

Monday 24<sup>th</sup> February 2020 - 2pm, The Roy Underdown Pavilion, Baron Road, Hamble SO31 4RY

1. Welcome
  - a. Apologies for absence
  - b. Declaration of interest and approved dispensations
  - c. Approve minutes

2. Public Session

3. Annual Leave - Hedge End review

**Exempt Business** - To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

4. Appraisals, training and pay awards for 2020/21

**Dated:** 19<sup>th</sup> February 2020

**Signed:** Amanda Jobling, Clerk to Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31 4JE. 023 8045 3422.

**UPCOMING PARISH COUNCIL MEETINGS**

Planning Committee - Monday 24<sup>th</sup> February, 7pm at The Roy Underdown Pavilion

Asset Management Committee - Tuesday 3<sup>rd</sup> March, 8.30am at The Roy Underdown Pavilion

Full Council - Monday 9<sup>th</sup> March, 7pm at The Roy Underdown Pavilion

Planning Committee - Monday 23<sup>rd</sup> March, 7pm at The Roy Underdown Pavilion

**OTHER UPCOMING PUBLIC MEETINGS**

**Eastleigh Borough Council Local Area Committee Meetings**

Thursday 16<sup>th</sup> March, 6pm at Hamble Primary School (proposed venue)

Minutes: Personnel Committee

Tuesday 26<sup>th</sup> March 2019 9am at The Mercury Library and Community Hub, High Street, Hamble SO31 4JE

Present: Councillors: P Beach (Chair), S Cohen, S Hand and I Underdown

Clerk

Members of the Public: None

Minute reference is 26032019 + the agenda item number

<b>1a. Apologies for absence</b>			
Cllrs James			
<b>1b. Declaration of interest and approved dispensations</b>			
none			
<b>1.c To agree the minutes 20<sup>th</sup> July 2018</b>			
Corrections were noted and <b>IT WAS RESOLVED</b> to accept the Minutes, which were then signed by the Chair.			
<b>Proposed</b>	Cllr Underdown	<b>Seconded</b>	Cllr Cohen
<b>2. Public Participation</b>			
No members of the public were present.			
<b>3. Notes of the 23<sup>rd</sup> October 2018</b>			
The notes of the meeting in October were agreed but not formally approved given the meeting had not been quorate			
<b>4/5. Violence and Lone Working Policy and Harassment in the workplace</b>			
The Clerk outlined the current policies in place through the handbook but the need to develop these further. This had come from work on Health and Safety and the need to review arrangements for keeping staff safe.  It was recognised that the nature of some work and the locations where work is carried out can carry a higher risk and that there was a need to understand these in more detail. Members were keen to ensure that staff were able to comment on the policy at the earliest and to report back once the consultation was completed.			
<b>6. Priorities for 2019 and working patterns</b>			
Members considered the workplan and the potential pinch points during the year when resources would be stretched.  Cllr Cohen requested that the workplan was refined and all tasks carried out throughout the year are included so that it accurately reflects the work of all the team and the impact of project work on staff at key times of the year. It was agreed it would go onto Council in April in a more developed form.  Discussion also focused on the time commitment arising from the Mercury project and the impact this was having on the office team. The Clerk was asked to draft a letter to go to the Chief Executive at EBC outlining concerns. <i>Cllr hand left the meeting at 10.25</i>			
<b>7. Team Working Day 1<sup>st</sup> May</b>			
The committee was briefed on the content of the day and the use of Belbin as a tool to help people better understand their natural team styles. From this it is hoped that staff can adjust their ways of working to better reflect the style of others. Questionnaires are being sent out so that the analysis is complete ahead of the day. There will be several activities included during the day to demonstrate the importance of good team working.			
<b>8. Quarterly monitoring</b>			

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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This was not available for the meeting.

**Exempt Business**

**IT WAS RESOLVED** to move to Exempt business

**Proposed**

Cllr Underdown

**Seconded**

Cllr Cohen

The matters discussed were (9) Approve the Exempt Minutes of 20<sup>th</sup> July 2018 and (10) Appraisals and Training.

*The meeting ended at: 11.05am*

DRAFT

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**From:** Brett Athow  
**Sent:** 12 February 2020 17:44  
**Subject:** RE: Holiday entitlement

Please can you check that the info is correct for your Parish.

- **Bishopstoke PC**  
22 days + 2 statutory days + bank and public holidays. After 5 years' service the entitlement rises to 25 + 2 + bank holidays
- **Botley PC**  
The Parish Council does not use the national local government contract so all entitlements are statutory minimum.  
Annual leave is fixed at the statutory minimum of 28 days including bank holidays. There is no change for length of service. No days off for elections or extra local government days off.
- **Fair Oak & Horton Heath PC**  
21 days + 2 statutory days + bank and public holidays. After 5 years' service entitlement rises to 25 + 2 + bank holidays
- **Hamble PC**  
21 days + 2 statutory days + bank and public holidays. After 5 years' service entitlement rises to 25 + 2 + bank holidays
- **Hedge End TC**  
Under consultation – proposed 21 days + 2 statutory days + bank and public holidays. After 5 years' service entitlement rises to 25 + 2 + bank holidays
- **Hound PC**  
22 days + bank holidays. After 5 years' service entitlement rises to 27 days + bank holidays
- **West End PC**  
21 days plus Bank Holidays. After 3 years' service 25 days plus Bank Holidays, after 10 years one additional day and then after 15 years another additional day.

I haven't included Bursledon yet, they haven't given me the permission to share and Chandlers Ford failed to respond at all.

In addition I looked at some of the larger authorities

- **Eastleigh Borough Council** (after 5 years' service) – Up to 30 days annual leave - dependent on salary scale and length of service + 1 discretionary day at Christmas.
- **East Hants DC** (after 5 years' service) – 30 days + bank holidays
- **Hampshire CC** (after 5 years' service) - a maximum of 30 days (pro rata) (dependent on grade)
- **Winchester CC** : Table below + all staff are given 1.5 days in addition to their contractual annual leave quotas to be taken when the Council offices close over the Christmas/New Year break

Grade	Basic	2+ years	5+ years
1-7	25 days	28 days	32 days
8-10	26 days	29 days	34 days
ELB	30 days	33 days	34 days

I think it would be good to see a consistent approach to holiday entitlement across the Parishes that is more in line with the larger Authorities, we do after all work a lot harder!

Kind regards

**Brett Athow**  
**Hedge End Town Council**