

Castle Bromwich Parish Council

MINUTES OF STAFFING COMMITTEE MEETING

HELD ONLINE via 'ZOOM'

TUESDAY 16th JUNE 2020, 6.30pm



Committee members: Cllrs Mrs A Shaikh Ahmed, Mrs P Allen, S Beechey, J MacDonald, K Shaw

Committee quorum is 3 members

Present Cllrs: Mrs A Shaikh Ahmed Mrs P Allen S Beechey
J MacDonald K Shaw

Officers: Mrs G Lungley – Support Officer (Host of Meeting)
Mrs Y Smith – Acting Clerk

Non-committee members/Members of the public: CBPC member Cllr E Knibb

It was noted prior to the start of the meeting that the meeting was being recorded for administrative purposes only.

Staffing **Appointment of committee Chairman and welcome**
20-06/01 Cllr K Shaw was proposed by Cllr Mrs P Allen, but declined acceptance of the position.
Cllr J MacDonald put himself forward as Chairman.
Members **AGREED** to appoint Cllr J MacDonald to Chairman of this committee

Staffing **To note apologies for absence**
20-06/02 None received

Staffing **To receive members' declarations of disclosable interests**
20-06/03 None received.

Staffing **To consider any dispensation requests if any**
20-06/04 None received

Staffing **Public Question Time - To hear from members of the public**
20-06/05 It was noted Cllr E Knibb was present, but had no requirement to speak at this point.
Members invited Cllr E Knibb to stay in the meeting to provide supporting advice with regard to the business to be discussed, due to his membership of WALC and NALC and experience arising therefrom.

Staffing **To resolve to close the meeting to members of the public via the Public Bodies (Admission to Meetings) Act 1960, to allow for discussion of confidential matters.**
20-06/06 The meeting was closed to the public, with the exception of Cllr E Knibb for the reasons stated in minute no. 20-06/05

Staffing **To establish a plan for appointing the new Clerk to the Council**
20-06/07

a) **Recognition of the committee's temporary Terms of Reference**

Cllr MacDonald read out the temporary Terms of Reference:

- Membership is five members of the parish council
- The quorum is three members.
- The committee's remit is to prepare everything required to appoint a new Clerk, to include a job description, person specification, pay scale, wording of advert, where to advertise, appointment of interview panel, questions and expectations etc. prior to recommendation to full council to take forward.

- b) Awareness of staffing issues over the last 20 years and the lessons to be learned therefrom
Previous issues were discussed.
- c) Awareness of differing opinions amongst council members regarding the role of the Clerk
There was disagreement regarding the meaning of 'Head of Paid Services' and 'Line Manager'
- d) Discussion of the general task list currently facing the council's administration team and review of existing job description.

A list of tasks had been circulated along with the NALC/SLCC template Clerk's job description; it was noted there is an overlap between the role for the Clerk and the Hall Manager. Members were aware that at some point the job descriptions for all members of staff should be reviewed and brought up to date to cater for more modern circumstances.

On the NALC model job description, assuming acceptance by Peninsula, it was agreed to add the requirement for draft minutes to be made available within 28 days of the meeting, to Specific Responsibilities point no.4 (preparation of agendas and attendance at meetings) and also to Standing Orders.

It was suggested that the SLCC website and WALC website should be used for advertising the vacancy, along with WMJobs.

It was agreed to review the sample job advert prepared by Cllr Mrs Shaikh Ahmed and meet again on Monday 22 June, in the meantime to ask Peninsula to review the NALC model job description and proposed advert and respond in writing, so that the council is covered for insurance purposes.

- e) Recommendation to the full council of the clerk's expected remit and appropriate pay scale. Details of the pay scales would be forwarded to members for the next committee meeting to go through the bench-marking/job evaluation exercise. This will work out where the job lies within the national picture depending on size of council, number of meetings each month/year, size of precept, number of statutory functions etc. so that the pay scale can be appropriately identified.

It was proposed to undertake the benchmarking exercise for all staff along with revision of all job descriptions, however the main requirement currently being to appoint a new clerk. The next meeting would include identification of the interviewing panel.

Staffing
20-06/08

Date and time of next meeting of this committee

It was agreed to meet on Monday 22nd June 2020 at 6.30pm, online via Zoom.

This meeting ended at 9.30pm

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Signed as a true record of the business transacted
Chairman, Staffing Committee

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Dated