



SHAVINGTON
CUM
GRE~~STY~~

**Shavington-cum-Gresty Council
Staffing Committee meeting**

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

10 February 2021

To: **Members of the Staffing Committee**

Dear Councillor,

You are summoned to attend the meeting of the **Staffing Committee** to be held at **6:30PM** on **Wednesday 16th February 2022** at **Shavington-cum-Gresty Village Hall, 159 Main Rd, Shavington, CW2 5DP.**

Please note this is a face to face meeting and numbers in the room are very limited due to ongoing Covid-19 restrictions. Any members of the public that wish to attend, please register with the clerk by emailing clerk@shavingtononline.co.uk by 3pm on Wednesday, 16th February 2022.

Your sincerely,

Simona Garner
Parish Clerk

AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interests
3	To confirm and sign the minutes of the Staffing Committee Meeting hold on 21 July 2021 (<i>attached</i>)
4	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>

5	To receive and consider the following policy: - Shavington-cum-Gresty Parish Council Appraisal Policy (<i>attached</i>)
6	To consider a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of items 7, 8, 9 and 10 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.
7	To receive and consider an update with regards to the Community Manager training plan (<i>circulated</i>)
8	To receive and consider updates on the following: - Staff probation period - Staff annual appraisal - Staff SMART goal for 2022/23 - Staff short-term goal for 2022/23 (<i>circulated</i>)
9	To receive and consider staff pay increase for 2022/23 (<i>circulated</i>)
10	To consider a proposal to review the Staff Pension scheme

Shavington-cum-Gresty Council
Parish Council meeting
Main Road,
Shavington, Crewe
CW2 5DP



**MINUTES of the meeting held on
Wednesday 21st July 2021**

In attendance: Cllr B Gibbs, Buchanan, McIntyre

ScG St/21/1/1	<i>To receive apologies for absence</i>
	Apologies were received and accepted from Cllr Jones
ScG St/21/1/2	<i>To elect the Chair and Deputy Chair</i>
	Cllr Buchanan and Cllr McIntyre were elected Chair and Deputy Chair respectively
ScG St/21/1/3	<i>To note declarations of Members' interests</i>
	No declaration was made
ScG St/21/1/4	<i>Public Participation</i> <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was made
ScG St/21/1/5	<i>To consider a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of item 6 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.</i>
	<i>RESOLVED:</i> under Section 1 of the Public Bodies (Admission to Meetings) Act 1960, members of the public and representatives of the press are excluded from the meeting during the consideration of item 6 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.
ScG St/21/1/6	<i>To receive an update with regard to the Communication Manager selection process and to consider appointing the successful candidate</i>

	<p>Members NOTED the update.</p> <p>RESOLVED: that the post is offered to the candidate recommended by the Interview Panel with the following:</p> <ul style="list-style-type: none"> a. That the salary offered will be within the agreed salary range b. Flexible work schedule (spend time in lieu every 4months) c. That an appraisal is done after 12 months to review performances and wages d. That the job title is changed as “Community Manager” e. That the Clerk is instructed to offer the post to the second choice recommended by the Interview panel if the first candidate declines the offer
ScG St/21/1/7	<i>To consider and inform the budget setting process for 2022/23 financial year</i>
	<p>Members NOTED the report.</p> <p>RESOLVED: that the DRAFT staffing budget 2022/23 is recommended to Full Council as described in the budget setting process, with the following amendments:</p> <ul style="list-style-type: none"> a. Pension contribution to be reviewed later b. Staff training cost budget increased to £2,500 <p>That any new project (such 140, Main road) undertaken by the Council will trigger a resources assessment check, in order to gather information about staffing resources available (staff, time and £) and consider any support needed to deliver the project (whether internal or external). In the understanding that the budget might need to be reviewed accordingly.</p> <p>It was NOTED that Members would like to consider some incentive for employees</p>
ScG St/21/1/8	<i>To note the date of the next Staffing Committee Meeting – February, 16th 2022</i>
	Members NOTED the date of the next Staffing Committee Meeting

Meeting Closed at 2019 hrs

Chair: Buchanan

Clerk: S Garnero



Report Statement

Meeting: Staffing Committee, 16.02.2022

Report Purpose: To provide draft Policies for consideration

Version Control: v1

Author: Clerk

1. Report Summary

This report provides draft policies for Members' consideration.

2. Position

Members are asked to consider the following policies:

- Shavington cum Gresty Parish Council Appraisal Policy

3. Sustainability Impact

Environment: neutral as mainly digital

4. Financial Impact

Within budget

5. Resource Impact

Clerk time

6. Conclusions

Members are asked:

- a. Note the draft policy, recommend the policy to full Council
- b. Note the draft policy, request some amendments to be made and recommend the policy to full Council
- c. Note the draft policy and not approve it

7. Consideration Sought

That the policy is recommended to full Council for adoption.



SHAVINGTON
CUM
GRESTY

Shavington-cum-Gresty Parish Council
159 Main Rd, Shavington, Crewe, CW2 5DP

APPRAISAL POLICY

Purpose of appraisal:

To provide an opportunity for the employees and one or more members of the Parish Council to discuss performance against agreed objectives and support the personal development of the Parish Council employees consistently with the needs of the organisation.

The appraisal cycle:

The appraisal cycle will be annually and from the date of the last appraisal date. In the case of a new officer being appointed, a six-month review will be held. Appraisal will normally be held at the start of the calendar year.

Identifying the appraiser(s):

The appraisal cycle will be managed by the Staffing Committee. The appraisal will be conducted by the Clerk or by three councillors in case of the Parish Clerk: Chair and Vice-Chair of the Parish Council and Chair of the Staffing Committee.

