



**To: All Members of Seaton Town Council's
Personnel Committee**

Cllr K Beer
Cllr C Chadwick
Cllr S Read
Cllr H Sanham
Cllr D Squire
Cllr R Webster

27th July 2018

You are summoned to attend a meeting of the Personnel Committee on **Thursday 2nd August 2018 at 7pm** at Marshlands, Harbour Road, Seaton. It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers appropriate.

Yours faithfully,

Amy Tregellas

**Amy Tregellas
Town Clerk**

AGENDA

- 18/PER/01 Election of a Chairman**
- 18/PER/02 Election of a Vice Chairman**
- 18/PER/03 Apologies for Absence**
- 18/PER/04 Declarations of Interest**
To receive any declarations of interest from Members in respect of items of business included on the agenda for this meeting.
- 18/PER/05 Minutes**
To consider the draft minutes of the Personnel Committee meeting held on Tuesday 1st May 2018
- 18/PER/06 Sickness Management Policy**
To consider the draft Sickness Management Policy

- 18/PER/07 Assistant to the Town Clerk**
To discuss the recruitment and selection for the role of Assistant to the Town Clerk
- 18/PER/08 Town Maintenance Officer**
To discuss the recruitment and selection for the role of Town Maintenance Officer
- 18/PER/09 Staff Appraisals**
To discuss Councillors access to staff appraisals and whether to include reference to an appeals process in the Appraisal Policy
- 18/PER/10 Confidential Items**
The Chairman will move that in accordance with the Council's Standing Order 1 (c) press and public will be excluded from the meeting during the discussions of items 11 to 13 on this agenda as there is likely to be disclosure of information as matters are being discussed which could identify an individual.
- 18/PER/11 Minutes**
To agree the confidential minutes from the Personnel Committee meeting on the 21st March 2018
- 18/PER/12 Appraisals**
To cover:
 1. The Town Clerk's appraisal
 2. Staff appraisals
- 18/PER/13 Staffing matters**
To consider a number of staffing matters as set out in the accompanying report



Minutes of the Seaton Town Council Personnel Committee Meeting held on Tuesday 1st May 2018 at 9.00pm at Marshlands Centre, Harbour Road, Seaton

Present: Cllrs Beer (Chairman), Sanham and Squire.

In attendance: Town Clerk

49. To receive and accept apologies

Apologies were received and accepted from Councillor Burrows.

50. Declarations of Interest

No declarations were made

51. Sickness Management Policy

The Committee reviewed the draft Sickness Management Policy and discussion took place around:

- The document being too long and containing too much detail
- The need to compare it to the Devon Association of Local Councils Policy
- The need to revise the Policy based on the sickness information in the Staff Handbook

The Committee **RESOLVED** that the Sickness Management Policy be revised and returned to the next meeting of the Personnel Committee.
(moved Cllr Squire; seconded Cllr Sanham)

52. Recruitment and Selection Timetable

The Committee considered the paper setting out the recruitment and selection timetable and advertising

Discussion took place regarding:

- Advertising to take place in the Midweek Herald and social media up to £368

The Committee **RESOLVED** to approve the recruitment and selection timetable as set out:

Closing date for applications is Tuesday 29th May @ 12 noon.

The Town Clerk will send all members of the Personnel Committee the applications on the afternoon of Tuesday 29th May.

Shortlisting meeting – Thursday 31st May time to be agreed

Interviews – week commencing 4th June

Interview panel – three people the Town Clerk and two members of the Personnel Committee.

(moved Cllr Sanham; seconded Cllr Squire)

The Committee **RESOLVED** to advertise in the Midweek Herald, on the website and social media, subject to the cost not exceeding £368.

(moved Cllr Sanham; seconded Cllr Squire)

53. Job Descriptions and Recruitment and Selection Timetable

Discussion took place around:

- The need to complete the schedule of work with the Town Clerk working with the Town Maintenance Officer
- The need to meet with EDDC to discuss their £7,500 contribution to the Town Maintenance Officer post

The Committee **RESOLVED** that the discussion regarding the Town Maintenance Officer and caretaker posts be deferred until the next meeting of the Personnel Committee

The Committee **RESOLVED** that the Town Clerk advertise to source someone to be paid to put up and take down gazebos for the Artisan Markets for June, August and September 2018.

