



DEEPI NG ST JAMES PARISH COUNCIL

The Institute, 38 Church Street, Deeping St James, Peterborough PE6 8HD
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Parish Clerk: Julie Fortnum

The minutes of the **Finance and General Purposes Committee** on **Thursday 22 October 2015** at **7.45 pm** in the **Meeting Room** at **The Institute**.

Present: Barber, Bowell, Dilks, Donley, Gilbert, Pelling, Shinkins, J.Stevens, and Wallis.

26.16 To receive apologies for absence.

None

27.16 To receive any declarations of interest.

None

28.16 To adopt the minutes of the previous meeting held on Thursday 17 September 2015

Agreed and signed

29.16 To receive a report of matters arising from the minutes not dealt with elsewhere on the agenda.

None

30.16 To consider the comments made in the mid-year report from the Internal Auditor.

The Clerk introduced the draft internal audit report and confirmed that there were four points which needed clarifying with the internal auditor before it could be signed and presented.

31.16 To consider and agree the equality and diversity policy

Councillor Pelling proposed, seconded by Councillor Bowell, that Deeping St James Parish Council adopts the LALC template. Agreed

32.16 To consider the Cirrus/Dart HR package

Councillor Gilbert explained that he had requested that this item was put back on the agenda as he had not been present at the meeting when it was previously discussed. His company which employs 25 staff uses this package and it is his opinion that he does not feel it is of value the parish council who only have three part time employees. Councillor Barber who had also not been present at the previous meeting agreed that although the presentation had been very good he also felt that it was not necessary for the parish council.

Councillor Pelling stated that he still had concerns over compliance issues around Data Protection and confidentiality of information. Councillor Wallis advised that he had agreed to work with the Clerk to compile a list of documentation kept in the office and the level of security.

The Clerk was asked to write to Cirrus thanking them for their time and information and advise them that after discussion it had been agreed that the package was not suitable for the parish council and alternatives were being sourced.

The Clerk was asked to obtain advice from LALC about data protection and to speak to other local councils about the HR resources they use.

33.16 To review the current employees hours of work

The Clerk advised that the contracted hours of work for each Employee were as follows:

Clerk – 20 hours

Assistant Clerk – 12 hours

Maintenance Worker – 18 hours

The Clerk said that whilst both of the office staff were prepared to do additional hours as and when needed neither of them wanted their contractual hours to be formally changed.

Councillor Barber proposed that the parish council continues with the current system of honouring the payment of additional hours and reviews the situation in one year.

Councillors Stevens and Shinkins seconded this and all agreed. Ideas for managing time more effectively were put forward by all Councillors and included – an appointment system for Councillors, both the Councillors and the Clerk should keep contact brief and to the

point, set times for public to visit or contact, checking emails once daily, attending a time management course.

34.16 To review the staff appraisal system

Councillor Wallis referred to the current appraisal form saying that as someone who had used it on three occasions to appraise the Clerk he felt it was very detailed and time consuming to complete. The Clerk introduced the LALC best practice template for time management which recommended shorter quarterly meetings and an annual appraisal linked to salary award. Members agreed this form was good for assessing competence in procedures. Councillor Dilks proposed that the parish council move to a quarterly system using the LALC template with some additions. Councillor Wallis seconded this offering to revise the form and then agree dates. It was also acknowledged that all Councillors should have some input before and receive feedback after all the staff appraisals. All agreed. The Clerk also advised that as the Council as a corporate body was her line Manager her review should not involve the Chairman of the Council or be undertaken by one individual Councillor.

38.16 Date of next meeting – 7.45pm Thursday 19 November 2015