

Development, Governance & Personnel Community (D.G.P)

Report for Alston Moor Parish Council

This report covers the period from February to June 2021

No formal meetings of this committee have been held since February. The meeting due to be held May, had to be cancelled following the changes in legislation which no longer permitted meetings to be held remotely. Due to councillors' other commitments, we have been unable to re-schedule a meeting.

The D.G.P Committee identified the need to implement a formal appraisal policy to meet the terms of our Standing Orders. Initial research on sample policies did stall, but members have resumed work and have identified several policies which we can consider adapting for our needs. We have also considered using a training and appraisal policy that could encompass needs of both councillors and staff. It was suggested that guidance on councillor and clerks' roles and relationships (protocol), could be integrated with an induction/information pack for councillors, alongside a mentorship scheme (as previously discussed by the former Advisory, Development and Policy working group).

Work continues to re-establish the role of Community Warden or Lengthsman. The group are looking into job descriptions, and contracts, but it was suggested that we approach the local authority to find out what services are currently provided so we don't overlap. Once the role is formalised the committee would look towards recommending to full council that the vacancy be advertised.

The recently introduced community awards scheme has been well received. An award was presented for each of the three parish wards. The three nominees were selected by council as follows in recognition of their service to our community.

Nenthead - Tony Pennell, Nenthead Community Snowplough, Tania Rymer – Alston Medical Practice and Christine Brown – Garrigill Post Office.

The plan to grow the scheme, includes asking residents to put forward nominations for not only those awards presented this April, but to also consider introducing other categories of award, including recognising the achievements of our younger generation. Establishing an annual awards event where the unsung heroes in our community can be recognised for their commitment.

The recently approved Finance Committee has yet to meet.

A rolling calendar of policy reviews continues. Our Recording of Meetings Protocol, Health and Safety and Lone Working policies are those scheduled for review next. The group have also identified the need to introduce a redundancy policy, it is recommended that we approach our Human Resources team for advice and support on any personnel matters relating to policies, protocols and contracts of employment.

Suggested items to be progressed out our next meeting include:

- Finalising a draft Staff/Councillor Training and Appraisal Policy
- Officers and member's protocol
- Finalising the Community Warden / Lengthsman role

Currently the D.G.P Committee is the only body set up to deal with staffing matters. Following the recent resolution by full Council to appoint a secondary committee for staffing (May 2021). New arrangements will need to be considered including:

- New Terms of reference for D.G.P Committee (to be revised in respect of personnel remit being removed)
- New title for committee
- Adoption of new terms of reference for Staffing Committee – once agreed

Councillor Maxine Denoual - Chair of Development, Governance and Personnel Committee. 27th July 2021