(moved Cllr Squire; seconded Cllr Sanham)

54. Appraisals

Discussion took place around:

- The need to discuss and agree the appraisal process for the Town Clerk with the next Personnel Committee
- The Town Clerk to circulate information regarding the targets and projects that were going into staff appraisals

The Committee **RESOLVED** to carry forward the Events Officer's holiday from 2017/18 due to her not being able to use it before the end of the Financial Year (moved Cllr Squire; seconded Cllr Sanham)

55. Confidential Items

Cllr Beer moved, and the Committee **RESOLVED** that in accordance with the Councils Standing orders the press and public be excluded from the meeting during the discussion of agenda items 8 and 9 as there was likely to be disclosure of confidential information as matters were being discussed that could identify individual(s).

56. Minutes

The Committee **RESOLVED** to defer the agreement of the confidential minutes of the Personnel Committee held on Wednesday 21st March 2018 until the next meeting (moved Cllr Sanham; seconded Cllr Beer)

57. Staffing matters

The Committee considered the staffing matters set out in the Town Clerks report and agreed the recommendations accordingly

The meeting closed at 23:00

Chairman:

Date:

**Personnel Committee
Assistant to the Town Clerk**

The previous Assistant to the Town Clerk left the Council on 5th January 2018. Following the resignation of the post holder this role has been discussed a number of times with the Personnel Committee as follows:

19th December 2017

The Committee **RESOLVED** to not replace the Assistant to the Town Clerk at the current time and that the Personnel Committee in conjunction with the Town Clerk to consider the interim arrangements of the postholder leaving on the 7th January 2018 and to look at the workings of the Council and its Committees to make it more efficient.

23rd January 2018

The Committee **RESOLVED** to keep the position of Assistant to the Town Clerk subject to looking at the Job Description, the level of support for the Town Clerk, hours and salary. If this is within budget the matter be returned to the Personnel Committee to agree the recruitment and selection process and timetable. If this is outside of the budget to refer to Full Council.

21st March 2018

Discussion took place around:

- Whether the benchmarking produced was accurate as Axminster was raised as an example of being incorrect in terms of the assets listed

The Committee **RESOLVED** to proceed with the advertising and replacement of the Assistant to the Town Clerk.

1st May 2018

The Committee considered the paper setting out the recruitment and selection timetable and advertising for the Assistant to the Town Clerk position

Discussion took place regarding:

- Advertising to take place in the Midweek Herald and social media up to £368

The Committee **RESOLVED** to approve the recruitment and selection timetable as set out: Closing date for applications is Tuesday 29th May @ 12 noon.

The Town Clerk will send all members of the Personnel Committee the applications on the afternoon of Tuesday 29th May.

Shortlisting meeting – Thursday 31st May time to be agreed

Interviews – week commencing 4th June

Interview panel – three people the Town Clerk and two members of the Personnel Committee.

The Committee **RESOLVED** to advertise in the Midweek Herald, on the website and social media, subject to the cost not exceeding £368.

To date:

Three people applied for the position of Assistant to the Town Clerk but the interviews have not yet taken place.

Assistant to the Town Clerk Job Description

Overall purpose of the post:

To support the work of the Town Clerk with particular regard to the management of Seaton Town Council, its committees and working groups, organisation of civic events

Committee Administration

- 1 Agendas – to produce the agendas for all meetings of Seaton Town Council and its Committees, in consultation with the Town Clerk and relevant Committee chairman. Ensure that agendas are published in accordance with the legislative guidelines and are available on the noticeboards and website.
- 2 Attend the meetings of the Council's Committees and Sub-Committees as directed by the Town Clerk to take minutes.
- 3 Produce and publish the minutes in accordance with legislative guidelines, circulating to the Town Clerk and relevant Committee chairman for comment before publishing them.
- 4 To act as the responsible officer for preparing 'action lists' from matters arising from Committee meetings and monitor and update these on a regular basis to ensure that deadlines are being met.
- 5 To provide support to the Committee chairmen
- 6 Deputise for the Town Clerk in her absence at meetings of the Full Council and Finance and General Purposes committees as necessary.
- 7 To compile a yearly calendar of meetings, including information regarding the dates that agendas and minutes will be published for Councillors and, once approved, publish on the Council's website
- 8 To produce and distribute any letters to outside bodies as may be required from Council meetings and Committees as directed by the Town Clerk.
- 9 To assist the Town Clerk with the organisation of the Annual Town Meeting

Planning Committee

- 10 To receive all Planning Applications from the Planning Authority and to log details on an electronic Application Schedule compiled for each Planning Committee meeting.
- 11 To record the Planning Committee recommendation for each planning application on the Application. Schedule and to send the completed schedule to the Planning Authority by the specified date.
- 12 To notify the Planning Committee of any variance decision outcomes received from the Planning Authority.