Preparation for the appraisal meeting:

The appraisers will invite all councillors to provide feedback on performance and development needs prior to the appraisal meeting.

The appraisers and appraisee will set a date for the formal appraisal meeting.

To assist the process, the appraisee should consider questions listed at Annex 1 under "Preparation for Appraisal: appraisee". This is intended to support the process and will not form part of the finished appraisal documentation. The appraiser will similarly prepare for the appraisal by considering the questions under "Preparation for Appraisal: appraiser" to which the Clerk or other Councillors can have an input before the appraisal meeting (gathering evidence, above). This is also intended to support the process and will not form part of the finished appraisal documentation.

Appraisal meeting:

A constructive, open, two-way discussion on performance and development needs is the core of the appraisal. The following will be key features of the appraisal meeting:

- Review of previous year's objectives
- Discussion of achievements and concerns
- Agreeing objectives for the next year (no set number but all need to be SMART)
- Summary and agreement

The results of the appraisal process will be recorded on the Appraisal form, which is at Annex 2. This record should cover the key points of discussion between appraiser and appraisee, objectives for the next year, and identified training/development needs.



SHAVINGTON
CUM
GRESTY

Shavington-cum-Gresty Parish Council
159 Main Rd, Shavington, Crewe, CW2 5DP

A copy of the form will be kept securely by both appraiser and appraisee.

Confidentiality and GDPR:

Discussions, notes and records arising from the appraisal process shall be regarded as confidential. All Parish Council discussions shall take place in the absence of members of the public as provided for in the Standing Orders.

DRAFT



SHAVINGTON
CUM
GRESTY

Shavington-cum-Gresty Parish Council
159 Main Rd, Shavington, Crewe, CW2 5DP

ANNEX 1

Preparation for appraisal form (Appraisee)

Name:	Job title:
<p>Please agree with your manager how you will use this preparation form and whether you will be forwarding it to him/her before the date of your appraisal meeting.</p> <p>Your meeting is appointed for [time] on [date] and will take place in [meeting room].</p>	
<p>1. Are you clear about what is required of you in your job and how this contributes to the organisation's goals? Please use your job description and previously agreed objectives to help you consider this question.</p>	
<p>2. Are there any particular areas of your job in which you feel that you have particular strengths?</p>	
<p>3. Are there any areas of your job in which you feel that you would like additional support to be able to do the work more effectively?</p>	



SHAVINGTON
CUM
GRESTY

Shavington-cum-Gresty Parish Council
159 Main Rd, Shavington, Crewe, CW2 5DP

4. What training and development would you like to access to help you to do your job well or to develop into another role within the organisation?

5. Are there any other areas of work within the organisation that interest you?

6. Are there any other points that you would like to raise?



SHAVINGTON
CUM
GRETTY

Shavington-cum-Gresty Parish Council
159 Main Rd, Shavington, Crewe, CW2 5DP

Preparation for appraisal form (Appraisers)

Name:	Job title:
Note: all councillors, not just those carrying out the appraisal, could contribute to these answers which are intended to inform the discussion at the appraisal meeting.	
1. What are the Council's main requirements of the xxx role? (needs to align with the Job Description)	
2. What are the employee's strengths/accomplishments in relation to this role?	
3. Are there any problems/difficulties? (be prepared to cite examples and evaluate performance against objectives)	
4. What are the main objectives of the Council for the next year?	



SHAVINGTON
CUM
GRE^{STY}

Shavington-cum-Gresty Parish Council
159 Main Rd, Shavington, Crewe, CW2 5DP

5. How do you think the xxx role help the Council to achieve these objectives?

DRAFT



ANNEX 2

Appraisal Form

Employee's name:	
Job title:	
Date of engagement:	
Manager:	
Date of meeting:	
Current performance	
This section should be used to record discussion on the key areas of the job, and include a summary of achievement in any objectives that have been previously agreed.	
Development summary	
This section should be used to record any areas of the employee's work where further training and support is required, and any areas where performance is particularly strong and should be developed further.	
Development and training	
This section should list specific requirements for any training or development. These activities are not restricted to training courses, and may include attachments, projects, coaching, planned experience or any other suitable activity that will enhance the skills, knowledge and behaviour required in the employee's work.	



SHAVINGTON
CUM
GRESTD

Shavington-cum-Gresty Parish Council
159 Main Rd, Shavington, Crewe, CW2 5DP

Career planning	
This section should record any areas of the department or organisation in which the employee has expressed a specific interest.	
Other areas of discussion	
This section should record any other points raised at the appraisal meeting.	
Employee's signature:	
Appraiser's signature:	
Date:	
Reviewing manager's signature:	
Date:	
One copy of this completed form will be kept by the appraiser, one by the appraisee and one in the employee's personnel file.	



SHAVINGTON
CUM
GRESTY

Shavington-cum-Gresty Parish Council
159 Main Rd, Shavington, Crewe, CW2 5DP

Form for action plan following appraisal

Employee's name:	
Job title:	
Department:	
Date of engagement:	
Date of appointment to current role:	
Manager:	
Date of performance appraisal meeting:	

The following objectives have been agreed for the coming year to address developmental and departmental needs.

Objective agreed	Action required to implement	Target date
1.		
2.		
3.		
4.		
5.		

Employee's signature:	
Appraiser's signature:	
Date:	



SHAVINGTON
CUM
GRESTY

Shavington-cum-Gresty Parish Council
159 Main Rd, Shavington, Crewe, CW2 5DP

Reviewing manager's signature:	
Date:	
One copy of this completed form will be kept by the appraiser, one by the appraisee and one in the employee's personnel file.	

DRAFT