

**NOTICE OF TROWSE WITH NEWTON PARISH COUNCIL PERSONNEL & COMMUNICATIONS
COMMITTEE MEETING**

You are hereby summoned to attend the Trowse with Newton Parish Council Personnel & Communications Meeting at The Manor Rooms, The Street, Trowse on:

Thursday 15th June 2023 at 6.30pm

Members of the press and public are invited to attend and should submit any questions or intentions to attend to
trowsepc@outlook.com

Kate Leggett

Parish Clerk

AGENDA

1. ATTENDANCE

To note those present and consider apologies for absence. To confirm a minimum of three councillors needed to attend each meeting to be quorate.

2. Election of Committee Chairperson.

3. DECLARATIONS OF INTEREST AND DISPENSATIONS

3.1 To consider any dispensations previously submitted.

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests Form. You must declare the interest and leave the room whilst the matter is under discussion.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position.
- That of your family or close friends.
- That of a club or society in which you have a management role.

In these instances, members must declare a PERSONAL interest, but can speak and vote on the matter. Whenever you declare an interest, you must say why the interest arises so that it may be included in the minutes.

4. MINUTES OF PREVIOUS MEETING

Minutes of the meeting held on 11th May 2023 to be agreed and signed.

5. MATTERS ARISING

5.1 Any matters arising from the previous minutes not already on the agenda.

6. PUBLIC FORUM

6.1 To receive comments from members of the public, restricted to 2 minutes per person, on matters elsewhere in the agenda. Item to last no more than 10 minutes.

7. COMMUNICATIONS

7.1 Update from clerk regarding Newsletters and Parish Council communications.

8. STAFFING AND MANAGING ISSUES.

8.1 To discuss any staffing and management issues

a) Grounds person recruitment advertisement/interview process and timelines. To discuss and agree process of recruitment for this role.

9. POLICY, RISK ASSESSMENT & TIMELINES

a. Staff Development Policy. To discuss and approve Staff Development Policy as supplied by the Clerk.

10. DATE AND TIME OF NEXT MEETING

Thursday 17th August 2023 @ 6.30pm

Minutes of Trowse with Newton Parish Council – Personnel and Communications Committee meeting held on 11th May at 6.30pm, in The Manor Rooms, Trowse.

Present

Cllrs Bowers, Long, Barnes, Kate Leggett (clerk)

011 (01) APOLOGIES

None

012 (02) DECLARATIONS OF INTEREST AND DISPENSATIONS

None

013 (03) MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on the 13th April 2023 were **AGREED AND SIGNED.**

014 (04) MATTERS ARISING

None for this meeting

015 (05) PUBLIC FORUM

None for this meeting

016 (06) COMMUNICATIONS

6.1 – A discussion took place around the Facebook village group and the issues on the May Gurney site. **It was resolved to ask resident if she wanted to join the ENR working group that has been set up by the council. Clerk to contact her.**

Following the approval of the Grounds person role it was **resolved to produce a job description and advertise this position in the next newsletter. Clerk to action.**

With regards to the next edition of the newsletter Cllr Bowers was keen to ensure something about scamming is included. **Clerk to speak to Cllr Thomson about this.**

017 (007) STAFFING AND MANAGEMENT ISSUES

7.1 – To discuss any staffing or management issues.

a) Cllr Bowers took those present through the recent staff appraisals. She and the Clerk will look to produce a development plan for the coming year.

b) Clerk left the room so as to facilitate a discussion between the councillors.

Clerk returned to the room. **Resolved to advance the clerk one point up the pay scale.**

c) Grounds persons role. To action a job description the list of tasks that has been produced will need to be given more details. It was thought that there may be a seasonal variation in the workload but the consensus was that 20hrs per month would be realistic.

018 (08) POLICY, RISK ASSESSMENT AND TIMELINES

8.1 – Training policy, agreed and signed. This is to include a development plan for staff.

019 (009) ANY OTHER BUSINESS

More discussion took place about the May Gurney site and it was **resolved to ask the Property company if they would consider holding an evening consultation to allow for residents who work not being able to attend the day time consultation. Clerk to action.**

020 (010) DATE AND TIME OF NEXT MEETING.

Sign:

Date:

Thursday 15th June 2023 at 6.30pm in the Manor Rooms.

Meeting closed at 7.10pm

Decisions	Actions
Development plan for staff	Cllr Bowers/Clerk
Sickness absence policy	Clerk and Cllr Bowers
Teams	Cllr Bowers
Contact SPS to see about daytime consultation	Clerk

Sign:

Date:

TROWSE WITH NEWTON PARISH COUNCIL

Grounds person job description

Duties and Responsibilities

- Perform routine maintenance tasks, such as mowing grass, trimming hedges, and pruning trees and shrubs
- Operate and maintain groundskeeping equipment, including lawn mowers, trimmers, and other power tools.
- Remove leaves, debris and litter from public open spaces and walkways.
- To read the water meter for both allotment sites and council owned cemetery.
- Perform minor repairs to fences, gates, benches and other outdoor structures.
- Monitor and report any safety hazards, such as broken gates/fences, or fallen branches to the Clerk.
- Maintain an inventory of groundskeeping supplies and equipment and inform the Clerk when additional items need to be purchased.
- Follow established safety protocols and use of protective equipment when handling chemicals, operating machinery, and performing hazardous tasks.
- Maintaining vacant allotments.
- Maintaining pathways and verges on allotments sites and cemetery.
- Assist the Clerk in the annual Risk Assessments of Allotment sites and Cemetery.
- Prepare and maintain wildflower strip on the Common.
- Planting and maintaining the horse trough and any other council owned planters.
- Occasional painting of Common railings as advised by the Clerk.
- Marking out graves for upcoming burials, as advised by the Clerk.
- Other tasks as identified by the Council/Clerk.