Mayor and Civic role

- 13 To provide administrative support to the Mayor/Deputy Mayor of Seaton

14 Ensuring Civic Protocol is met and upheld.

Communication

15 Under the direction of the Town Clerk to maintain and develop the Town Council website

16 To work with the Town Clerk and colleagues to ensure that the website, Facebook and Twitter is kept up to date and to ensure that a Council response is given where appropriate, ensuring that it is in line with the Council's adopted Communications and Media Policy.

17 To produce press releases, in consultation with the Town Clerk and any relevant Councillors, and photos for public consumption in order to promote the Council and maintain its high public profile.

18 In conjunction with the Town Clerk, liaise with local press and media to maximise promotional opportunities on behalf of the Council.

Governance

19 To assist the Town Clerk:

- In ensuring that the statutory and other provisions governing or affecting the running of the Council are observed.
- Policies and Procedures - to maintain and monitor the Council's policy framework; bringing to the Town Clerks attention when a policy or procedure is due for review and where needed, assisting in the review of said document, including the Code of Conduct, Register of Interest, Standing Orders, Financial Regulations, Committee Terms of Reference, Risk Management Strategy, etc
- To work towards achieving Quality Status for the Council and when achieved to assist in the maintenance of that status.
- To assist in the design and promotion of policies of the Council that respond to community need and expectation.
- In providing support to all Councillors including Member development and information provision.
- Collate information to assist Councillors where necessary, including representation on Outside Bodies.
- Complaints/Freedom of Information Requests - to assist the Clerk in monitoring the Complaints and Freedom of Information Requests logs and ensure that these are being dealt with within the agreed timescales; to chase up actions where needed and provide administrative support if needed

Other

20 To undertake such other duties as may be required from time to time commensurate with the level of the post.

21 To work flexibly to meet the needs of the post.

Standards Expected of All Staff

As an employee of Seaton Town Council, you will always:

- Be fair, courteous and respectful
- Be accountable for your acts and decisions
- To adhere to the Council's Equalities Policy at all times
- To take part in the appraisal process on an annual basis
- Have responsibility for your own personal development
- Contribute and seek continual improvement in your performance and that of the Town Council
- Comply with, and keep up to date with, the rules, regulations, policies and procedures, standing orders and financial regulations of the Council
- To comply with the Data Protection Act
- To comply with the standards set out in the Staff Handbook
- Strive to achieve the standards set for service delivery
- Ensure property and equipment is used properly and cared for
- Ensure the proper safety of officers, Councillors and the public when visiting Marshlands or any other Council property, taking action (or reporting to the Town Clerk) to remedy defects and dangers

Job Description

Town Maintenance Person

Job Title: Town Maintenance Person

Place of work: Seaton

Reports to: Town Clerk

Salary: £8 to £10 an hour depending on qualifications and experience

Status: Permanent

Days of Work: Monday to Friday with occasional evening and weekend working

Hours of work: 32 hours per week, split across 4 days

Overall purpose of the Job: To maintain and enhance the Town Council assets and outdoor areas to a high standard

Responsible to the Town Clerk and employed to undertake the following key responsibilities:

- 1) Repairs, decorations and general maintenance of local authority property within Seaton, as required by Members and the Town Clerk including:
 - Repairs/ Maintenance/ Painting of buildings owned by Seaton Town Council,
 - Ensuring that gardens and outside spaces of buildings are kept clean, tidy and free from rubbish and weeds
 - Carrying out repairs/ maintenance/ painting of street furniture
 - Remove fly posting from street furniture
 - Carry out daily checks in the Councils parks and play parks
 - Complete risk assessments on parks and play areas
 - Maintenance and repair of equipment in parks and play areas
 - Report any instances of damage beyond simple repair and any instances of general defects
 - Remove graffiti in the town on a responsive basis from Seaton Town Council owned land and buildings and report any other instances to East Devon District Council.
 - Work with colleagues from East Devon District Council and Devon County Council to ensure that the town is kept clean and tidy

