

DRAFT

BISHOPS LYDEARD & COTHELSTONE PARISH COUNCIL

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Minutes of the Staffing Committee meeting held in the Village Hall, Bishops Lydeard on Friday 23rd June 2023 at 12noon.

Persons present: Cllrs Martin, Ball, Bainbridge and Bletcher.

Persons absent: Cllr Allen

In attendance: Mrs Amy Shepherd (Clerk).

SC001/23 To elect the Chair of the Staffing Committee

Cllr Ball was proposed and seconded to be elected as Chair of the Staffing Committee. Cllr Ball declined but agreed to act as Chair for this meeting of the Committee. Cllr Ball as elected as Chair of the Committee on that basis.

Election of Chair to be added to the agenda for the next meeting.

SC002/23 To note apologies.

Apologies were received from Cllr Allen and noted.

SC003/23 Declarations of interest relating to matters on the agenda.

No declarations of interest were made.

SC004/23 Comments from members of the public

No members of the public were present at the meeting.

SC005/23 To discuss and approve the Terms of Reference of the Staffing Committee.

The draft Terms of Reference of the Staffing Committee that were discussed by the Parish Council at its meeting on 14th June were circulated in advance of the meeting. The Terms of Reference were approved.

SC006/23 To consider, review the Clerk / Responsible Officer Vacancy and agree:

a. Role and Hours

Clerk suggested that 15 hours per week tended to be adequate to fulfil the requirements of the role but suggested that a review could take place once a new Clerk has been appointed as part of their ongoing review. It was agreed to advertise the role as 15 hours per week but add to the recruitment pack that the hours could potentially increase subject to a review.

b. Job Description and Person Specification

A proposed job description and person specification were tabled at the meeting. The job description and person specification for the role were agreed with the addition that consideration would be given to enquiries about separating the Clerk and RFO roles if requested by applicants.

c. Vacancy notice and methods of publication

A proposed notice was tabled at the meeting. Subject to the advert being amended to make reference to the potential increase in hours and consideration to the Clerk / RFO elements of the role being separated the notice was agreed.

The closing date for applications and inclusion in the notice was agreed as Tuesday 25th July at 5pm.

The following methods of publication were discussed:

- PC website – method agreed (no cost to the PC).
- Facebook Page – method agreed (no cost to the PC).
- SALC – method agreed (no cost to the PC).
- Noticeboards – method agreed (no cost to the PC).
- NALC – Clerk to make enquiries.
- Leveller Magazine – Clerk to make enquiries – likely to incur cost.
- Email to all Clerks in Somerset – information contained on the Somerset Council website – method agreed (no cost to the PC).
- Somerset County Gazette – Clerk to make enquiries – likely to incur cost.
- Indeed – Clerk to make enquiries – likely to incur cost.
- Cotford St Luke Noticeboards – Clerk to make contact and request.

Clerk to make enquiries and circulate information about costs of publication methods to Councillors for agreement.

d. Application Form

A proposed Application Form was tabled at the meeting and approved.

e. Recruitment Process including closing date, shortlisting arrangements, and interview date and establishment of a Recruitment and Selection Panel.

The closing date for applications was agreed as 25th July at 5pm

Shortlisting to take place on Thursday 28th July at 5pm at the Village Hall.

Interviews to take place during week commencing 31st July, either on Thursday 3rd August in the evening or on Friday 4th August after 11am. The date will be agreed when the number of applications are known.

It was agreed that the Recruitment and Selection Panel would be made up of three members of the Staffing Committee. The members will be agreed nearer to the time, depending on the availability of members and the applicants.

SC007/23 To discuss and reach agreement in respect of the existing Clerks remaining tasks before departure, annual leave left to take and overtime hours worked.

Clerk confirmed that her last day of employment is 10th July and outlined her key remaining tasks and likely tasks that will need to be picked up by the new Clerk.

Clerk confirmed that she had 6 days annual leave left to take which she will not be able to take before 10th July and that during the period from 1st April to date she had accrued approximately 19 hours of overtime mainly due to the Greenway Land acquisition enquiries and work relating to the recruitment of a replacement Clerk.

Clerk confirmed that her salary is paid on 30th of month for the month prior and the intention to cancel the standing order after the 30th June payment is made.

It was agreed that salary for the hours to 10th July, outstanding leave and overtime would be calculated, approved by the PC for payment at the July meeting and paid separately.

Clerk to then keep a note of any hours worked after 10th July to enable a handover to the new Clerk separately for payment.

SC008/23 To discuss and agree interim arrangements.

Clerk tabled information about Locums offered by SLCC. It was agreed that the Clerk would complete the form requesting a Locum to start and be in place for the July PC meeting.

Whilst a Locum is in place it was agreed that payments would be made by cheque rather than BACS.

If it isn't possible to get a locum in place, Clerk to make enquiries with Clerks of neighbouring Parish Councils to see if they can provide cover for the July meeting, write the minutes and make a note of the actions. Clerk to support where possible.

SC009/23 To discuss handover arrangements.

Clerk provided a summary of the items that will require handing over when a new Clerk is recruited including amendments to bank accounts, website, Facebook page, BT Broadband / telephone line diversion, paper files / filing cabinet / stationery, laptop / printer.

Clerk confirmed that she was happy to deal with any public right requests and external audit enquiries if they are received.

It was agreed that an Exit Interview would take place in the afternoon of Friday 7th July with Cllrs Martin and Allen.

SC010/23 Date of next meeting.

The next meeting date for the Staffing Committee will be confirmed when it is needed.

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There being no further business, the meeting closed at 1pm.

Signed

Date