

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of a meeting of the **STAFFING SUB COMMITTEE** held on **Thursday 16th July 2015 at 12pm at Office 1, Beethoven Centre, Third Avenue, London W10 4JL**

PRESENT Cllrs Gill Fitzhugh, Julius Hogben, Angela Singhate and Emma Sweeney

Also in attendance: Mike Simpson – Director

DISCLOSURE OF INTERESTS

To deal with any disclosure by Members of any dis-closable pecuniary interests and interest other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

There were none

PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public

There were none

MINUTES

Minutes of the Staffing Sub Committee meeting 7th June 2015

RESOLVED that the minutes of the Staffing Sub Committee meeting held on 7th June 2015 be taken as read, confirmed as a correct record and signed by the chairman, and that the above correction will be made.

POLICY DOCUMENTS

To review the following policy documents

Complaints code of practice & procedure

RESOLVED to add under aims: 'if not resolved by QPCC internally before going to Westminster'

Member & employee protocol

RESOLVED to add 'Chairman or Vice Chairman' to item 15

RESOLVED to add 'In the absence of the Director at a Council meeting, a locum clerk will be employed to cover'

RESOLVED that on item 27 to remove the condition to send confidential papers on pink paper

It was agreed that a member to member policy should be considered at the next Policy and Resources agenda

Training policy

The committee felt that the policy was fine as it was

Sickness & absence policy

It was agreed that the Chairman of Policy and Resources should interview the Director when returning from a prolonged period of absence.

Disciplinary procedure

The committee felt that the policy was fine as it was

Scheme of delegation

It was agreed that the scheme of delegation should be considered at the next Policy and Resources meeting

Grievance procedure

The committee felt that the policy was fine as it was

USE OF COUNCIL OFFICE

To discuss use of the Council office by Councillors

The Committee discussed introducing a policy regarding the use of the Council's office by councillors and volunteers. The policy would regulate who could use the office and how much time they can spend in the office. It was agreed that any policy should be considered by the Policy and Resources committee

OFFICER HOURS

To discuss the working hours of the current Director

The Director's hours were discussed and how much time was allocated to each committee/projects. The Director explained that there was no set framework for time allocation when he started and that he allocated his time to what he believed was a priority. The Committee suggested that a more detailed idea of what how the Director allocated his time would help prioritise as well as identify if a new member of staff is required. The Director's supervision was also discussed and agreed that two cllrs should be present.

RESOLVED that supervision with the Director should be with two councillors

The meeting ended at 1.30pm