- 2) Work with the Clerk in ensuring that Seaton Town Council achieves continuous improvements in its maintenance service to the town

- 3) Keep a record of issues relating to the maintenance of the town for Members' consideration
- 4) Place all orders for sundry materials with the Town Clerk
- 5) Act as an ambassador for Seaton Town Council, working in a safe and considerate manner at all times, ensuring the health and safety of all people in the vicinity of the works
- 6) Ensure appropriate, provided PPE workwear is worn at all times
- 7) Carry out daily checks on the vehicle
- 8) Carry out regular checks on equipment

Person Specification

Experience/Skills

- Full driving licence as there is a requirement to drive a Council vehicle
- Practical responsibility in key responsibilities
- Able to work on own initiative and follow a prescribed schedule of work
- Team Player
- Able to undertake the physical aspects of the job

Qualifications/Experience (desirable)

- Chapter 8 accreditation
- Chainsaw training/experience
- Health and Safety training
- Risk Assessments

Other Considerations

- Predominantly outdoor and manual work
- The post holder will be expected to observe safe working practices in carrying out required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to
- Good time keeping and reliability

Further responsibilities

- Provide assistance to exceptional council activities outside your normal sphere of work and outside normal working hours i.e. occasional evenings and weekends
- Carry out any other tasks as directed by the Town Clerk
- Undertake training as required

Town Maintenance Team Work Programme

	Week 1	Week 2	Week 3	Week 4
January Routine	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>
Other	<p>Carry out any repairs and maintenance to play equipment as and when necessary</p> <p>Empty bins in Cliff Field Gardens and hand rubbish to EDDC</p> <p>At Cliff Field Gardens maintain benches, seats, timeline, gates, etc as and when appropriate</p> <p>Clear up any broken glass and report any ASB to Office who liaise with Police</p> <p>Take down Christmas lights</p> <p>Any decoration or works required at Marshlands</p> <p>Complete in-depth monthly play park inspection risk assessment</p> <p>Check footpaths and do any stinging or cutting back as required</p> <p>Litter pick, check and clear parish paths including around the picnic area and St Gregory's lane, etc</p> <p>Any other tasks as requested by the Town Clerk</p>			
February Routine	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks –</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks –</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks –</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks –</p>

	taking photos and filling in risk assessment Putting up agendas and notices in noticeboards Function room set up at Marshlands	taking photos and filling in risk assessment Putting up agendas and notices in noticeboards Function room set up at Marshlands	taking photos and filling in risk assessment Putting up agendas and notices in noticeboards Function room set up at Marshlands	taking photos and filling in risk assessment Putting up agendas and notices in noticeboards Function room set up at Marshlands
Other	<p>Carry out any repairs and maintenance to play equipment as and when necessary</p> <p>Empty bins in Cliff Field Gardens and hand rubbish to EDDC</p> <p>At Cliff Field Gardens maintain benches, seats, timeline, gates, etc as and when appropriate</p> <p>Clear up any broken glass and report any ASB to Office who liaise with Police</p> <p>Any decoration or works required at Marshlands</p> <p>Complete in-depth monthly play park inspection risk assessment</p> <p>Check footpaths and do any stimming or cutting back as required</p> <p>Litter pick, check and clear parish paths including around the picnic area and St Gregory's lane, etc</p> <p>Any other tasks as requested by the Town Clerk</p>			
March Routine	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>
Other	<p>Carry out any repairs and maintenance to play equipment as and when necessary</p> <p>Empty bins in Cliff Field Gardens and hand rubbish to EDDC</p> <p>At Cliff Field Gardens maintain benches, seats, timeline, gates, etc as and when appropriate</p> <p>Clear up any broken glass and report any ASB to Office who liaise with Police</p>			

	<p>Put up signage advertising the Big Clean Put up signage advertising the Artisan Markets Any decoration or works required at Marshlands Check the contents of the ROSPA reports and query any items that look factually incorrect Complete in-depth monthly play park inspection risk assessment Check footpaths and do any stimming or cutting back as required Litter pick, check and clear parish paths including around the picnic area and St Gregory's lane, etc Any other tasks as requested by the Town Clerk</p>			
April Routine	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>
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May Routine	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and</p>

