

Compton Parish Council

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Councillors nominated to the Personnel Committee are hereby summoned to attend the following meeting.

NOTICE OF MEETING

MEETING: Personnel Committee

DATE & TIME: Monday 14th December 2020 at 8:00pm

PLACE: Online via Zoom - Meeting ID: 867 9782 4240, Passcode: 306898

<https://us02web.zoom.us/j/86797824240?pwd=cHFkSnBBdjl3Qm9Ya24rQzA0cXpYZz09>

Please note, due to the current Covid-19 situation and as permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392, this meeting will be conducted online via zoom.

S. Marshman

Dr. S. Marshman, CiLCA, Clerk to the Council

8th December 2020

Agenda

1. To receive and consider for acceptance, apologies for absence from Members of the Committee
2. To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation
3. To receive:
 - a) Questions or comments from members of the public regarding items on the agenda
 - b) Representations from any member who has declared a personal interest
4. To approve the minutes of the Personnel Committee Meeting held on 14th July 2020
5. To discuss any matters arising from the minutes of the Personnel Committee Meeting held on 14th July 2020
6. To consider adopting role descriptions for the following roles:
 - a) Flood Warden
 - b) Allotment Manager
7. To discuss the role description for the role of Sports Pavilion Manager

8. To review working practices during Covid-19
9. To review pension scheme rates for the Berkshire Pension Fund
10. To review the NALC/SLCC salary scale for 2020/21
11. To resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw.
12. To review employee appraisals
13. To consider employee salaries for 2021/22
14. To consider the working from home allowance for employees for 2021/22

Supporting Documentation

1. To receive and consider for acceptance, apologies for absence from Members of the Committee

The Committee should approve (or not) the reason for apologies given by absent councillors.

2. To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Compton Parish Council [Code of Conduct for Members](#), as adopted on 4th June 2018, minute 18/19-404, and by the [Localism Act 2011 Chapter 7](#).

3. To receive:

- a) Questions or comments from members of the public regarding items on the agenda
 - b) Representations from any member who has declared a personal interest
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This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. Time for this session is limited to 12 minutes (3 minutes per person). [Public Bodies \(Admission to Meetings\) Act 1960 s1](#) extended by the [Local Government Act 1972 s 100](#).

4. To approve the minutes of the Personnel Committee Meeting held on 14th July 2020

[Local Government Act 1972 Sch 12 para 41\(1\)](#) - Minutes of the proceedings of a meeting of a local authority shall be signed at the next meeting of the Council by the person presiding.

Members to consider the Minutes of the Personnel Committee Meeting held on 14th July 2020 (below).

PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held Online via Zoom on Tuesday 14th July 2020 commencing at 7:30pm.

Members Present: Ian Tong, Chairman
David Aldis
Mark Birtwistle

Members Absent: None

Officers Present: Sarah Marshman, Parish Clerk/RFO

Minutes

PER20/21-010 To receive and consider for acceptance, apologies for absence from Members of the Committee

All members of the Committee were present.

PER20/21-011 To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation

No declarations or requests for dispensation were made.

PER20/21-012 To receive:

**Questions or comments from members of the public regarding items on the agenda
Representations from any member who has declared a personal interest**

No questions, comments or representations were received.

PER20/21-013 To approve the minutes of the Personnel Committee Meeting held on 15th June 2020

It was resolved that the minutes be accepted as a true record. They were then signed by the Chairman.

PER20/21-014 To discuss any matters arising from the minutes of the Personnel Committee Meeting held on 15th June 2020

There were no matters arising.

PER20/21-015 To consider adopting the following policies:

a) Health and Safety Policy

Resolved: To adopt the Health and Safety Policy version 1.1.

b) Grievance Procedure

An additional sentence was inserted in clause 3.3

Resolved: To adopt the Grievance Procedure version 1.1.

c) Volunteer Policy

Resolved: To adopt the volunteer policy version 1.1.

It was noted that job descriptions will need to be created for the allotment manager and flood warden roles.

PER20/21-016 A discussion regarding the effects of COVID-19 on the current working conditions was held.

There being no further business, the meeting was closed at 8:12pm.

5. To discuss any matters arising from the minutes of the Personnel Committee Meeting on 14th July 2020

For information or inclusion on a future agenda only.

6. To consider adopting role descriptions for the following roles:

- a) Flood Warden**
- b) Allotment Manager**

The roles of Flood Warden and Allotment Manager are voluntary roles. The role descriptions for both of these roles are given below.

Members are invited to consider adopting the role descriptions for the Flood Warden and Allotment Managers.

Job Description - Flood Warden

Version number	1.0	Minute reference	
Adopted by	Personnel Committee	Review due	Annually
Date adopted		Review date	May 2021

1. Introduction

The Flood Warden scheme is an initiative of the Environment Agency. Its objective is to involve Parish and Town Councils and through them the local community, in all aspects of local flood defence and particularly with the two-way flow of information on the subject.

The Flood Warden is appointed by the Parish or Town Council.

It is a volunteer post with no fixed hours and may involve activity during weekends or at night. With the approval of the appointing Council, the Flood Warden may recruit assistants having special knowledge or abilities.

2. The Advantages of the Flood Warden Scheme

- It is a community-owned scheme.
- The credibility of warning messages is enhanced.
- Guidance literature can be properly targeted from up-to-date distribution lists.
- It allows the dissemination of good quality information to a small number of people.
- It provides feedback of local information.

