



Bishopstoke Parish Council

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**Members of the Human Resources Committee are summoned to attend a meeting on
Tuesday 26th October 2021 at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION

1. Apologies for Absence
2. Declarations of Interest and Requests for Dispensations
 - *Bishopstoke Parish Council Code of Conduct, Section 9*
3. To recommend the adoption of the Human Resources Committee terms of reference
 - *Bishopstoke Parish Council Standing Orders, Para 15.7*
4. To agree the date of the Parish Assembly and begin planning
 - *Local Government Act 1972, Schedule 12, Part III, Para 14*
5. To discuss a Mission Statement and Objectives for the Council and make recommendations
 - *Human Resources Committee terms of reference, section 8.2.2*
6. To adopt the updated Training and Development Policy
 - *Human Resources Committee terms of reference, section 8.1.1*
7. To discuss current staffing levels and make recommendations
 - *Human Resources Committee terms of reference, section 8.2.1*
8. Date, time and place for next meeting
 - *February 22nd 2022, 7:30pm location to be confirmed (Local Government Act 1972, Sch. 12, Part II, Para 8)*
9. Motion for Confidential Business
 - *Public Bodies (Admission to Meetings) Act 1960; Local Government Act 1972, ss100 & 102*
10. Staff appraisal and salary recommendations
 - *Human Resources Committee terms of reference, section 8.2.1*

D L Wheal
Clerk to Bishopstoke Parish Council
20th October 2021



Bishopstoke Parish Council

Listening to you

BISHOPSTOKE PARISH COUNCIL

HUMAN RESOURCES COMMITTEE

TERMS OF REFERENCE

**These draft Terms of Reference are tabled
by the Human Resources Committee at its meeting on**

26th October 2021

D Wheal

Clerk to Bishopstoke Parish Council

**BISHOPSTOKE PARISH COUNCIL
HUMAN RESOURCES COMMITTEE**

TERMS OF REFERENCE

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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DRAFT

TERMS OF REFERENCE FOR THE HUMAN RESOURCES COMMITTEE

1 Membership

- 1.1 The Committee will consist of the current Chair and Vice-Chair of the Council, and the Chairs of the Council Committees.
- 1.2 Where appropriate, other persons may be invited to attend one or more meetings.

2 Chair

- 2.1 The Chair of the Parish Council will Chair the Committee. In their absence, a Chair for the meeting will be appointed at that meeting.

3 Quorum

- 3.1 A quorum will consist of three members of the Committee.

4 Meetings

- 4.1 The Committee will meet on the fourth Tuesday of June, October and February unless otherwise decided at a previous meeting of either the Human Resources Committee or the Full Council, with additional meetings arranged if necessary.
- 4.2 The Clerk shall produce and circulate an agenda for the meeting, including any relevant policy, procedure or other document being discussed, at least three clear working days in advance of the meeting in accordance with Parish Council Standing Orders.
- 4.3 The Clerk or other duly appointed person shall take minutes of the meeting and take any follow-up action as directed. Draft minutes will be provided to the Chair as soon as possible and then circulated to the Committee members no later than the point at which the next agenda is circulated. In discussions relating to the appraisal of the Clerk, the notes will be taken by the Chair or other appointed person.

5 Reporting

- 5.1 The Chair, or, in their absence, the Vice-Chair or other nominated member of the Committee, shall present a report at each meeting of the Parish Council on resolutions passed and recommendations made by the Committee since the last meeting. Alternatively, this may be achieved by the circulation of the relevant minutes with other agenda papers before the meeting.

6 Decisions

- 6.1 The Committee will have no power to make decisions on behalf of the Council except in the following areas:
 - 6.1.1 Date, Time and Place of its Meetings.
 - 6.1.2 Identifying and filling the training needs of the Committee, within the overall training budget specified by the Full Council.
 - 6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Committee.
 - 6.1.4 Policies relating to the Council's role as an employer.

