

## **HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE**

Meeting of the **Finance Risk & Change Governance Committee**  
held on **Tuesday 18<sup>th</sup> August 2020** at **2:30 pm** via Zoom Conferencing.

**Present:** Cllrs E Goodyear (Chairman), M Eastwood and G Perry.

**In attendance:** Mr K Wright (Clerk) and Mrs R Grantham (Administrator).

### **MINUTES**

#### **1. DECLARATION OF MEMBERS' INTERESTS**

None.

#### **2. APOLOGIES**

Cllrs N Stevens, J Jones and A Donoghue.

#### **3. APPROVAL OF MINUTES OF MEETING HELD ON 21<sup>ST</sup> JULY 2020**

Approved, to be signed at a later date by the Chairman.

*The Chairman adjourned the meeting.*

### **OPEN FORUM**

There were no members of the public present at the meeting.

*The Chairman reconvened the meeting.*

#### **4. MOTION: TO APPROVE THE OVERVIEW & GOVERNANCE OF HENFIELD PARISH COUNCIL'S PERSONNEL POLICY**

The document was circulated prior to the meeting. The Chairman commented that she felt six monthly appraisals were disproportionate for a small team and that a full yearly appraisal with a scheduled informal discussion at six monthly intervals would be more appropriate. The Clerk and Cllr Perry agreed.

The Clerk also commented that - referencing Standing Orders - the Vice Chair of Council is always the Chair of this committee so the word 'usually' ought to be removed.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Perry and **VOTED ALL IN FAVOUR** to approve the Overview & Governance of Henfield Parish Council's Personnel Policy subject to the amendments described above.

**Action Point: The Chairman to submit the amendments to Cllr Donoghue.**

#### **5. MOTION: TO APPROVE A GRIEVANCE POLICY FOR HENFIELD PARISH COUNCIL**

The document was circulated prior to the meeting. The Chairman queried whether, if using the NALC model, it ought to be an unaltered version in order to keep a consistent approach. Cllr Eastwood commented that involvement from the Clerk seemed to be missing from the process, and stated that he felt that the Clerk ought to handle grievances up to the point where they become formal and written. Cllr Perry commented that there could be more clarity in the wording in Section five to say 'Clerk' not 'Manager' would be appropriate. HR Consultant Rob Evans would be asked to be asked to complete a health check on this and all other personnel policies once completed.

Cllr Perry queried whether a policy for grievance after an employee has left should be included. The Chairman confirmed that this is not included in the NALC model. It was agreed to remove this section.

The Clerk then commented that in section eight it states that an investigator can be appointed, he suggested inserting the wording 'that is not a member of the panel of three'.

Cllr Eastwood commented that in section 13, a written appeal is should be submitted to the Clerk and Chairman, rather than to this committee.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Eastwood and **VOTED ALL IN FAVOUR** to approve the Grievance Policy for Henfield Parish Council, subject to the amendments above

*To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders s.1(d) to exclude the press and public on the grounds that the confidential matters to be discussed under item 6 below would be prejudicial in the public interest.*

6. **MOTION: TO APPROVE A NEW JOB STRUCTURE FOR THE PARISH OFFICE**

This item was discussed under closed session.

7. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**

Cllr Eastwood referred to an email sent by Cllr Shaw that recommended various other personnel policies that may be needed or require updating. The Chairman proposed that a FRC working group is formed at the September FRC meeting to address this.

The Chairman confirmed that there would be an approximate cost of £1,000 to purchase the necessary equipment and supplies to safely re-open the Parish Office in September, and that this cost can be met from the budget for Miscellaneous items, rather than reserves.

8. **DATE OF NEXT MEETING**

Tuesday 15<sup>th</sup> September 2020.

**Meeting Closed at 15.06.**