



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

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To All Members of the Staffing Committee of Ecclesfield Parish Council

SUMMONS

25th June 2020

Dear Councillor,

You are respectfully summoned to attend the Staffing Committee meeting to be held virtually at **2.00pm on Thursday 25 June 2020**.
Please follow the link below to join the meeting

Meeting ID:

<https://us02web.zoom.us/j/88229067593?pwd=UUQ5WGJ3TjgvTzVlaWZmZFdsM2VwUT09>

Password: 296779

To join via phone

United +44 203 4815240

Kingdom +44 131 460
1196

+44 203 0512874

+44 203 4815237

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 and the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England Regulations) 2020, the public and press may attend the meeting.

Yours sincerely

John Brownrigg

John Brownrigg
Interim Clerk and Responsible Financial Officer
Ecclesfield Parish Council

Chairman's announcement

Prior to the commencement of the meeting, the Chairman will outline the procedure for this remote meeting to ensure that the meeting is effective and lawful including:

- Councillors must observe the council's code of conduct during the meeting.
- Voting procedure.
- Public session and exclusion of the press and public procedures
- Anyone wishing to record is asked to let the Chairman of the meeting know prior to the start of the meeting. The meeting is being recorded by the council.
- All councillors present are required to state their name prior to the commencement of the meeting.

AGENDA

7. To consider the appointment of a Chairman and Vice Chairman of the Staffing Committee.

8. Apologies and Reasons for Absence

To receive apologies for absence from members and to consider the reasons for absence.

9. Press and Public Exclusion

To identify any items for discussion that may require the exclusion of the press & public. Items 13,14,15.

10. Declarations of Interest

To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting.

11. Staffing Committee minutes.

To receive the minutes from the staffing committee meeting on 29th May 2020 for information. Attached pages 4=5.

12. Review Terms of Reference for the Staffing Committee

Attached pages 6-8.

13. Consider recruitment of a Locum Clerk

Consider the draft advertisement for the vacancy, salary for the post and hours. Page 9

14. Consider appointment of a Clerk.

14.1 To consider the Clerk/RFO vacancy, advertising the post, deadlines for submissions for applicants, salary for the post and hours. Job description pages 10-12, Previous advertisement page 13.

14.2 To receive the advice from YLCA re Clerk.

15. To consider appointing an HR Company to investigate staffing issues and provide a report to Council and the costs incurred.

16. Closure and date of next meeting

To arrange the date for the next Staffing Committee meeting.

ECCLESFIELD PARISH COUNCIL

Draft Minutes of the Staffing Committee Meeting of Ecclesfield Parish Council held 29th May 2020.

The meeting was held remotely on Zoom according to the remote meeting procedures.

Present:

Councillors: T. Bawden, T. Grantham, V. Bowden, P. Swift and C. Lavery (Chair) J. Housley (ex officio) and J. Brownrigg (ex officio)

1. Apologies and reasons for absence

To receive apologies and consider approval of reasons for absence

None

2. Press and Public exclusion

To identify any items for discussion that may require the exclusion of the press and public.

RESOLVED: That by virtue of The Public Bodies (Admissions to Meetings) Act 1960 the press and public would be excluded from the meeting for agenda items

4 and 5 as publicity would be prejudicial to the public interest.

3. Declarations of Interest.

To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting.

None

At this point the meeting moved into confidential discussion. There were no members of the press and public present. The Chair informed the Committee that the recording was stopped and asked any members who were recording privately to stop.

- 4. Administration Officer Work**
- 5. Correspondence from the Clerk and RFO.**

Items 4 and 5 were discussed together. The Administration Officer had been working overtime in order to manage the office workload and was finding it stressful. She had gone on what was expected to be an extended period of sick leave starting on 29th May 2020.

In addition, the resignation of the Clerk had been received in writing on 22nd May 2020 to take effect on 31st May 2020. This was in accordance with her contractual conditions in the probationary period.

The effects on the management of the work of the Council and strategies to alleviate any problems were discussed.

It was resolved the Chairman would contact YLCA to explore the possibility of employing a Locum Clerk to manage the work of the Council temporarily whilst recruitment for a new Clerk was undertaken.

6. Closure and date of next meeting.

The meeting closed at 14.50. It was decided not to fix the date of the next meeting date until the Chairman had some feedback from YLCA.

Draft minutes typed by C. Levery in the absence of a Council Officer.

TERMS OF REFERENCE

STAFFING COMMITTEE

Membership – 7 Members (5 plus 2 Ex Officio)

(To be elected annually at the Annual Meeting of the Parish Council each year)

- The Chairman, Vice-Chairman of the Council shall be ex-officio, a voting member of every Committee
- The Staffing Committee to consist of 7 members, Chairman, Vice-Chairman of the Council, plus 5 Parish Councillors (both genders should be represented)
- The Chairman and Vice-Chairman are to be elected annually by the Staffing Committee at the first meeting after the Annual Council meeting of Ecclesfield Parish Council and shall hold office until the next Annual Council meeting.
- The quorum of the Committee is 3.

Aim

To develop strategy and policy in all matters relating to human resources and to take employment related decisions on behalf of the Council where directed.

Objective

To provide effective and professional staff management in all matters related to the employees of the council and to help ensure that the Council is exercising an adequate duty of care for all of its employees.

Meeting

The Clerk/Advisor to Council will call a Staffing Committee meetings as and when necessary. Members will be summoned to attend meetings which will be held in the Parish Council offices and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

Documentation

2

Minutes of all meetings will be recorded by the Clerk/Advisor to Council and circulated at full council meetings of Ecclesfield Parish Council for information. All resolutions and

recommendations to full council shall be recorded in the minutes of the meetings.

