

BOTLEY PARISH COUNCIL



Minutes of the **Policy and Resources Committee** Meeting held on Tuesday **20 June 2023** at 7:30pm in the Diamond Jubilee Hall at the Botley Centre, High Street, Botley

Present:

Meeting Chairman Cllr D Kinloch – Committee Councillors: J Appleby, C Cooper, Mrs S Grinham R Kyrle

Non Committee Councillors:

In attendance:

Members of the Public: 0

20/23/POL Apologies

No apologies for absence for personal or business reasons were received. The Clerk sent apologies for the evening due to illness.

21/23/POL Declaration of Interests

No declarations of personal or pecuniary interest were made in relation to items on the agenda.

22/23/POL Minutes of the previous meeting

RESOLVED: that the minutes of the meeting of 23 May 2023 were approved as a true and correct record of the meeting and signed by the Chairman.

23/23/POL Matters Arising from the minutes of the previous meeting

23.1 10/23/POL Boorley Park Asset Transfer – Cllr Kinloch updated the committee regarding progress on the installation of the Chancellors Park play area.

24/23/POL Public Participation

25/23/POL Community Café Project

- 25.1 The Project Assistant, Kat Grimes will be assigned the café project as a priority task.
- 25.2 Kitchen specification – Discussion of the specification of the kitchen. Members wanted this quoted for purchase and then sense checked against possible requirements and the value of the s106 funding. The next meeting would like to see a spec plus confirmation of cost.
- 25.3 Public consultation to ascertain interest among residents living nearby. Methods, online Google form, Parish Facebook page and a paper survey (volunteers to post in Boorley Green/Park/Gardens circa 1100 dwellings to maximise contact with residents. Information to seek comments on: opening times, days of week. what the offer is, suggest giving residents choices, not open format. Information to include an explainer sentence to set expectations on when the cafe will be ready. Consultation end date 31 August with comments collated and presented to the meeting of 19 September. Direct consultation limited to Boorley Green and Boorley Park. The cafe will be advertised to the wider community by normal channels.
- 25.4 Alcohol licence – will not be pursued at present
- 25.5 Operating franchise / lease - Source a provider to prepare a lease / franchise agreement. Contact HCC Legal Services for a quote. Get advice on options, costs, terms etc during the early stage of the project to enable a quick response when a suitable service provider is found.

26/23/POL Personnel / Staffing Policy Review

Equal Opportunities and Diversity Policy (2022) Approved for adoption. Previous versions to be withdrawn.

BPC Media Relations Policy (2014) Minor amendment. item 8 - change to be as a private and in a personal capacity and not on behalf of the council. Approved for adoption. Previous versions to be withdrawn.

Bereavement & Compassionate Policy (2022) - Bereavement leave days change to 5 for immediate family. Clarification of legal definition of grandparent to be checked. Are they immediate family and thus come under 5 days leave or could this be 2 days?

Typo Marchwood Parish Council. Change Company to Parish Council (p24). **Parental Bereavement Leave** - option 2 chosen.

Once amended, the document was approved for adoption.

Sickness Absence Policy - requires consistency on seven calendar days and not seven working days. Parish Clerk to be the point of contact.

Withholding of sickness payments -after discussion - decided to leave the current text and not question whether they are sick in other jobs. Agree at next meeting.

Performance Review Form (2022) - July is best time for Clerk's review - so will be a good time for the objective/target setting. First action will be to set up an objective setting session with the Clerk. Change: section B of the form to include both employee and employer rating. Approved for adoption and use.

Performance Appraisal Policy - chosen month to be July after the Clerk. The Clerk's appraisal form will be retained securely in the personal file in the council office (not taken offsite). *Discussion of who can access the Clerk's appraisal form to be discussed during another meeting.* Regarding quarterly reviews - requires further discussion with the Clerk regarding expectations and frequency of review depending on the employees, recognising that workload will drive tempo. Represent.

Additional staffing policies:

Jury Duty Policy - need to check where Jury Duty policy is.

Time Off In Lieu of Overtime (TOIL) A new policy is needed. The Committee would like to see draft recommendations during the July meeting. The new policy to cover: Time limit when time off can be taken & when it is paid out and how much TOIL can be accrued as a maximum. TOIL periods to be agreed in writing by the Ops Manager & Clerk. The Clerk's TOIL / OT to be agreed by Chair of PC or Chair of P&R – to be discussed.

27/23/POL Discretionary Grants
Discussion deferred to the next meeting.

28/23/POL Website Development Progress Report
Discussion deferred to the next meeting.

29/23/POL Community Engagement
Community Engagement - Action: CC / RK to discuss on Friday 22nd to capture the process.

30/23/POL Correspondence
No items of correspondence received.

In view of the confidential nature of the business about to be transacted the public and press were temporarily excluded and are asked to leave the meeting - Public Bodies (Admission to Meetings) Act 1960 (2)-

31/23/POL Staff matters. incident report - recruitment and operational changes. Discussion of this item is the subject of a confidential report.

32/23/POL Date of the Next Meeting: Tuesday 18 July 2023
The Clerk was asked by the Chairman to prepare the Agenda for the next meeting and issue the Public Notices.
The meeting closed at 22:05pm.

Date: _____

Chairman: _____

These minutes could be the subject of amendments which will be recorded in the minutes of the following meeting.