



MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD AT THE TOWN HALL ON MONDAY 13th OCTOBER AT 9AM

PRESENT:

David Anderson
Mitchell Philpott

Mary Evans

Kay Montandon

Also in attendance: Faye LeBon (Town Clerk).

It was **agreed** that Kay Montandon would chair this committee meeting.

1. To Receive Apologies for Absence

Apologies were received Trevor Bennett, Cheryl Bould and Michael Goodwin.

2. To Receive any Declarations of Interest or Requests for Dispensation

None raised.

3. To Agree Minutes from the Meeting of 24th February 2025

The draft minutes had been previously circulated. These were **agreed** and signed by the Chairman as a true and accurate record of the meeting.

4. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

5. Exclusion of the Press and Public

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admissions to Meetings) Act 1960, for item 6, in view of the confidential nature of the business to be transacted.

The meeting was closed to the press and public

6. To Appoint Person as Detailed in Confidential Report to Councillors

A report and subsequent recommendation had been sent to councillors on 8th October. This was considered and it was **agreed** to appoint Council HR and Governance Support.

The meeting was reopened to the press and public

7. To Note Items for Information and Inclusion in a Future Agenda

Review of staffing policies and subsequent adoption of handbook

HR Software – brainstorming

Delegation in Clerk's absence

Staff Appraisals

Staffing Budget 2026/2027

8. Date of Next Meeting

The next meeting will be Monday 20th October at 2pm.

There being no further business to conduct the meeting was closed at 9.24am

Item 5 - To Consider Programme of Review / Adoption of Staffing Policies, followed by adoption of new Staff Handbook

As part of the HR service the Town Council contract to, the council has the following model policies available that can be amended to better reflect the Town Council:

- 1) Recruitment Policy
- 2) Holiday Policy
- 3) Equal Opportunities
- 4) Drugs and Alcohol
- 5) Wellbeing
- 6) Menopause
- 7) Maternity and Family Friendly
- 8) Homeworking
- 9) Social Media
- 10) Harassment / Bullying
- 11) Performance Improvement
- 12) Absence Management
- 13) Grievance
- 14) Whistleblowing
- 15) Bribery
- 16) Data Protection
- 17) Modern Slavery
- 18) Disciplinary
- 19) Redundancy
- 20) Right to Work
- 21) Religious and National Holiday Celebrations
- 22) Car
- 23) Computers, Email and Internet
- 24) Appraisal
- 25) Training and Development
- 26) Lone Working
- 27) Chat GPT
- 28) AI Powered Wording Services
- 29) Short Term Sickness Absence
- 30) Long Term Sickness Absence
- 31) Neonatal Care Leave
- 32) CCTV in the Workplace
- 33) Dress Code
- 34) Flexible Working

A staff handbook is then available based upon these policies and other best practices.

Note – the Town Council may also need a policy on the prevention of Sexual Harassment, as a result of legislation changes in October 2024

Item 6 - To Consider Updates to Financial Regulations to Ensure Delegated Authority in Clerk's Absence

The Town Council's Financial Regulations currently state:

4. Authority to spend (s101)

Under the Local Government Act 1972 s101, urgent expenditure of up to £2500 (net sums) may be authorised by the clerk, notwithstanding any budgetary provision. Urgent is seen as items which pose a risk to the delivery of council services or to public safety on council property. Such spending should be reported to the Chairman and then to the Council as soon as possible and the budget should be amended accordingly.

Consideration should be given to delegation of urgent expenditure should the clerk not be available. An update to the regulations could be made as follows:

4. Authority to spend (s101)

Under the Local Government Act 1972 s101, urgent expenditure of up to £2500 (net sums) may be authorised by the clerk, notwithstanding any budgetary provision. Urgent is seen as items which pose a risk to the delivery of council services or to public safety on council property. In absence of the clerk, delegation is passed to the Maintenance Manager. Such spending should be reported to the Chairman and then to the Council as soon as possible and the budget should be amended accordingly.

Any amendment to Financial Regulation should be agreed by full council.

Item 7 - To Consider Merits of Increased use of HR Software

Mitchell Philpott and the clerk have initiated a review of all IT software and hardware. This has included discussions with the Town Council's current IT provider and will continue with all staff who have access to the Town Council's IT having informal meetings with Mitchell on 23rd October to discuss what works well and what hinders the Town Council from an IT perspective. It is likely that this may come out of discussions, most likely with the clerk, but members of staff may also wish to comment.