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June Routine	Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and	Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and	Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and	Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and

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July Routine	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (daily) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (daily) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>

Other	<p>Carry out any repairs and maintenance to play equipment as and when necessary</p> <p>Empty bins in Cliff Field Gardens and hand rubbish to EDDC</p> <p>At Cliff Field Gardens maintain benches, seats, timeline, gates, etc as and when appropriate</p> <p>Clear up any broken glass and report any ASB to Office who liaise with Police</p> <p>Put up signage advertising the Artisan Markets</p> <p>Repair and paint benches, planters, flower pots, anchors, boards, information boards</p> <p>Tidy and maintain the outside of Marshlands – painting the walls, jet washing disabled access slopes, etc</p> <p>Work the Cycle Fest weekend and then clear up following the event</p> <p>Complete in-depth monthly play park inspection risk assessment</p> <p>Action any other items from the ROSPA reports</p> <p>Distribute town guides</p> <p>Check footpaths and do any stimming or cutting back as required</p> <p>Litter pick, check and clear parish paths including around the picnic area and St Gregory's lane, etc</p> <p>Any other tasks as requested by the Town Clerk</p>			
August Routine	<p>Routine checks (daily) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (daily) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (daily) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (daily) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>
Other	<p>Carry out any repairs and maintenance to play equipment as and when necessary</p> <p>Empty bins in Cliff Field Gardens and hand rubbish to EDDC</p> <p>At Cliff Field Gardens maintain benches, seats, timeline, gates, etc as and when appropriate</p> <p>Clear up any broken glass and report any ASB to Office who liaise with Police</p> <p>Put up signage advertising the Artisan Markets</p> <p>Repair and paint benches, planters, flower pots, anchors, boards, information boards</p> <p>Tidy and maintain the outside of Marshlands – painting the walls, jet washing disabled access slopes, etc</p> <p>Complete in-depth monthly play park inspection risk assessment</p> <p>Action any other items from the ROSPA reports</p>			

	<p>Distribute town guides Check footpaths and do any stimming or cutting back as required Litter pick, check and clear parish paths including around the picnic area and St Gregory's lane, etc Any other tasks as requested by the Town Clerk</p>			
September Routine	<p>Routine checks (daily) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>
Other	<p>Carry out any repairs and maintenance to play equipment as and when necessary Empty bins in Cliff Field Gardens and hand rubbish to EDDC At Cliff Field Gardens maintain benches, seats, timeline, gates, etc as and when appropriate Clear up any broken glass and report any ASB to Office who liaise with Police Put up signage advertising the Artisan Markets Paint finger posts Bunting and banners down at the end of September Complete in-depth monthly play park inspection risk assessment Action any other items from the ROSPA reports Check footpaths and do any stimming or cutting back as required Litter pick, check and clear parish paths including around the picnic area and St Gregory's lane, etc Any other tasks as requested by the Town Clerk</p>			
October Routine	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at</p>

	Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment Putting up agendas and notices in noticeboards Function room set up at Marshlands	Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment Putting up agendas and notices in noticeboards Function room set up at Marshlands	Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment Putting up agendas and notices in noticeboards Function room set up at Marshlands	Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment Putting up agendas and notices in noticeboards Function room set up at Marshlands
Other	<p>Carry out any repairs and maintenance to play equipment as and when necessary</p> <p>Empty bins in Cliff Field Gardens and hand rubbish to EDDC</p> <p>At Cliff Field Gardens maintain benches, seats, timeline, gates, etc as and when appropriate</p> <p>Clear up any broken glass and report any ASB to Office who liaise with Police</p> <p>Any decoration or works required at Marshlands</p> <p>Refurbish bus shelters</p> <p>Switch off water at the allotments</p> <p>Complete in-depth monthly play park inspection risk assessment</p> <p>Check footpaths and do any stimming or cutting back as required</p> <p>Litter pick, check and clear parish paths including around the picnic area and St Gregory's lane, etc</p> <p>Any other tasks as requested by the Town Clerk</p>			
November Routine	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>
Other	<p>Carry out any repairs and maintenance to play equipment as and when necessary</p>			