3. Characteristics required in a Warden

He or she should be:

- reasonably fit and able to notify neighbours
- at home during the day or working close to home
- a good communicator - able to explain and pass on information
- interested in the local area and the river environment
- Ideally not at a high risk of having their own property flooded

4. Potential Liabilities of Wardens

4.1 *Duty of Care*

For liability due to negligence to be proved in a court of law it would have to be established that:

- a) A warden deliberately took no action after receiving a flood warning message from the Environment Agency **and**
- b) That flood losses occurred as a direct result.

The chances of this happening are considered by the Environment Agency to be extremely small.

4.2 *Personal Safety*

The personal safety of the flood warden is paramount, and he is expressly instructed to avoid placing himself at risk in the course of his duties.

5. Summary of Flood Warden Duties

He or she shall:

- a) familiarise himself with the various bodies which may become involved in a flooding incident and their individual responsibilities
- b) familiarise himself with the potential flood risks in the village and those people and properties which may be at risk
- c) in co-ordination with the appointing Council, take a leading role in the creation and, later, update of the local Flood Plan
- d) attend seminars and training days organised by the Environment Agency. Travel expenses will be paid in accordance with the current rates of the appointing Council
- e) co-ordinate closely with the Environment Agency by
 - receiving flood warnings and
 - providing feed-back on the local situation
- f) when a flood warning is received
 - ensure that all those at risk are informed and
 - implement the precautions, if any, specified in the flood plan
- g) in the event that flooding occurs
 - inform those agencies which need to know
 - assist, in so far as that is possible without personal risk, those whose life or property is threatened.

Job Description – Allotment Manager

Version number	1.0	Minute reference	
Adopted by	Personnel Committee	Review due	Annually
Date adopted		Review date	May 2021

1. Introduction

The Allotment Manager has responsibility for the running and management of an Allotment Garden site within the parish of Compton. There are many allotment gardeners in Compton and almost as many different styles of gardening. It is up to individuals how they choose to work their plot.

Traditional allotment gardeners may want to cultivate the entire plot and plant rows of vegetables and flowers. Others may have a lawn with beds of produce. Some gardeners have made complete gardens with a lawn, flower borders, summerhouse, and a bench in the sun, a vegetable patch, Chickens, and even a swing for the children. All these styles of gardening are acceptable, and the Parish Council wants gardeners to cultivate their plots in whatever way they find suits their needs.

An Allotment Manager is appointed by the Parish Council for each Allotment Garden site within the Parish. It is a volunteer post with no fixed hours and may involve activity during weekends or at night.

2. Characteristics required in an Allotment Manager

He or she should be:

- reasonably fit and able to communicate with Parishioners
- a good communicator - able to explain and pass on information
- interested in gardening
- ideally is an Allotment Gardener with a plot on the site.

3. Potential Liabilities of Allotment Managers

3.1 Personal Safety

The personal safety of the Allotment Manager is paramount, and they are expressly instructed to avoid placing themselves at risk in the course of their duties.

4. Summary of Allotment Manager Duties

He or she shall:

Manage the day to day running of the designated allotment site including the letting of plots, advising and collecting rents and keeping of all records

Specific Responsibilities

- a) To ensure that statutory and other provisions governing or affecting the running of the allotment sites are observed.

- b) To arrange the monitoring of the use of the allotments to ensure that the conditions of tenancy agreements are being observed and take appropriate actions in case of noncompliance.
- c) Act as main keyholder for the sites, arrange for access for contractors and other authorized personnel.
- d) Ensure that assistance is available to respond to enquiries relating to availability and cost.
- e) Arrange annual inspection of fences, gates, accesses, water facilities and the like and make recommendations to the Council as to any repairs or improvements required.
- f) To contact the Parish Clerk to report the need for repairs to water services, fencing, gates, hedges and the like.
- g) Provide regular (monthly during the summer) water meter readings to the Parish Clerk.
- h) Maintain all records in relation to allotment management including plans, plot sizes and numbering and plot allocations.
- i) Send annual rent renewal notices, receive and record payments.
- j) Keep income and expenditure accounts relating to the allotments.
- k) Prepare a statement on the state of the Allotment Garden(s) under their management for presentation to the council at the Parish Council meeting in March each year.
- l) Identify and recommend to the council training needs and keep up to date the "Allotment Gardener's Guide".
- m) Make recommendations to the council for any perceived changes required to allotment regulations or tenancy agreements.

7. To discuss the job description for the role of Sports Pavilion Manager

In Minute 20/21-106, Full Council resolved that the Personnel Committee should create a job description for the role of Sports Pavilion Manager.

Members are invited to discuss what is required in the role description for a Sports Pavilion Manager, prior to formulating the job description.

8. To review working practices during COVID-19

Members are invited to review working practices during COVID-19

9. To review pension scheme rates for the Berkshire Pension Fund

Employer contributions are listed in the [Berkshire Pension Fund Valuation Report 2019](#) on the Berkshire Pension Fund website.

[Employee contributions](#) are listed on the Berkshire Pension Fund website.

Members are invited to review the contribution rates.

10. To review the NALC/SLCC salary scale for 2020/21

Members are invited to review the NALC/SLCC salary scale for 2020/21.

11. To resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw.

Members are requested to resolve to exclude the Public and the Press from the remaining items during this meeting as under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw.

12. To review employee appraisals

Members are invited to review documentation relating to employee appraisals.

13. To consider employee salaries for 2021/22

Members are invited to review employee salaries for 2021/22.

14. To consider the working from home allowance for employees for 2021/22

Members are invited to review the working from home allowance for 2021/22.