

Castle Bromwich Parish Council



MINUTES OF STAFFING COMMITTEE MEETING

HELD ONLINE via 'ZOOM'

MONDAY 22nd 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: J MacDonald (Committee Chairman)
Mrs A Shaikh Ahmed Mrs P Allen
S Beechey K Shaw

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

Non-committee members/Members of the public: none

The meeting was recorded for admin purposes only.

Staffing
20-06/09

Chairman's Welcome

Cllr J MacDonald welcomed everyone to what was expected to be a busy meeting.

Staffing
20-06/10

To note apologies for absence

None received; all members present

Staffing
20-06/11

To receive members' declarations of disclosable interests

None received.

Staffing
20-06/12

To consider any dispensation requests if any

None received

Staffing
20-06/13

Public Question Time - To hear from members of the public

Not required

Staffing
20-06/14

To consider the minutes of the previous meeting for approval

There was no dispute with the accuracy of the record of the meeting held 16/06/2020, and for this reason three members agreed to approve the minutes of the meeting held 16/06/2020.

A member wished to re-open the discussion that had previously been decided, relating to the Clerk being designated 'Head of Paid Services'. Clarification had been provided by the Supporting Officer stating that as Head of Paid Services the Clerk will expect the nominated line managers to report directly to him/her otherwise he/she cannot fulfil one of their main responsibilities as Proper Officer, which is to have overall responsibility for the management and co-ordination of the employees appointed by the Council. That it is essential for the Council's wellbeing to have a Proper Officer who can identify the legal and financial processes across the council's statutory functions to be able to provide sufficient and appropriate guidance to all staff and council members.

It was contended that 'two years ago' there had been no opposition to such a suggestion when put to NALC / WALC. To which it was pointed out that it was not known exactly what the proposition had been then, that it was a while since that exercise had been undertaken, that people and time had moved on.

Cllr K Shaw asked the Chairman to accept his immediate resignation from this Committee and he left the meeting.

- Staffing 20-06/15 **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.**
The meeting was closed to the public
- Staffing 20-06/16 **To confirm the Clerk's job description has been approved by Peninsula**
The NALC model template for the Clerk's job description had been forwarded to Peninsula HR for their comment, and they had confirmed they were acceptable. Since then 3 amendments were added:
- point 4 – To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval within 28 days of the meeting. *Other than where such duties have been delegated to another Officer.
 - point 10 – To supervise other staff as Head of Paid Services via 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.
 - point 11 – To implement the agreed policies of the Council within an agreed timescale and then monitor to ensure they are achieving the desired result and where appropriate suggest modifications.
- There was a query about flexibility and whether to include if there would be support for office administration but these elements would be covered in the advert and person specification. With these amendments **IT WAS AGREED** to adopt the Clerk's job description.
- Approval of job advert**
Peninsula had approved the draft advert as created by Cllr Shaikh Ahmed. Members proposed a few amendments:
Applicants would be asked to complete an application form rather than be asked to provide a CV, to standardise the system.
- Staffing 20-06/17 **To undertake the job evaluation for the position of Clerk**
Members reviewed the SLCC process for evaluating the Clerk's job and **IT WAS AGREED** to set the job within profile LC3, with the pay scale below the substantive range, such that pay is set from Spinal Column Point 33 to 36.
- Staffing 20-06/18 **To agree the paperwork to be issued to job applicants**
The job description and person specification were agreed. The job application form is to be amended to cover equal opportunities legislation. An information sheet on the parish council and its background will be required to be issued as well.
- Staffing 20-06/19 **To agree the advert for the position of Clerk to the Council / RFO and where to advertise**
The suggested format was agreed with additional detail to be added relating to equal opportunities. Examples would be sought from other local authorities.
It was suggested the advert is carried by WALC, NALC, SLCC and WM Jobs as well as on the CBPC website; the cost of each would be ascertained before proceeding.
- Staffing 20-06/20 **To appoint members to review each application received & thereby the interview panel**
And
Staffing 20-06/21 **To agree the interview process including format, questions, assessment criteria and relevant dates.**
Members agreed to attend to these two items at their next committee meeting.
- Staffing 20-06/22 **Date and time of next meeting of this committee**
It was agreed to arrange the next meeting at a time nearer to 31st July, the date by which all applications are to be submitted.

This meeting ended at 9.00pm

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

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Dated