	<p>Empty bins in Cliff Field Gardens and hand rubbish to EDDC At Cliff Field Gardens maintain benches, seats, timeline, gates, etc as and when appropriate Clear up any broken glass and report any ASB to Office who liaise with Police Put up signage advertising the Artisan Markets Put up the Christmas lights and decorations Any decoration or works required at Marshlands Complete in-depth monthly play park inspection risk assessment Check footpaths and do any stimming or cutting back as required Litter pick, check and clear parish paths including around the picnic area and St Gregory's lane, etc Any other tasks as requested by the Town Clerk</p>			
<p>December Routine</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Routine checks (twice a week) on Elizabeth Road, Underfleet and Cliff Field Gardens</p> <p>Weekly routine operational inspection of play equipment at Elizabeth Road and Underfleet play parks – taking photos and filling in risk assessment</p> <p>Putting up agendas and notices in noticeboards</p> <p>Function room set up at Marshlands</p>	<p>Office Closed</p>
<p>Other</p>	<p>Carry out any repairs and maintenance to play equipment as and when necessary Empty bins in Cliff Field Gardens and hand rubbish to EDDC At Cliff Field Gardens maintain benches, seats, timeline, gates, etc as and when appropriate Clear up any broken glass and report any ASB to Office who liaise with Police Any decoration or works required at Marshlands Complete in-depth monthly play park inspection risk assessment Check footpaths and do any stimming or cutting back as required Litter pick, check and clear parish paths including around the picnic area and St Gregory's lane, etc Any other tasks as requested by the Town Clerk</p>			

Other items:

Liaising with HAGS on play park matters including site meetings, phone conversations and emails

Liaising with Harcombe Engineering on tasks including Christmas lights, zipwire at the Underfleet, banners and bunting

Liaising with EDDC including street scene team and electricians, etc

Liaising with John Widger on hanging baskets, planters, brackets, quotes etc

Liaising with Council contractors on matters including things such as the boiler replacement, plastering, windows, etc

Liaising with local groups using gazebos and showing them the lock up and explaining how to set the gazebos up, etc

Unloading deliveries – including gazebos, gazebo weights, tables, chairs, etc

Vehicle maintenance checks

Organising and tidying up the lock up

Checking the allotments including the water, skip loading as and when appropriate and other works as and when requested

Repair any damaged signage as and when appropriate e.g. timeline at Cliff Field Gardens

When the town guides are ready – collect them, unload them from the van and move to other part of the building for storage

Tree clearing with chainsaw when there is a fallen tree

Personnel Committee Appraisal

The purpose of this report is to consider whether Councillors have access to staff appraisals and whether to include reference to an appeals process in the Appraisal Process.

At the Full Council meeting on 2nd July the Council **RESOLVED** that the adding in of reference to an appeals process and a discussion on who should see the appraisals of staff other than the Town Clerk would go back to the Personnel Committee for consideration. The Town Clerk is to obtain advice from the Devon Association of Local Councils (DALC) on who should see staff appraisal paperwork.

The appraisal process is attached for Councillors reference.

In terms of advice, the Town Clerk sought the advice of both DALC and South West Councils.

The advice is as follows:

Advice from DALC

Hello Amy – as the manager of the staff of the council, I would expect you to conduct the appraisals, set targets, identify training needs of your staff. As you say, it can be useful as part of that process to check with relevant councillors – might be the staffing committee, or could be the chair of a particular committee the staff member works with – so you can make sure you haven't missed any future developments in the work which might affect training needs or targets.

But I would not expect councillors to conduct the appraisals of staff other than the clerk – that seems to me to undermine that role as manager of the staff. You might want to feed back to the personnel committee any outstanding successes identified – ask for resources for training requirements, or of course to ask for support in sorting out particularly difficult problems identified. Different organisations have different procedures re sharing appraisal paperwork – here for instance my appraisal is conducted by my line manager, seen by their line manager and by the HR manager. It would not be made available to trustees. In a council I can see that you might want to share paperwork with the personnel committee members, but it must be transparent who will be seeing a staff member's appraisal form. And the wider the group seeing such paperwork the less likely it is that a staff member will feel able to be open during the process.

I would look on the ACAS website for good practice when it comes to appraisals as this might help members understand the function and value of the system.

Advice from South West Councils

I completely agree with your approach to Appraisals. Within the Appraisals the manager/s and employees have meaningful conversations about what has and hasn't been achieved in the last year based on the previous years SMART targets,

discuss attendance rates, personal issues if these have or are affecting attendance/quality of work (highly confidential information e.g. reasons for sickness absence, personal relationship issues), areas for development, training needs and set new SMART targets. Therefore, it is important that this information remains between the managers who have conducted the appraisal and the employee to ensure trust, confidence and confidentiality is maintained as much as possible.