Item 8. Staff Appraisals – To Review Staff Appraisal Form

Appended are:

- 1) The current staff appraisal form
- 2) Two examples of alternative appraisal forms for consideration

Please could member consider which would be more beneficial for the Town Council team.

STAFF ANNUAL appraisal
Confidential when complete

Name.....

Position.....

Date.....

General

The council's Annual Review 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?

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 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? Use a separate sheet if you wish.

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 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 problems. Are there any other areas which you would like to discuss?

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

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. 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.....

Aylsham Town Council - Staff Appraisal

Name of Appraisee	
Name of Appraiser	
Date of Appraisal	

The staff appraisal is an important process in understanding the relationship between Aylsham Town Council and its employees, and how employees contribute to the objectives of Aylsham Town Council. It is important that it is a two way process and that both parties can speak freely and honestly.

The first part of this appraisal is to understand how the employee feels about Aylsham Town Council and their employment. The second part looks at successes and development points and sets objectives for the forthcoming year.

Part One

Your Feelings About Aylsham Town Council and Your Employment

1) Name up to 5 things that you feel Aylsham Town Council does well for you:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

2) Name up to 5 things that you feel Aylsham Town Council could do better for you:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

3) How much job satisfaction do you feel you get in your role?

1 2 3 4 5

None at all.....A lot

4) How challenged do you feel in your role?

1 2 3 4 5

Not at all.....Very

5) How supported do you feel in your role?

1 2 3 4 5

Not at all.....Very

6) Do you feel you have the resources to perform your role effectively?

1 2 3 4 5

Not at all.....Completely

7) How happy do you feel working for Aylsham Town Council?

1 2 3 4 5

Not at all.....Very

8) If we were to address items in Q2, how happy would you feel working for Aylsham Town Council?

1 2 3 4 5

Not at all.....Very

Part Two
Progress Since Last Appraisal

What do you feel your achievements have been this year?
Where possible, link this to objectives previously set

What part of your role have you enjoyed the most?

What hasn't gone so well this year?

What training have you had?

What training do you need to perform your role, or would like to feel more fulfilled at Aylsham Town Council?

Do you feel that your job description is still relevant?

What are your aspirations for next year and what would you need to achieve them?
Objectives agreed between appraiser and appraisee for next year?
Any other comments by either party?

Agreed by..... (Appraisee to Sign) Date.....

Agreed by..... (Appraiser to Sign) Date.....

Reviewed by..... (Representative of Staffing Committee)

Date.....

Any Comments from Staffing Committee Representative?
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Preparation for appraisal form

The comments you make on this form are to assist in your appraisal.

On the appraisal form itself a space is provided for you to make any comment you may wish regarding your appraisal.

Employee's name:	Date of appraisal:
Job title:	Department:
Which parts of the job have you performed best? How did you achieve this?	
Which parts of the job have you performed less well? Were there any circumstances which prevented a better performance?	
What could or should be done by you, the Council or anyone else to help improve your performance?	
How have you performed against the targets set at your last appraisal?	
Notes to bring to the appraisal interview	



How have you performed against the targets set at your last appraisal?		
Area	Target details	Target achieved? Comments?



Performance appraisal form

Consider the Employee's performance in general over the period of review, relating in particular to agreed targets/objectives/standards of performance, and to the existing job description.

Employee name:	Date of appraisal:
Job title:	Department:
Appraisal period:	
Which parts of the job has the employee performed most effectively?	
How has this been achieved?	
What action will be taken to build on the above strengths?	
What parts of the job could have been done better?	
Why was this?	
What action will be taken to overcome the above difficulties?	



Details of the targets set at the last appraisal for the Clerk		
Area	Target details	Target achieved? Comments?



Overall grading of performance (tick as appropriate)	
Constantly gives an outstanding performance in most areas of their job.	
Constantly gives more than an effective performance in most areas of their job.	
Gives an effective performance	
Sometimes gives an effective performance but some improvement required in many areas of their job (review in six months).	
Constantly underachieving and less than effective in most areas of their job (review in three and six months).	
Too early to assess (review in six months).	
Learning needs identified	
Employee comments	

Action plan 20XX – 20XX

These targets should be aligned to the Councils strategic plan / targets / objectives and include specific training to undertake

Name:		
Position:		
Area	Target details	Target completion date

Date set for next annual appraisal

XX/XX/20XX

Signed Appraiser

.....

Date

Signed Appraisee

.....

Date