

MINUTES OF THE SPECIAL FINANCE AND GENERAL PURPOSES COMMITTEE

HELD, VIA ZOOM, ON MONDAY 28 SEPTEMBER 2020 AT 6.30 PM

PRESENT

Councillors: K. Walker (Chairman)
E. Benner, E. Blackshaw, S. Haywood, S. Holyoake,
A. Lackey, M. Pirt

Parish Clerk
Parish Administrative Assistant

23. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor K. Phillips.

24. DECLARATIONS OF INTEREST

None.

25. PUBLIC PARTICIPATION

No matters were raised

26. MINUTES – 14 SEPTEMBER 2020

The Minutes of the Meeting held on 14 September 2020 were confirmed as being a true record.

27.. STAFF APPRAISALS

The Committee considered the current policy regarding staff appraisals and considered the proposals submitted by the Committee Chairman (copies of which had previously been circulated to Members).

RESOLVED that

- (1) The Leicestershire and Rutland Association of Local Councils Staff Appraisal template be adopted with immediate effect.
- (2) The Chairman and Vice Chairman of the Finance and General Purposes Committee be authorised to conduct the Clerk's Appraisal
- (3) All other staff appraisals to be undertaken by the Clerk
- (4) The Chairman and Vice Chairman of the Finance and General Purposes Committee be granted delegated authority to agree and implement an action plan upon completion of the Clerk's Appraisal

- (5) Copies of the appraisal documentation be retained by the Chairman and Vice Chairman of the Finance and General Purposes Committee, the appraisee and the Clerk only
- (6) Upon completion of the Clerk's appraisal, the Finance and General Purposes Committee to receive a summary of the appraisal for consideration.

RESOLVED that the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Section (1) and (2) of the Public Bodies (Admission to Meetings) Act 1960.

28. PARISH COUNCIL STAFFING

The Clerk submitted a report on staffing matters including the outcome of consultations held with staff following the decisions of the Committee at its meeting held on 14 September 2020 and submission of draft job descriptions for the Administrative Assistant (Cemetery) and Administrative Assistant (Finance) for approval (copies of which had previously been circulated to Members).

RESOLVED that

- (1) The draft job descriptions for the Administrative Assistant (Cemetery) and Administrative Assistant (Finance) be approved
- (2) The process of the making the post of General Manager redundant be continued and that the current postholder be served with appropriate notice
- (3) In view of the legal advice received, the General Manager be requested to supply evidence in support of his letter dated 15 September 2020
- (4) On receipt of the supporting evidence, the Clerk contact the Council's insurers for further advice.

The meeting closed at 18.45 pm.

Chairman