.
8	Staffing Structure The current staffing structure was discussed and it was agreed that it currently meets service needs. It is a very flat structure with all staff reporting to TC.
9	Annual Appraisal
9.1	The process for carrying out Annual Appraisals for all staff was agreed. TC had circulated 2 forms – one a model suggested by CHALC and the other one that was used for the previous appraisals. It was agreed that both should be used as one measured performance during the previous period and the other enabled objectives to be set for the coming period. The Chair of the Sub-committee will carry out TC's appraisal and TC will then carry out appraisals of the rest of the staff team. Staff will be given the option to have a Councillor present if they wish. The individual and the appraiser will both complete the forms, discuss the results and any issues at the meeting.
9.2	It was agreed that the annual appraisals should take place by the end of March and be followed by a six months review. SMART objectives should be developed for each member of staff and their training needs assessed. TC will check the training budget. It was agreed that TC should attend SLCC Practitioners Conference in February if there is budget available. Cllr Martin will draft a Training Protocol and present this to the next meeting.
10	Workload
10.1 & 2	Methods of monitoring staff workload were discussed. It was felt that simply counting hours was ineffective and Cllr Martin suggested that a task based approach would work better. He will work with TC to develop this concept and report to the next meeting.
11	Recruitment Strategy & procedure The process for staff recruitment was discussed and it was agreed to recommend this to the next council meeting for adoption R1 – proposed and seconded by Cllrs M Parker and D Critchley.
12	Redundancy procedure The process for making staff redundant was discussed and it was agreed to recommend this to the next council meeting for adoption R2 – proposed and seconded by Cllrs M Parker and P Martin.

No	Item
13	Staff Handbook Cllr Parker suggested that the Handbook should be reviewed after the Annual Appraisals. Updates on employment Law are usually included in the CHALC weekly bulletins and advice is always available to council on specific HR issues from them when required.
14	Clerk's Urgent Items None.
15	Date of next meeting Although the ToR suggest meeting twice a year it was agreed to meet at least quarterly initially to get established. Next meeting planned for Tuesday 3 April at 7pm.
PART B	
16	Confidential Personnel Issues
16.1	The impact of the potential changes to the management of the ground floor and how this will affect the staff team was discussed. TC confirmed that the staff team are being kept up to date about these potential changes. Several confidential staffing matters were also covered which will be picked up during the appraisal process.

R1. To adopt the Staff Recruitment Process - proposed and seconded by Cllrs M Parker and D Critchley.

R2. To adopt the Staff Redundancy Process - proposed and seconded by Cllrs M Parker and P Martin.

Members: Cllrs C Ashton, P Martin and M Parker

Reserve Member: Cllr D Critchley

Chairs Initials_____