Accountability

The Staffing Committee has delegated powers to act/make decisions on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Staffing Committee's terms of reference shall be made to the full council.

Scope

- The Staffing Committee to have full delegated powers for the recruitment and selection of all staff, with the exception of the post of Parish Clerk/RFO (see below). The Committee will follow the provisions of the council's recruitment policy.
- The successful shortlisted applicants to be interviewed by the Staffing Committee. Short listed applicants will then be required to give a presentation to the full council for the Parish Clerk/RFO Post on a topic relevant to current issues.
- The Staffing Committee to have delegated powers to consider and implement any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC "Green Book") and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC)
- The Staffing Committee to have delegated powers to administer the Discipline and Grievance Procedure, subject to agreement by both parties. If agreement cannot be reached then the matter will be referred to full Council.
- The Staffing Committee will appoint one of its members to act as Line Manager to the Clerk/Responsible Financial Officer and to direct the line manager in his/her role and responsibilities.
- The Staffing Committee to have delegated powers to carry out annual staff appraisals and to submit proposals in respect of salaries and training of all staff to the Finance Committee (not later than the end of December each year)
- The Staffing Committee to consider and recommend implementation of the pay awards to Council, increments and payroll management.
- The Staffing Committee to have delegated powers to review staff pension arrangements.

- The Staffing Committee to have delegated powers to review job descriptions, person specifications, staff establishment (including promotion and re-grading) and to approve contracts of employment.
- The Staffing Committee to have delegated powers to review the Staff Handbook and Councillors Handbook.

3

Review

The Staffing Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting. **Approved by Council 09.01.20**

Review Date June 2020

Draft Advertisement

Locum Clerk/RFO vacancy at Ecclesfield Parish Council available immediately.

Ecclesfield Parish Council is located in the North of Sheffield and covers the areas of Ecclesfield, Chapeltown, High Green, Thorncliffe, Burncross and Grenoside.

The Parish Council has an immediate vacancy for a suitably qualified person to cover the Clerk/RFO duties until a permanent Clerk is appointed. The position is 25 hours a week, Salary £33,799 to £37,849 pro rata.

Working from Ecclesfield Parish Council Offices, although there is the opportunity to work from home. You would be expected to attend and minute all Ecclesfield Parish Council meetings. During the COVID-19 lockdown meetings have been held remotely via Zoom and it is anticipated that this will continue until the restriction ends. You would also be responsible for three administrative staff.

The Locum Clerk will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Locum Clerk will also be the Responsible Financial Officer and responsible for all financial records of the council and administration of its finances.

The ideal candidate will be an experienced Clerk, preferably CiLCA-qualified, although consideration will be given to applicants who can demonstrate relevant experience.

If you are interested in this position please contact Ecclesfield Parish Council for a full job description and application pack.

**JOB DESCRIPTION CLERK / RESPONSIBLE
FINANCIAL OFFICER (RFO) ECCLESFIELD PARISH
COUNCIL**

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare management accounts monthly for Council
3. To meet and prepare documentation for the Internal Auditor
4. To complete the quarterly VAT return and to complete payroll for staff using current Sage Payroll.
5. To produce Year End Payroll and Year End Accounts including the submission of the Annual Governance and Accounts Return to the External Auditor.

6. To ensure that the Council's obligations for Risk Assessment are properly met
7. To ensure that Data Protection and the new regulation (GDPR 2018) is adhered to protect the Council from any breaches in Data Protection.
8. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval, other than where such duties have been delegated to another Officer.
9. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
10. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
11. To study reports and other data on activities of the Council and be competent in accessing information from the Internet on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
12. To draw up and where appropriate deliver both on their own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise the Council on practicability and likely effects of specific courses of action.
13. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
14. To monitor the implemented policies and review policies and procedures of the Council to ensure that they are achieving the desired result and where appropriate suggest modifications.
15. To act as the representative of the Council as and when required.
16. To issue notices and prepare agendas and minutes for the Annual Parish Meeting; to attend the assemblies of the Parish Meeting and to

implement decisions made at the Parish Meeting.

17. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of the Council.
18. To attend training courses, seminars or conferences on the work and role of the Clerk as required by the Council.
19. To carry out any other duties and responsibilities which arise from time to time which are commensurate with the role of the Clerk/Responsible Financial Officer.

Revised December 2019

Ecclesfield Parish Council Vacancy – Part-time (25 Hours) **Parish Clerk & RFO**

A vacancy has arisen for a Parish Clerk and RFO to Ecclesfield Parish Council. We are seeking a qualified CiLCA Clerk or a person working towards completion of CiLCA. The applicant must be an experienced person with a wide variety of skills. The post would probably suit someone who has previous experience in management within local government. This is a post of 25 hours per week with the benefit of flexible working (Council and committee meetings in the evenings) and a pro rata salary in accordance with NJC SCP 31 – 35 (£33,799 - £37,849).

The Clerk will also act as the Council's Responsible Financial Officer, therefore financial acumen will be essential, as well as Leadership and Communication skills. The Parish of Ecclesfield has approximately 40,000 residents and its Parish Council has 15 Councillors.

An application pack containing Job Description, Person Specification and details of where to send your application can be obtained by writing to, telephoning or emailing Ecclesfield Parish Council, The Council Offices, Mortomley Lane, High Green, Sheffield, S35 3HS. Telephone 0114 2845095. The e-mail address for all applications and correspondence regarding the post is admin@ecclesfield-pc.gov.uk

Closing date for applications TBA