7 Budget

- 7.1 The Committee will have the power to commit to any necessary expenditure on behalf of the Council relating to its decision-making powers providing it is within the relevant budget set by the Parish Council each year. Any other expenditure the Committee recommends must be either approved by the Clerk (in cases where emergency work is required) or must be agreed by the Council (in cases where either there is no agreed budget for the expenditure or it exceeds the agreed budget by over £500).
- 7.2 Any expenditure the Committee wishes to undertake that is either greater than budgeted or not yet budgeted for must be sent to the Parish Council for approval.

8 Responsibilities

- 8.1 The Committee will have specific responsibility in the following areas:
 - 8.1.1 Policies relating to the Council's role as an employer.
 - 8.1.2 Allegations related to use of Council resources and facilities.
 - 8.1.3 Allegations related to code of conduct breaches.
 - 8.1.4 Amendments to staff documents such as contracts and job descriptions.
 - 8.1.5 Overseeing the appraisal process and in particular conducting the Clerk's appraisal.
- 8.2 The Committee will be expected to make recommendations on:
 - 8.2.1 Staff remuneration and staffing levels.
 - 8.2.2 The mission statement and objectives of the Council.
 - 8.2.3 Sanctions as a result of misuse of Council resources and facilities or breaching the code of conduct.



Bishopstoke Parish Council

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MEMO

Parish Assembly

The Parish Assembly is something that is required to be held every year between 1st March and 1st June. It must be an evening event, starting not earlier than 6:00pm.

It is usually convened by the Chair of the Parish Council on a date set by the Parish Council but it is NOT a meeting of the Parish Council.

It is an opportunity for the Chair of the Parish Council to present a report to local residents on the activities of the Council over the previous year, and looking to the future. There is also a report given by the RFO of the Parish Council on the last completed audit and on the financial situation of the Council.

Often these are occasions when other presentations can be given, such as on local history, or by local schoolchildren and community groups. It may be an opportunity for grant recipients to present a report on how they have used the Council grant money.

Refreshments are provided at the end and are paid for through the Parish Council Chair's expenses.



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MEMO

Mission Statement and Objectives

It is common for Councils across the country to have a mission statement and mission objectives. This usually reflects the wishes of the Chair of the Council, or the controlling group of the Council, but must be agreed by the Council as a whole.

The Clerk recommends that this be discussed initially in the Human Resources Committee, consisting as it does of those leading the Council and the Committees. Statements and Objectives agreed by this Committee can then be presented to the Full Council as recommendations for them to debate, amend and ultimately approve.



BISHOPSTOKE PARISH COUNCIL

TRAINING & DEVELOPMENT POLICY

**This Training & Development Policy was adopted
by the Parish Council at its meeting on 22 Oct 2019**

D Wheal

Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL
TRAINING & DEVELOPMENT POLICY

Amendment Sheet

Amendment No.	Date Incorporated	Subject
01	26 th October 2021	3.1 Updating the makeup of the Council and staff
02	26 th October 2021	5.10 Amending the name of the Committee
03	26 th October 2021	6.3 Adding a new Financial qualification
04	26 th October 2021	12.1 Amending the name of the Committee

TRAINING & DEVELOPMENT POLICY

1 Introduction

- 1.1 Bishopstoke Parish Council recognises that its Councillors and staff are its most valuable resource. The Council is committed to the training and development of its Councillors and staff, in order to assist the Council in achieving its aims, objectives, priorities and vision, as well as ensuring the Council is kept up to date with all new legislation. To support this, funds are allocated to a training budget annually to enable staff and Councillors to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy and the expectations placed upon them contained within.

2 Policy Statement

- 2.1 Bishopstoke Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, the Clerk and any other workers of the Council are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.
- 2.2 It is essential that Councillors and staff are given equal opportunities to develop their knowledge of local government and the law relating to parish councils, and to learn new skills to promote partnership working and community engagement in order to become effective Councillors and lead a modern and progressive Parish Council of the future. Councillor and staff development should be recognised as an integral part of the Council's business.