Qualifications and skills

- Previous experience in a groundskeeping or related field is preferred but not required.
- Hold a current UK drivers' licence.
- Knowledge of horticulture, landscaping techniques and grounds maintenance practices.
- Familiarity with safe operation and maintenance of groundskeeping equipment.
- Ability to work independently and as part of a team, following instructions and completing tasks efficiently.
- Physical stamina and the ability to perform manual labour in various weather conditions.
- Attention to details and commitment to maintaining a high standard of cleanliness and appearance.
- Good communications skills and the ability to interact courteously with colleagues and the public.
- Basic knowledge of safety procedures and the ability to identify and address potential hazards.

Hours to be 5 per week pro rota throughout the year, this may be subject to seasonal alterations or changes if increased demand.

TROWSE WITH NEWTON PARISH COUNCIL

Staff Development Policy

Employee development plans are designed to identify and support the growth and advancement of individual employees within the Council. They typically include goals, training and learning opportunities and a timeline for achieving those goals.

1. **Assess the current skills and performance:** Start by evaluating the employee's current skill set, strengths and areas for improvement. Review their performance appraisals, feedback from Councillors or colleagues and any previous development plans.
2. **Identify career goals:** Meet with the employee to discuss their career aspirations and long-term goals. Understanding their ambitions will help you align the development plan with their desired trajectory.
3. **Set specific and measurable objectives:** Based on the employee's career goals and the Council's needs, define clear and achievable objectives. Ensure that the objectives are specific, measurable, attainable, relevant and time-bound (SMART goals).
4. **Determine the required skills and competencies:** Identify the skills and competencies necessary for the employee to succeed in their current role and progress towards their career goals. These could include technical skills, leadership abilities, communication skills, or industry specific knowledge.
5. **Plan development activities:** Identify the appropriate developmental activities that will help the employee acquire or enhance the required skills. This can include on the job training, workshops, course, mentoring programmes, job rotations, or conferences.
6. **Establish a timeline:** Create a timeline that outlines the developmental activities and milestones. This will help the employee track their progress and ensure they stay on schedule.
7. **Provide resources and support:** Determine the resources and support needed to facilitate the employee's development. This could include budget allocation for training, access to online learning platforms and assigning a mentor or coach.
8. **Regularly review and adjust:** Schedule regular check ins with the employee to review their progress, provide feedback and make adjustments to the plan if needed. Development plans should be dynamic and flexible to accommodate changes in the employee's goals or Council's needs.
9. **Recognise achievements:** Acknowledge and celebrate the employee's achievement and milestones along their journey. This will boost their motivation and engagement.

An effective employee development plan should be a collaborative effort between the employee and the council/line manager. It should align with the Council's strategic objectives whilst also considering the employee's individual aspirations. By investing in employee development, organisations can foster a culture of growth, increase employee satisfaction and enhance overall performance.

Below is a form which can be used to monitor employee development.

TROWSE WITH NEWTON PARISH COUNCIL

Staff Development form

<p>1. Employee information</p> <ul style="list-style-type: none">- Name- Position/Job title	
<p>2. Career goals</p> <ul style="list-style-type: none">- Long term aspirations - Short term goals aligned with employees desired trajectory.	
<p>3. Current skills assessment</p> <ul style="list-style-type: none">- Strengths and areas for improvement - Performance appraisal results and feedback	
<p>4. Development objectives</p> <ul style="list-style-type: none">- Specific, measurable, attainable, relevant, timebound (SMART)	

<p>5. Required skills and competencies</p> <ul style="list-style-type: none">- Identify the skills and competencies needed for the employee's current role and future growth	
<p>6. Development activities</p> <ul style="list-style-type: none">- On the job training opportunities- Workshops, courses or certificates- Mentoring or coaching- Job rotations or special assignments- Conferences of industry events	
<p>7. Timeline</p> <ul style="list-style-type: none">- Establish a timeline for each developmental activity- Set milestones for progress tracking	
<p>8. Resources and support</p> <ul style="list-style-type: none">- Budget allocation for training and development- Access to online learning platforms or resources	

<ul style="list-style-type: none">- Mentorship or coaching support	
<p>9. Progress reviews</p> <ul style="list-style-type: none">- Schedule regular check-ins to review progress and provide feedback - Adjust the plan if necessary based on the employee's growth and Council's needs	