

## IVER PARISH COUNCIL

**Human Resources (Sub Committee of Policy, Finance & General Purposes Committee)**  
**MINUTES** of the meeting of the Sub Committee held on **Thursday 9<sup>th</sup> July 2009** at 4.15 pm  
at the Parish Council Offices 63 Chequers Orchard, Iver Bucks SL0 9NJ

**Present:** Mr Wilson (chairman), Mrs Watkins, Mr Gidar

**In Attendance:** Mrs G Collins (clerk)

### PART I

- 1. Resolved to elect Mr Wilson as chairman for the ensuing year.** Proposed by Mr Gidar and seconded by Mrs Watkins and all in favour.
- 2. Resolved to elect Mr Gidar as vice chairman for the ensuing year.** Proposed by Mrs Watkins and seconded by Mr Wilson and all in favour.
- 3. Resolved to accept apologies for absence** from Mrs Mowat and Mr Oxley
- 4. Disclosure of interest in items on the agenda.** There were none.
- 5. Meeting due to be held on 16<sup>th</sup> October 2008** (not held as inquorate and business was dealt with by the next Policy Committee meeting) and therefore no minutes to sign.
- 6. Salary payment date – resolved** to change the date of payment of salaries to the 21<sup>st</sup> of each month. If that falls on a weekend or Bank Holiday then the payment is moved to the nearest earlier working day.
- 7. Swine Flu or other illness epidemic – resolved** that in the unlikely incidence of all the parish council office staff being ill at the same time that a message would be left on the phone and the office door to the effect that owing to staff illness the office is temporarily closed and for extremely urgent matters residents should telephone the District Council offices where someone may be able to advise them of their best course of action. For non urgent matters please leave a message or send an email to [admin@iverparishcouncil.gov.uk](mailto:admin@iverparishcouncil.gov.uk) and somebody will get back to them as soon as available. If the clerk is well enough to deal with calls at home but still confined to the house then the telephone line could be diverted to her work mobile number. Emails can also be picked up by the Clerk at home if necessary. It was **resolved** not to appoint temporary staff in such circumstances. If the situation became long term for any reason then the Council would have to call a meeting to decide what to do. Meetings for which agendas had not been prepared would be cancelled. Meetings that have already been called with agendas will be minuted by councillors.  
**Resolved** that if both the maintenance team were ill at the same time then Nick Fisher would be asked to cover in the short term. If he was unavailable or ill as well or if specialist tasks needed to be undertaken such as gang mowing the recreation grounds or marking pitches then the clerk or council could appoint Nick Robins contractors (or similar) to undertake the necessary urgent works.
- 8. Picnic Table –** to consider approving the purchase of a teak picnic table for the garden as suggested by Cllr Clark (£500). **Resolved** to defer this to the Policy Committee.
- 9. Resolved** that under the Public Bodies (Admission to Meetings) Act 1960 the Public be excluded from the meeting for the following item(s) of business on the grounds that they may involve the disclosure of items that are not in the public interest and may involve disclosure of confidential information about particular members of staff. Part II Exclusion of Press & Public

### PART II

- 10. Time off in Lieu –** the clerk's report on the current situation was noted. It was **resolved** that where a member of staff undertakes a regular evening meeting, such as planning then this should be incorporated as his/her hours of work and an alteration made to the contracted working times to accommodate this. It was noted that the clerk had already told staff that they could not work beyond their contracted hours per week unless previously agreed by her and if they did it without permission then time off in lieu would not be allowed and neither would they be paid for it. **Resolved** that the clerk has discretion over the amount of additional time she would permit staff to work in special circumstances. However, there must be a limit that she sets so that only a reasonable amount of time is accrued within each month that can be taken off without disruption to other staff and the business of the Council.  
The clerk was asked to undertake 15 minute supervision sessions with all staff on a regular basis and to document these brief meetings. This is to check on the work being carried out and how efficiently

it is being done and to highlight any cause for concern or training needs early. It was suggested that the clerk attends assertiveness training and any management training that is appropriate. Councillors also requested annual training for councillors.

11. **Conditions of Work for the Maintenance Staff** – noted the clerk’s report appended to the agenda and **resolved** that this sub Committee would support the Clerk’s request that better working conditions (incorporating office/kitchen facilities/storage facilities and workshop) are provided within the Iver Rec project for a new pavilion and if not then alternatives are sought.
12. **Appraisals for all staff** – noted the Clerk has carried these out with the exception of Nick Fisher whose is due this month. A verbal report was received from the clerk on all appraisals and it was noted that there were no major problems although some staff training requirements were highlighted. It was agreed to review training for staff and councillors at the next meeting. The fact that the clerk has not been able to sign off the chairman’s comments (or seen them) for her only 2 appraisals since being in post was noted and the chairman agreed to find the appraisals and give them to the clerk and also to arrange her next appraisal.
13. **Nick Fisher salary review** – a salary increase from 1<sup>st</sup> July 2009 was agreed subject to a satisfactory appraisal.
14. **Cover for Amanda Riley over the next few weeks.** Resolved that the Council would pay for Angela Fisher to cover from 13<sup>th</sup> July until the Clerk or Amanda’s return to work, whichever is earlier. The clerk pointed out that there may be a few occasions when the office is closed as Angela cannot fully cover the hours although she can do the majority.

**Meeting Ended at 5.50 pm**

**Signed .....** **chairman**

**Date .....**