

# DOWNTON PARISH COUNCIL



**Minutes of the Meeting of the Staffing Committee held on Wednesday 20<sup>th</sup> July 2022 at 7.30 pm in the Bonvalot Room of the Downton Memorial Centre, The Borough, Downton.**

**Present:** Cllr North (Chair) and Cllrs Mace, Randall, Brentor and Watts

No members of the public were present

## **Part 1**

### **01.22 Minuting of the Meeting**

Cllr North proposed from the Chair and it was resolved that Cllr Brentor would take the minutes of the meeting.

### **02.22 Public Question Time**

No members of the public were present

### **03.22 Apologies**

No apologies were received

### **04.22 Declarations of Interest:**

No Declarations of Interest were made or Dispensation Requests received by the Chair

### **05.22 Minutes**

With a change to the minutes of item 33.21 so that it reads 'Despite re-stating her concerns Cllr Cornell asked whether the Clerk was prepared to answer a question about why the Clerk considered the matter of her pension still unresolved', Cllrs Mace and Brentor approved the minutes with other Committee members not voting as they were not present.

It was also noted that the minutes do not have space for the Chair to sign as the then Chair has now left.

It was further noted that no changes to the Clerk's JD had been submitted by the Clerk and that items 28.21 and 29.21 are no longer appropriate but that a 'TOIL agreement' process should be on the agenda for the next Staffing Committee.

Because of the priority of items on the agenda for this meeting, the statement in the minutes that item 31.21 would be brought forward to this meeting has been further deferred until next meeting with Cllr Brentor agreeing to circulate a draft.

## **Part 2 – EXEMPT MATTERS - STAFFING**

### **06.22 The Chair to propose the following resolution**

No resolution was required as there were no members of the public present.

### **07.22 Appointment of Locum Clerk**

After a brief update of actions to date from Cllr Brentor, Cllr Randal proposed, Cllr Watts seconded and it was resolved that:

- Cllr Brentor should contact ICC to change request to identify locums able to provide 10 to 15 hours per week.
- Potential candidates, when received, would be shared to all Staffing Committee members
- Cllr Brentor would draft interview questions and share with all Staffing Committee members
- Interviews would take place via Zoom with at least 2 of Cllr North, Cllr Watts and Cllr Brentor as Chair and Committee Chairs.

### **08.22 Roles and Responsibilities**

Cllr Randall proposed, Cllr Brentor seconded and it was resolved that:

- For the interim period prior to permanent appointments, the Clerk's role would be covered by a 15 or 20-hour locum clerk
- A permanent post will be advertised for an Administrative Officer to work a minimum of 20 hours per week over a minimum of 3 days per week (preferably covering 5 days per week but flexible to suit the best candidate) with an altered JD to ensure that correspondence, telephone contact and provision of knowledge regarding local resources is covered.
- Cllr Brentor to alter the JD and circulate all Staffing Committee members
- Cllr Randall to draft an advert to circulate to all Staffing Committee members and, once agreed, to be displayed on local social media, the Salisbury Journal and local notice boards.

### **09.22 Appointment of Permanent Officers**

Cllr Watts proposed, Cllr Brentor seconded and it was resolved that a decision about permanent Clerk hours and any potential changes to the hours and role of the Administrative Officer would be deferred to allow experience to be gained from the interim period of cover.

### **10.22 Storage of Parish Documents and Equipment**

After a brief update of the current situation from Cllr North, he proposed and it was resolved that the costings and options established to date would be put to the next Parish Council meeting for decision.

### **11.22 Clerk's Priorities before her Departure**

After a review of the outstanding tasks identified by the Clerk, it was proposed from the Chair and resolved that:

- Cllr North will share the agreed priority list with the Clerk updated from this meeting
- The Clerk will be asked to prepare a list of all information that she considers, from her knowledge of her role, will be needed by a locum Clerk including who undertakes local roles, where information is stored, what is required for the internal audit visit in September and a comprehensive contact list.
- Consideration of a long term payment option for payments requiring credit card use will be deferred for future Council decision.

### **12.22 Arrangements for Clerk's Departure**

It was proposed from the Chair and resolved that weekly meetings will be held between Cllr North and the Clerk by mutual arrangement for the remainder of the Clerk's working time.

### **13.22 End of Contract Letters**

It was proposed from the Chair and resolved that end of Contract letters would not be issued to officers but that Cllr North will check specific actions have been completed to enable the Council to be assured that the action identified in the Corporate Risk register which states '1.4.4 Procedure to be developed for dealing with leavers that ensures that assets are recovered, and knowledge is harnessed so that, any one time, whereabouts of equipment is known and available' is suitably covered.

### **14.22 Employer Reference**

After establishing that the Clerk should convey this information to the Administrative Officer, it was proposed by Cllr Mace, seconded by Cllr Randal and resolved that the Council will provide a standard employer reference if requested by future employers for both the Clerk and the Administrative Officer.

### **15.22 Exit Interviews**

In order to comply with the outstanding task identified in the Corporate risk register which states '1.4.4 Exit interview format to be developed to identify outstanding objectives and tasks prior to planned unavailability of employees' Cllr Randall proposed, Cllr Brentor seconded and it was resolved that Cllr North will use the final handover meeting with the Clerk to complete this.

### **16.22 Next Meeting**

The next meeting of the Staffing Committee will be held on the 1<sup>st</sup> August 2022 at 7.30 pm (room booked)

There being no other business, the meeting ended at 10.00 pm.

*Members of the Council considered the foregoing in the matters in consideration of their duties: Equal Opportunities, (race, gender, sexual orientation, marital status and any disability); Crime & Disorder, Health & Safety, and Human Rights.*