

## Minutes of the Staffing & Standards Committee Meeting held on the 18<sup>th</sup> January 2022 in the Roy Garner Pavilion from 7:00pm.

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Present:

**Parish Council:**

Peter Williams (PW)- Chairman    Pat Hall (PH)

Duncan Hatfield (DH)                      Peter Cox (PC)

Tim Cann (Clerk)

**S&S 22/01/01 Intention to record the proceedings of the meeting:** NONE.

**S&S 22/01/02 Apologies for Absence:** NONE.

**S&S 22/01/03 Minutes of the Committee Meeting held on 10<sup>th</sup> February 2021.** It was **RESOLVED** these are a true record.

**S&S 22/01/04 Matters Arising (omitting those for which an agenda heading follows):** NONE.

**S&S 22/01/05 Clerk/RFO's Appraisal:**

- The Committee went through the Performance Appraisal form, discussing various points.

**S&S 22/01/06 Clerk's Salary Review**

- The Clerk left the room when the Committee discussed their views. On return the Clerk was advised that the Committee had **RESOLVED** to recommend to the Council that the Clerk is given a 3% pay rise in line with local government guidelines. It was also **RESOLVED** to increase the number of paid hours per week from 23 to 24. This would take effect from the 1<sup>st</sup> April 2022.
- It was **RESOLVED** to use the attached Performance Form for future appraisals.

**S&S 22/01/07 Information sharing (including correspondence):** NONE.

**S&S 22/01/08 Items of an urgent nature which have come to the Clerk's attention since the agenda was set:** NONE.

**S&S 22/01/09 Date of Next Meeting:** TBA

**MEETING CLOSED: 8:25pm**

Signed by the Chairman.

**The following points came up for discussion at council**

- Investigate play equipment in the OPT field.
- Investigate replacing the MUGA in the Mortimer Hall RG.
- Start work on the OMMLAA lease.
- Investigate repairing/resurfacing the MH & BL carparks.
- Possible separate parishioners annual meeting.
- Investigate electrical equipment for virtual meetings, recording.
- Review Terms of Reference for committees and possible amalgamation.
- Invite Head of Swan School to a council meeting.
- Investigate installing defibrillators at Old Marston Road shops & Salford Road shops.
- Start working towards the Quality level of the Council Standards Award.
- The Clerk to signing up for FILCA.
- Investigate with County/City Council installing waste bin near cycle track at junction of Cherwell Drive/Oxford Road/Marston Ferry Road.

# STAFF APPRAISALS

## PERSONAL PERFORMANCE & DEVELOPMENT

NAME.....

JOB.....

DATE OF APPRAISAL.....

### PURPOSE

- i To talk about and review your performance
- ii Discuss future work and progress
- iii Agree training and development

Please complete this form prior to the appraisal as it will form the basis of the meeting.

Signed by the Chairman.

1 Achievements against Job Description and additional achievements.

2 What are the main tasks you are involved in or have altered since your last appraisal?

3 Which elements of your work have you been most successful at and why?

4 Which elements of your work have you enjoyed the least, or elements of the previous action plan have you not achieved?

5 If you could change parts of your job to improve your performance, which would they be?

6 What has been your best achievement in the last year and how could you build on this?

7 What extra skills and / or knowledge would make you feel more confident?

8 What would you most like to achieve in the coming year?

9 Is the current job description an accurate reflection of the post – or have my duties changed?

10 Agreed action for the coming year, including training and other support?  
(Please use additional paper if needed)

Appraisee's signature.....

Manager's signature.....

Date.....

Signed by the Chairman.