

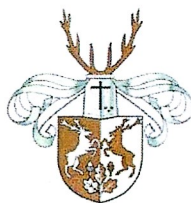
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PORLOCK



Parish Room

Old School Centre

PORLOCK

Somerset, TA24 8NP

Parish Council

Minutes of the Porlock Parish Council HR & Staffing Committee Meeting

The Community Library, Thursday 8th February 2024, 9.00am

Copies of minutes and reports are available on request

Councillors Present: Cllr S Colson (Chair and minute taker), Cllr D McCanlis, Cllr L Thornton, Cllr D Thornton, Cllr S McCanlis

1. Apologies and reasons for absence

Cllr D Heath.

2. Members to declare any interests they may have in agenda items that accord with the adopted Code of Conduct. (N.B. this does not preclude any later declarations). To consider dispensation requests.

None declared.

3. To agree any items to be dealt with after the public, including the press, have been excluded.

Nothing identified at this stage in the meeting.

4. Public Participation.

No public were present.

5. Minutes of Staffing meeting 20 September 2023 – to consider for approval

Proposed: Cllr L Thornton, Seconded: Cllr D McCanlis. ALL IN FAVOUR (Cllr D Thornton did not vote as he was not present at the meeting).

6. Minutes of the Extraordinary Staffing meeting – 16 January 2024 – to consider for approval

Proposed: Cllr S Colson, Seconded: Cllr S McCanlis. ALL IN FAVOUR.

7. Staff annual appraisals – to consider process and schedule and make recommendations to full Council

All of the following to be recommended to Full Council, 14th February 2024:

Library Officer: Cllr Thornton to liaise with the Library service regarding the process to be followed.
Cllr D Thornton and PPC Clerk to conduct appraisal in coordination with the Library Service

Admin Officer: Appraisal and probationary review to be conducted ASAP. PPC Clerk and Cllr L Thornton to conduct the appraisal and review at a mutually convenient time.

PPC Caretaker: Appraisal and probationary review to be conducted during February. PPC Clerk and Cllrs S Colson and D Thornton to conduct the appraisal and review.

Sue McCanlis
4/6/24.

PPC Cleaner: Appraisal to be conducted ASAP by PPC Clerk and Cllr L-Thornton, with input from the Library Officer.

PPC Clerk: Probationary review to be held 13 weeks after commencement date (6th February, 2024) – week commencing the 6th May, 2024. To be conducted by Cllrs D McCanlis and S Colson.

Appraisal form to be based on form circulated by Cllr S Colson, as amended. Following this year's timings as above, all appraisals to be conducted annually in early December.

Proposed: Cllr S Colson, Seconded: Cllr D McCanlis. ALL IN FAVOUR.

8. Pension arrangements and information provided for staff – to review and make recommendations to Full Council

All of the following recommendations to be made to Full Council on February 14th, 2024:

Information regarding the PPC pension scheme to be provided to all new employees during their induction process. Also ensure that all current employees have received this information.

PPC Clerk pension auto-enrolment will not be postponed.

9. Parish Office -to discuss shared office space and make recommendations to Full Council

All of the following recommendations to be made to Full Council on February 14th, 2024:

New lock to be installed on large cupboard in the Parish Office which contains confidential information.

PPC to purchase a robust shed to house material that is currently taking up space in the Parish Office. Size and location of shed and any planning requirements to be determined first.

PPC Clerk to discuss with Chris Miles improved network arrangements for using the Ricoh printer in the Parish Office.

The meeting ended at 10.27 am.

Signed:

Date:

S.Me
14/6/24