

**Minutes of a Meeting of the People Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 27th February 2024**

Present: Cllrs Hillier-Wheel (Chair), Harris (Vice Chair), Francis and Winstanley

In Attendance: Mr D Wheel (Clerk to Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

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Public Session

9 Apologies for Absence

9.1 Apologies had been received from Cllr Moore.

10 To adopt as a true record, and sign, the Minutes of the People Committee meeting held on 27 June 2023

10.1 The Minutes of the above meeting had been circulated prior to the meeting.

10.2 Proposed Cllr Francis, Seconded Cllr Harris, **RESOLVED** unanimously that the minutes of the People Committee meeting held on 27 June 2023 be adopted as a true record.

Action: Clerk and Chair – to sign and publish the minutes and document pack

11 Declarations of Interest and Requests for Dispensations

11.1 None declared or requested.

12 To discuss, amend and adopt the following policies / procedures:

**The Grievance Policy
The Discipline Policy
The Complaints Procedure
The Complaints Flowchart**

12.1 The various documents had been circulated with the papers for the meeting.

12.2 Amendments to the Grievance Policy were to clause 7.1 (the addition of an apostrophe after “employees” and clause 8.1 (to remove references to procedures).

12.3 Amendments to the Discipline Policy were to clause 8.1 (adding “of receipt of the letter” to the end of the first sentence) and clause 11.1 (remove “will be dealt with” and instead add “that employee will have the right to raise a grievance”).

12.4 Amendments to the Complaints Procedure were to remove references to an appeal to Full Council and instead use the same appeals panel mechanism as with the other two policies and to add clause “5.1 For further information please contact the Clerk”.

12.5 Amendments to the Complaints Flowchart were to add information on who would usually access each policy and in what circumstances.

12.6 Proposed Cllr Winstanley, Seconded Cllrs Francis, **RESOLVED** unanimously to approve the suite of complaints policies, as amended in 12.2 through to 12.5.

Action: Clerk – Amend all policies as agreed and publish them

12.7 Following the amendments, the Clerk was asked to restructure each document so that as well as sharing the same opening section, they contain the same initial section titles. This is to enhance the clarity and the sense of them being a collection of documents rather than four individual documents. Once completed, the new structure will be affirmed via email or online meeting.

Action: Clerk – Restructure all documents as necessary and forward to Committee for approval

13 To discuss, amend and adopt the Safeguarding Policy

13.1 The Safeguarding Policy had been included with the papers for the meeting.

13.2 The Committee agreed the following amendments:

Clause 6.11 – remove the examples provided

Clause 1.1 – Add “for the purpose of this policy the term “vulnerable people” will be used to refer to these groups.

13.3 The Clerk was asked to check other sources of safeguarding policy such as “Working Together”, “Child Safety”, “KICSE” and the new laws around reporting abuse with a view to amending the policy further in future. The Committee wanted to see additional clauses related to sexual abuse generally and FGM specifically.

Action: Clerk – obtain other safeguarding documents and information listed above and determine what amendments are needed to the policy

13.4 The Clerk was asked to obtain a book to record any safeguarding concerns.

Action: Clerk – purchase a book to record safeguarding concerns

13.5 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously to adopt the Safeguarding Policy as amended in 13.2, with the additional clauses to be confirmed via email or online meeting.

Action: Clerk – amend and publish the policy as per 13.2. Once other amendments described in 13.3 are done, send policy to Committee for approval.

14 To receive the overtime hours report

14.1 The overtime report had been included with the papers for the meeting and was noted.

15 To receive the Clerk’s report

15.1 The Clerk’s report had been included with the papers for the meeting and was noted.

15.2 Cllr Hillier-Wheal informed the Committee that the Jubilee clock at Whalesmead is not working and needs repairing.

Action: Clerk – to contact a firm to arrange repairs

16 Date, time, place and agenda items for next meeting

16.1 The next public meeting of the People Committee will take place on Tuesday 25th June at 7:30pm in Bishopstoke Methodist Church.

16.2 The Clerk will contact members with details of the online meeting to approve the structural changes to the suite of complaints policies.

Action: Clerk – to arrange an online meeting at the appropriate time

Initial: _____ Date: _____

17 Motion for confidential business

17.1 Proposed Cllr Hillier-Wheal, Seconded Cllr Winstanley, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed relating to employees' remuneration, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

18 To discuss and agree staff targets

18.1 Cllr Hillier-Wheal raised concerns about the process the Council follows when appointing new members of staff. References are not taken, there is no checking of any medical requirements a new appointee might have, and it was felt that the questions asked could be more probing of the abilities, strengths and weaknesses of the candidates. The Clerk agreed that the process needed to be more robust. Additionally the Clerk noted that the probationary period would be more useful if it started after training was complete. Further support will be asked for from HALC and EBC. The Clerk was asked to forward job descriptions for all roles to the Committee.

Action: Clerk – Contact HALC and EBC and forward job descriptions to the Committee

18.2 Cllrs discussed the proposed targets for the RFO and the Assets Officer, as well as options for targets for the Clerk. The Clerk recommended that going forward the Council ensure that there are always at least two officers trained on any aspect of Council business. The Clerk felt that he should be trained on everything and suggested this be one of his targets. The Committee agreed to the targets for the RFO and the Assets Officer, and also agreed to discuss further the targets for the Clerk once comments had been received from Cllrs.

18.3 The Clerk's recommendations for the other officers salaries were discussed and accepted.

18.3 Proposed Cllr Harris, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the recommendations on salaries for the RFO and the Assets Officer be accepted.

18.4 The Committee agreed to produce a recommendation on the Clerk's salary in time for the Full Council meeting on March 12th.

Action: Cllr Hillier-Wheal and Committee – Cllr Hillier-Wheal to contact all Cllrs to obtain comments on the performance of the Clerk prior to the Committee making a recommendation on the Clerk's salary.

There being no further business, the Chair closed the meeting at 9:30pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____