3 The Parish Council

- 3.1 Bishopstoke Parish Council currently consists of 15 elected Councillors and employs a full-time Parish Clerk and three part-time officers – a Responsible Finance Officer, a Cemeteries Officer and a Projects Officer (who specifically works on projects related to burial matters). In addition, volunteers from within Bishopstoke provide invaluable support for the parish's work. Training and development for each of these groups will be regularly reviewed.

4 Training for Councillors

- 4.1 Attendance at induction sessions explaining the role of councillors, and training in the Code of Conduct within 6 months of being elected.
- 4.2 Provision of a handbook containing copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant.
- 4.3 Training on the General Power of Competence.
- 4.4 Access to relevant training courses provided by the Hampshire Association of Local Councils (HALC) and other bodies.
- 4.5 Expenses for attending briefings, consultations and other general meetings for Councillors in the Hampshire County Council area.
- 4.6 Circulation of documents such as briefings, newsletters and magazines.

5 Training for the Clerk

- 5.1** Induction session explaining the role of the Clerk.
- 5.2** Provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant.
- 5.3** Attendance at a 'New Clerk's' training course or similar.
- 5.4** Support in gaining the Certificate of Local Council Administration (CiLCA) within 24 months of appointment (if not already qualified).
- 5.5** Any other training relevant to the proficient discharge of their duties such as I.T., Legal Powers, Finance and understanding the planning system, identified through regular training needs assessments or other means.
- 5.6** Attendance at relevant training courses and/or local meetings of external bodies such as the Society of Local Council Clerks (SLCC), Hampshire Association of Local Councils (HALC) and National Association of Local Councils (NALC).
- 5.7** Subscription to relevant publications and advice services.
- 5.8** Provision of Local Council Administration by Charles Arnold Baker / Paul Clayden and other relevant publications, which will remain the property of the Council.
- 5.9** Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes or enabling the Clerk to act as a mentor to other neighbouring Clerks.
- 5.10** Regular feedback from the Chair of the Council and meetings with the Human Resources Committee.
- 5.11** Expenses for attending briefings, consultations, training and any other general meetings.

6 Training for the Responsible Finance Officer

- 6.1** Induction session explaining the role of the Responsible Finance Officer.
- 6.2** Provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant.
- 6.3** Support, if wished, in gaining the Certificate of Local Council Administration (CiLCA) (if not already qualified), or the Financial Introduction to Local Council Administration (FILCA).
- 6.4** Any other training relevant to the proficient discharge of their duties such as I.T., Legal Powers and Finance, identified through regular training needs assessments.
- 6.5** Attendance at relevant training courses and/or local meetings of external bodies such as the Society of Local Council Clerks (SLCC), Hampshire Association of Local Councils (HALC) and National Association of Local Councils (NALC).
- 6.6** Subscription to relevant publications and advice services.
- 6.7** Provision of relevant publications, which will remain the property of the Council.
- 6.8** Regular feedback from the Clerk, including an annual appraisal.
- 6.9** Expenses for attending briefings, consultations, training and any other general meetings.

7 Training for other staff

- 7.1** Induction session explaining their role.
- 7.2** Provision of copies of relevant Council policies, documents and other information necessary to their role.
- 7.3** Any training relevant to the proficient discharge of their role.
- 7.4** Subscription to relevant publications and advice services.
- 7.5** Provision of relevant publications, which will remain the property of the Council.
- 7.6** Regular feedback from the Clerk, or other designated Officer, including an annual appraisal.
- 7.7** Expenses for attending briefings, consultations, training and any other general meetings.

8 Training for Volunteers

- 8.1** Briefings on relevant health and safety matters and the scope of their work prior to starting.
- 8.2** Assessment of their skill, knowledge and capacity to complete the task in hand including Risk Assessments.
- 8.3** Briefing on the safe use of any equipment provided by the Council.
- 8.4** Training for volunteers will not be beyond that which is necessary for their role.

