

Report from first meeting of the HR committee 23.10.24

a) The HR Committee ask the full Parish council to formally agree:

1. Terms of reference for the Committee (attached)
2. Process for appraisal of Parish Clerk was agreed.
 1. The appraisal cycle will be annual
 2. Targets set from the previous year will be reviewed.
 3. Joint review of performance evidence
 4. Discussion of achievements and concerns
 5. Review of job description (if applicable)
 6. Objectives* for next year will be set (no limit on number)
 7. Summary and agreement.
 8. The results of the appraisal process will be recorded on the Performance Appraisal form, which is part of this Policy document. A copy of the form will be kept by both appraisers and Clerk. (attached)

*Objectives should be SMART (specific, measurable, achievable, relevant and time bounded).

3. Caretaker's contract and Caretaker Overall Duties. (attached)
4. Clerk's pay

b) Clerk's appraisal

As this is a new process the objectives for last year were not set but an informal discussion followed.

1. Both Coronation Gardens and the Allotments took a large amount of time. For Coronation Gardens this was because of early set up and should now be easier. Only ongoing problem which looks to be expensive is the water leaks.

There has been a major change in allotment holders and the retirement of many of the older holders. Some new holders have needed a lot of support. Hopefully this will reduce in the next year.

Outcome – new caretaker role created to support Parish clerk

2. The review of filing and archiving records is ongoing.

Outcome: Filing processes are more secure. Help needed with archiving material.

3. Job description remains relevant.

Outcome: Will be reviewed in 2025 appraisal

4. New auditors may highlight need for changes

Outcome: monitoring of any such changes will be included in 2025 appraisal.

c) 2025 objectives

The performance appraisal form includes all areas of work. The following areas have been identified to be closely monitored in 2025:

1. monitor and review how new caretaker role is working
 - Regular inspections undertaken and logged
 - Minor repairs and improvements are dealt with more quickly
2. Improve the review and updating of policies and procedures
 - Identify policies in need of review
 - Create timetable for ongoing review process
3. To review job description and ensure still fit for purpose
5. Archiving parish council papers
 - Identify working group to support clerk in this process

Training needs:

1. To undertake training to improve skills in managing the website and providing content for social media
2. To refresh training regarding VAT

Future planning;

To work with parish council to consider how to promote the role of parish councillors and to plan for future changes.

NB Auditors report may highlight additional objectives.