

**Minutes of a Remote Meeting of the Staffing Committee  
Held on Thursday 23 July 2020 via Zoom Video Conference**

**Commenced: 7.00pm – Concluded: 7:50pm**

**Councillors Present:** Carol Levery (Chair), Victoria Bowden

**Ex-Officio (with voting rights):** John Housley (Council Chair) and John Brownrigg (Council Vice-Chair)

**Absent Councillors:** Terence Bawden, Tracy Grantham, and Paul Swift

**Observing Councillors (not a member of the committee):** Anthea Brownrigg and Kate Guest (minute taker)

**Members of the Public:** Two members of the public

**Chairman’s Opening Remarks**

To receive the Chairman’s opening remarks.

Note: In accordance with the Remote Standing Orders Addendum, the Chairman will notify those present about the holding of virtual meetings.

The Chair reminded members about the meeting protocols surrounding virtual meetings and councillor conduct. Members of the public were reminded of their right to participate and advised that this item had inadvertently been missed off the agenda. All committee members introduced themselves.

**2020/017 Apologies for Absence  
(SC)**

To receive and approve apologies for absence and reasons given to the Clerk / Chair of the Committee prior to the meeting.

Apologies were received from Cllr Grantham and Cllr Swift.

Proposed by Councillor Levery and Seconded by Councillor Housley, and

**RESOLVED:** That the apologies of absence and reasons are accepted and approved by the committee.

**2020/018 Exclusion of Press and Public – Public Bodies (Admission to Meetings Act)  
(SC) 1960**

To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

Proposed by Councillor Levery and Seconded by Councillor Brownrigg, and

**RESOLVED:** That the exclusion of the press and public is applied to agenda item number 21 'Consider the invoice for services from the previous Locum Clerk' due to the sensitivity of information contained and that the agenda item number 21 is moved to the end of the meeting.

**2020/019 Declarations of Disclosable Pecuniary and Other Interests**  
**(SC)**

To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

No declarations of interests were received.

**2020/020 Minutes**  
**(SC)**

To approve the draft minutes of the Staffing Committee held on 25 June 2020. The Chair advised that Item 13, Recruitment of a Locum Clerk, it had been resolved to contact the previous applicant and invite them to meet with the Staffing Committee. The Chair had sent out an email to the Staffing Committee using an email template used by the Office Staff, but it had not contained all of the Staffing Committee's email addresses. Regrettably, this meant that not all committee members received the invitation to the meeting. The Chair apologised for this error.

Proposed by Councillor Levery and Seconded by Councillor Housley, and

**RESOLVED:** That the draft minutes of the Staffing Committee meeting held on the 25 June 2020 are approved as a true record of proceedings subject to the above amendment.

**2020/021 Consider Recruitment of a Locum Clerk**  
**(SC)**

A discussion took place and it was advised that both YLCA and SLCC had been approached with regard to the vacancy, but nothing had been received back from either body. YLCA had previously advised that the Parish Council do not have to advertise for a Locum Clerk. Cllr Housley advised that he had received a tentative enquiry about the position from someone known to the Parish Council and who was qualified in CILCA.

Proposed by Councillor Housley and Seconded by Councillor Brownrigg, and

**RESOLVED:** That the person be contacted and invited to meet informally with the Staffing Committee.

**2020/022 Consider appointment of a Clerk / RFO  
(SC)**

**22.1 To consider the hours for the Clerk post currently 25 hours per week**

At the previous Staffing Committee meeting it was discussed as to whether the Parish Council was either not advertising for enough hours in order to attract applicants or paying the correct salary.

The Chair had been researching other recent vacancies for Parish Clerks to see where the Council stood in relation. A discussion took place around the hours for the post and what the financial implications would be if the hours were increased. It was acknowledged that due to the staffing situation, the staff in the office were performing extra duties as and when able to do so and everyone was appreciative of their efforts. Also, both staff would like to undertake more training and qualifications.

Proposed by Councillor Bowden and Seconded by Councillor Brownrigg, and

**RESOLVED:** That the existing 25 hours per week be kept in place.

**22.2 To consider the salary range for the Clerk post currently New SCP 31-35**

A discussion took place around increasing the scale points for the post of Clerk. It would be considerably more expensive to move the Clerk up a band scale. It was noted that the current pay scale and hours had not deterred previous applicants and they had not left as a result of these factors.

A discussion took place around the impact on the current years budget and that if in the future it is decided to either increase hours or salary then this could be factored into next years budget preparation. It was also noted that this year's budget may not be impacted too much as the Council is not currently paying for a Clerk.

Proposed by Councillor Levery and Seconded by Councillor Housley, and

**RESOLVED:** That the existing salary and scale point be kept in place.

**22.3 To consider the proposed timetable for recruitment**

A discussion took place around the proposed timetable for recruitment.

Proposed by Councillor Levery and Seconded by Councillor Brownrigg, and

**RESOLVED:**

Advertising the position – August 2020 with a closing date of 04/09/20

Shortlisting – w/c 07/09/20

Letters to interviewees – 11/09/20

Interviewing – 22/09/20

Presentation to Council – 01/10/20

**22.4 To identify sites for advertising the Clerk / RFO position**

A discussion took place as to where to advertise the vacancy and YLCA and SLCC were suggested along with the local paper, The Star. It was also suggested to send an email to members of the committee who were not present for their thoughts as to where to advertise.

Proposed by Councillor Levery and Seconded by Councillor Bowden, and

**RESLOVED:** That the position be advertised with YLCA, SLCC, The Star and to email the remaining members of the committee for their suggestions.

**22.5 To consider the membership of the interview panel for the Clerk / RFO position**

A discussion took place and it was suggested that the format used for previous interviews had worked well.

Proposed by Councillor Levery and Seconded by Councillor Bowden, and

**RESOLVED:** That the Chair of Council, the Chair of Staffing, and the Chair of Finance interview the short-listed applicants and if unavailable then the Vice Chairs stand in. For the date of the proposed interview to be noted in the diary.

**2020/023 Recommend that the Community Liaison and Archive worker be (SC) permanently employed**

The Chair advised that the Community Liaison and Archive worker has been with the Parish Council for 3 months and has successfully completed their probationary period. Everyone commented on how well they had fitted into the Team and was making good progress with both aspects of the role.

Proposed by Councillor Levery and Seconded by Councillor Bowden, and

**RESOLVED:** That the Community Liaison and Archive worker be permanently employed by the Parish Council.

The Committee resolved to move into confidential business.

**2020/24 Consider the invoice for services from the previous Locum Clerk (SC)**

A discussion took place regarding the detailed time sheet that had been provided by the previous Locum Clerk.

Proposed by Councillor Housley and Seconded by Councillor Bowden, and

**RESOLVED:** That the invoice received from the previous Locum Clerk be paid.

**2020/025 Closure and date of next meeting (SC)**

The Chair closed the meeting at 7:50pm and the date of the next meeting would be left to be decided.