9 Study Leave and Course Attendance

- 9.1** Employees who are given approval to undertake external qualifications are granted
 - 9.1.1** Study time to attend day-release courses.
 - 9.1.2** Time to sit examinations.
 - 9.1.3** Study time of one day per examination (to be discussed and agreed by their line manager in advance).
- 9.2** Provision of study time must be agreed with the council prior to the course being undertaken.
- 9.3** Where attendance is required at a short course, a full day of paid leave will be granted.
- 9.4** Councillors and staff attending approved short courses/workshops/ residential weekends can expect
 - 9.4.1** The course fee to be paid (usually invoiced before of following the event).
 - 9.4.2** Travelling expenses in accordance with the Council's current policy.
 - 9.4.3** Reasonable subsistence expenses subject to the approval of the Clerk or Chair.

10 Identification of Training Needs

- 10.1** Training requirements for Councillors will usually be identified by themselves, the Chair and / or Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of Council. Councillors can bring suggested courses to the Clerk for investigation.
- 10.2** The Council will review this policy at least once per Council cycle.
- 10.3** The Clerk, Responsible Finance Officer, staff and Councillors will have their training needs reviewed annually.
- 10.4** Initial training needs for any new Clerk will be identified through the recruitment process, including application form and interview, formal and informal discussions and then subsequently through annual appraisal.
- 10.5** The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required.

11 Training Resources

- 11.1** There will be a budget to enable reasonable training and development for both Councillors and staff. The amount will be reviewed each year during the budget process.
- 11.2** It is recognised that the Society of Local Council Clerks (SLCC), Hampshire Association of Local Councils (HALC) and National Association of Local Councils (NALC) all provide discounts on training courses and conferences to members, and this will be taken into account when the Council considers the continuation of subscriptions to those bodies.
- 11.3** There will be a budget for the purchase of relevant resources such as publications. The amount will be reviewed each year during the budget process.
- 11.4** Should the cost of any course be in excess of £1,000 and should the member of staff leave the Parish Council within three years of completing the course, then the Council reserves the right to require repayment of course fees at a rate of 75% of the fees should the employee leave within one year of completion, 50% of fees within two years and 25% of fees within three years.

12 Evaluation and Review

- 12.1** All training undertaken will be subsequently evaluated by the Clerk and **Human Resources Committee** to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the identification of training needs process (section 10). Any relevant information from the training will be disseminated to other Councillors and / or Officers.
- 12.2** Training will be reviewed in the light of changes to legislation; changes to any quality systems relevant to the Council; new qualifications; new equipment; complaints received; incidents which highlight training needs and requests from Councillors, the Clerk or volunteers.
- 12.3** The Clerk will maintain a record of training that they, other Officers and staff, councillors and volunteers attend.



MEMO

Staffing Levels

The Human Resources Committee is requested to consider the current staffing levels for Bishopstoke Parish Council and make recommendations on advertising for the post of Allotments Officer at 15 hours per week.

The changes to the Council structure have provided a number of benefits in terms of officers having more time to work on the actual business of the Council rather than the preparation, clerking and minuting of meetings. However, the period since May has seen a substantial increase in the number of projects the Council is undertaking, and the introduction of a more detailed reporting structure for those projects. Additionally, there is an increased number of less formal meetings between officers and Councillors. All these changes bring benefits to the Council but they all come at a cost in terms of time.

This has had the impact of requiring officers to leave less important tasks longer than would normally be the case, and for the Council to employ outside assistance in some projects that it may have preferred to manage in house. This situation will only get worse as time goes on as there are more and more tasks to catch up on.

As the role of Cemeteries Officer is a discrete one, and the role of Projects Officer (Burial Matters) a temporary one, all other tasks within the Council fall to the Clerk and the RFO. Discussion between the Clerk and RFO has led to the identification of the allotments as the most suitable area of Council business to be the subject of another role. It is anticipated that 10 hours per week should be sufficient to manage the current allotment sites, with the remaining 5 hours focussed on setting up the two new sites and the community orchard. Once the Council is running four allotment sites and an orchard it is hoped that 15 hours per week would be sufficient to perform all necessary duties across all the sites.

There has been no formal job assessment yet but it is anticipated that it would be broadly similar in scope to the role of Cemeteries Officer, and would therefore be remunerated at broadly the same rate.