

Penistone Town Council

Minutes of the Finance and Human Resources Committee held on
Wednesday 6th October 2021 at 7.00pm
in the St. John's Community Centre

Present: Cllr M. Barraclough in the Chair, Town Mayor Cllr A. Millner, Cllr N. Shiggins, Cllr A. Kimberley, Cllr R. Trotman, and Cllr G. Millner.

Also present

Non committee member: Cllr J. Cutts.

A. Hart – Finance Officer

E.A. Wright – taking the minutes

No members of the press present.

There were no public present therefore no public session took place.

2021/8 1. TO NOTE ANY APOLOGIES FOR ABSENCE AND REASONS FOR ABSENCE

There were no apologies for absence.

This was noted by the meeting.

2021/9 2. DECLARATIONS OF PERSONAL OR PREJUDICIAL INTEREST FROM COUNCILLORS

In accordance with Section 31 of the Local Government Act 2011, the Chair invited declarations of interest.

It was **NOTED** and **RECORDED** by the meeting that there were no declarations of interest.

2021/10 3. EXCLUSION OF THE PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

As there were no members of the press and public in attendance, no requirements were made under this agenda item.

2021/11 4. DRAFT LONE WORKING POLICY

Cllr Shiggins reported he had forwarded questions with respect to the above policy to the Town Clerk.

In the Employees section he asked that it included that all employees should complete the risk assessment. Cllr Shiggins raised the question of insurance for employees on Council business, for example using their own vehicle on Council business.

It was noted that cinema staff using their own vehicle on cinema business, for example going to the wholesalers, are covered by the Council's insurance policy.

Cllr Kimberley commented that employees should only need to complete the risk assessment once.

It was agreed that Cllr Shiggins' comments should be included in the Lone Working Policy which will then be submitted to the full Council meeting for approval.

2021/12 5. DRAFT PERFORMANCE APPRAISAL POLICY.

Cllr Kimberley asked why it was proposed that the appraisals are held over a designated 4 week period. Cllr G. Millner explained that previously it had taken some considerable time to complete staff appraisals and it was felt the Council should aim to complete the process in a shorter period.

It was agreed to delete the line: that the appraisals should take place - (prior to approval of council's budget for the next fiscal year). However, it was agreed that the Council should have a proper structured approach to performance appraisals with a proper time line.

Cllr Shiggins had submitted further questions to the Clerk, who would respond upon her return to work.

It was agreed that the Clerk should have training in conducting performance appraisals.

It was agreed the amended Performance Appraisal Policy be submitted to the full Council meeting for approval.

2021/13 6. DRAFT EMPLOYEE AND MEMBERS TRAINING POLICY.

Cllr Shiggins commented on the need for Councillors to have an annual update of legislative changes to local government, and that Councillors should meet and discuss what training they required to update their skills.

It was noted that the Yorkshire Local Council Association offered a wide variety of courses online.

Cllr Kimberley suggested this subject be looked at again in January.

The Chair moved that the Committee submits the policy as it stands to full Council for approval and it is reviewed on an annual basis. This was agreed by the meeting.

2021/14 7. DRAFT CODE OF CONDUCT FOR EMPLOYEES.

Cllr Kimberley had circulated prior to the meeting the draft code of conduct for employees that she had drawn up. Cllr Kimberley reported that Cllr Shiggins had emailed with some constructive comments, including an item on smoking, and she was happy to amend the code accordingly.

It was agreed that the Committee recommends the Code of Conduct for Employees, with the amendments, be submitted to full Council for approval.

2021/15 8. DRAFT DISCIPLINARY POLICY

It was agreed to discuss the Draft Disciplinary Policy at the next meeting of the Committee.

Signed byChair Cllr Barraclough 18th October 2021