

# Frodsham Town Council



Minutes of a meeting of  
The Staffing Sub-Committee  
held on Tuesday 10 April 2018 at 7.00 pm  
In Castle Park House, Frodsham

**Present:** Cllrs C Ashton (Chair), D Critchley & P Martin.  
Mrs H Catt (Town Clerk)

## Meeting 2

No	Item
17	<b>Apologies for Absence</b> Cllr M Parker had sent her apologies, and these were noted.
18	<b>Declarations of Interest - None</b>
19	<b>Minutes of Meeting 1 – 12 December 2017</b> The minutes of the previous meeting were agreed and signed as a true record – proposed and seconded by Cllrs P Martin and D Critchley.
20	<b>Requests from the public to speak – None.</b>
21	<b>Annual Appraisal</b> All the Annual Appraisals for all staff have been completed and personal objectives set for 2018-19. Members of the Staffing Sub-committee asked if they could see the appraisals – TC will ask each staff member if that would be OK.as it is up to each individual to agree.
22	<b>Workload</b>
22.1	Cllr P Martin gave examples of the task-based workload monitoring system he has introduced at his work. It has taken over six months to map all the tasks and has involved addition staff resources. Not all the work undertaken by FTC staff could be broken down in this way. Given the time and costs involved in this level of mapping it was difficult to identify the benefit. Cllr Donna Critchley will share examples from her workplace with TC.
22.2	TC will ask individual members of staff to record their activities as a starting point. TC had identified about a dozen tasks that could be evaluated, and Cllr Martin offered to follow through the exercise with one or two of these.
23	<b>Staff Handbook</b> Several minor changes were made to reflect the introduction of this Sub-committee and update the legislation changes to Disciplinary and Grievance legislation. The amendment date and approval date will be added to the document to ensure the latest version is always used. The revised version will be circulated to members of Staffing Sub-committee – to be agreed at the next meeting.
24	<b>Training Protocol</b> Cllr Martin introduced the Training Protocol. It reflects a commitment to support training and development rather than being an instruction. The Protocol was agreed and will be incorporated into the Appraisal paperwork and the Staff Handbook – proposed and seconded by Cllrs C Ashton and D Critchley.
25	<b>Training Budget</b> The existing training budget was reviewed. The budget was set before recent staff changes. The new Estates Manager needs to get certification for many of his tasks including handling pesticides, strimmers, brushcutters and chainsaws; play equipment inspections and first-aid. As a Principal Member of The Society of Council Clerks TC is required to undertake 20 hours of CPD (Continuing Professional Development).. The budget required to meet all the training requirements were discussed and it was agreed that TC would prepare a paper to go to P&P outlining the training needs identified, the nature of the training eg one-off or annual, and how the existing budget can be enhanced with the overall agreed 2018-19 budget. The draft paper to be circulated to Sub-committee members for comment and sign off.

No	Item
26	<p><b>Society of Local Council Clerks</b>  Membership of this Society offers technical and legal advice, CPD training courses and conferences, regular updates and The Clerk magazine. It was agreed to recommend approval of the membership of SLCC at £215+VAT, which will be included on the list of subscriptions to be discussed and agreed at the next P&amp;P – proposed and seconded by Cllrs C Ashton and P Martin.</p>
27	<p><b>Clerk's Urgent Items</b>  TC reported that Mrs Woods, Customer Service Assistant (job-share) has tendered her resignation and her temporary post will be advertised immediately. Mrs Woods has found another job after nearly 12 months under threat of redundancy and will leave at the end of April. Interviews will be held in the week beginning 23 April – date will be circulated. A member of the Sub-committee will be on the interview panel.</p>
28	<p><b>Date of the next meeting</b>  Tuesday 19 June 7pm (to be confirmed after P&amp;P when the meeting schedule will be discussed and agreed).</p>
<b>PART B</b>	
29	<p><b>Confidential Personnel Issues</b>  Not required.</p>

Meeting ended at 8pm.

**Members:** Cllrs C Ashton, P Martin and M Parker  
**Reserve Member:** Cllr D Critchley

Chairs Initials\_\_\_\_\_