It would be best practice for you to highlight to the personnel committee (not the whole council), any significant/serious areas of concerns e.g. acts of gross misconduct/safeguarding, trends, training needs or great achievements that can be shared with colleagues so that they can if applicable also put a better way of working into practice.

Please let me know if you require anything further.

Email from Town Clerk to South West Councils:

There is discussion going on at the moment at the Council on appraisals and whether all members of the Personnel Committee should be able to see the full appraisal paperwork of all members of staff.

The structure that is in place is that I am appraised by two Councillors from the Personnel Committee and then they all get to see my appraisal paperwork (which I have no problem with).

As the Town Clerk it is delegated to me to carry out the appraisals for all other members of staff. At previous employers I have carried out the appraisals and the paperwork has been between myself and the member of staff and the Personnel department. In this case I have suggested to Councillors the approach of I carry out the appraisals and then take a report back to them of any areas of concern and any training needs. I'm not sure that members of staff would be completely honest as to how they are feeling if they know that Councillors will be reviewing their appraisals.

SEATON TOWN COUNCIL APPRAISAL PROCESS

Introduction

This document outlines Seaton Town Council's appraisal process.

What is an appraisal?

Appraisals regularly record an assessment of an employee's performance, potential and development needs. The appraisal is an opportunity to take an overall view of work content, loads and volume, to look back on what has been achieved during the reporting period and agree objectives for the next.

What are the benefits of appraisals?

Appraisals can help to improve employees' job performance by identifying strengths and weaknesses and determining how their strengths can be best utilised within the organisation and weaknesses overcome. They can help to reveal problems which may be restricting employees' progress and causing inefficient work practices.

Who does appraisals?

1. The Personnel Committee shall resolve to delegate the appraisal of the Town Clerk to two members of the Personnel Committee. Feedback will be given to the Personnel Committee including details of any areas of concern.
2. The Town Clerk will do the appraisals of all other employees of the Council.
3. The Town Clerk will report any issues or areas of concern to the Personnel Committee for their consideration.

Elements of the appraisal process

Key elements of performance appraisal are:

1. **Measurement** – assessing performance against agreed targets and objectives, as well as behaviours and attitudes against espoused values.
2. **Feedback** – providing information to individuals on their performance and progress and on what's required to continue to perform well in the future, particularly in view of any change programme and evolution of roles.
3. **Positive reinforcement** – emphasising what has been done well, offering constructive criticism about what might be improved, drawing out the importance of how things are done, as well as what is done, and ensuring effort is directed at value-adding activities.
4. **Open exchange of views** – a frank exchange of views about what has happened, how appraisees can improve their performance, the support they need from their managers to achieve this and their aspirations for their future career.
5. **Agreement** – jointly coming to an understanding by all parties about what needs to be done to improve and sustain performance generally and overcome any issues raised in the course of the discussion.

Timings of Appraisals

The annual Appraisals will take place in February and March each year. The Town Clerk will write to each member of staff outlining the date and time of the appraisal. Each member of staff will be provided with a pack 1 month prior to their appraisal so that they can prepare.

A half year review will take place in August or September each year to review progress against objectives and targets and also to ensure that the training and development plan is up to date.

Following the half yearly review the Town Clerk will then produce a Council training plan which will contain training and development needs of staff and Councillors. The training plan will also include estimate costings of training. The Plan will then go before the Personnel Committee to consider and to make recommendation to the Finance and General Purposes Committee in terms of the level of training budget that should be set.

The Town Clerk will have regular one to ones with all staff throughout the year and will ensure that any emerging issues are tackled then rather than waiting until the appraisal.

Appraisal Paperwork

The appraisal paperwork is attached as Appendix A

**PERSONAL DEVELOPMENT SCHEME
APPRAISAL FORM**

Employee name	
Name of reviewer	
Date of Review	
Venue	

Review of Previous year:

Achievements:

-

Challenges:

-

Development:

-

Other issues raised

Future Plans, Objectives and Targets

Comments from Employee:

Comments from Reviewer:

Employee signature:

Date:

Reviewer signature:

Date:

