

ST CUTHBERT (OUT) PARISH COUNCIL MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON TUESDAY 25TH JULY 2023 AT 3PM

PRESENT: Cllrs E Danson; T Hathway; G Pettitt; J Zorab.
Cllr Danson was co-opted onto the meeting.

IN ATTENDANCE: Ms Michele Exton (Parish Clerk); Mrs Lisa Pool (Deputy Parish Clerk).

01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies were received from Cllrs J Baker; M Mitchell.

RESOLVED: To approve the reasons given for Members' absence.

02. DECLARATIONS OF INTEREST

02.01. No declarations of interest.

02.02. No requests for dispensations for disclosable pecuniary interests.

02.03. No requests for dispensation.

03. EXCLUSION OF THE PRESS AND PUBLIC

No items for exclusion of the Press and Public.

04. PUBLIC QUESTION TIME

No Members of the Public were present.

05. MINUTES OF ST CUTHBERT (OUT) PARISH COUNCIL STAFFING COMMITTEE HELD ON MONDAY 17TH OCTOBER 2022

RESOLVED: To approve the minutes of the Staffing Committee held on Monday 17th October 2022.

06. FUTURE STAFFING REQUIREMENTS

The Committee considered the current staffing structure and responsibilities and were in agreement that in order to meet increasing duties, an Assistant Clerk (with an environmental focus) needs to be employed for between 15-20 hours per week. The potential difficulties of a timely recruitment were noted so the Committee considered it prudent to start the recruitment process immediately and drafted a timeline for the preparation of a job description, a person specification, an application form, applicant information, interview questions and advertising of the post. The panel and format for interviews was agreed – Cllr Zorab will informally “greet and meet” and Cllrs Pettitt & Hathway and the Deputy Clerk will formally interview Candidates. Widespread free and chargeable advertising for the post will run for a month. The Staffing Committee would like Full Council to discuss whether the Committee should be given delegated power to appoint staff rather than just recommend appointments for Full Council approval as per the Committee’s current Terms of Reference.

07. EMPLOYMENT DOCUMENTS AND POLICIES

The Committee reviewed NALC’s model Disciplinary, Grievance and Annual Leave policies.

RESOLVED: To adopt NALC’s model Disciplinary policy.

RESOLVED: To adopt NALC'S model Grievance policy.

RESOLVED: Not to adopt NALC's model Annual Leave policy at this time.

RESOLVED: Clause 9.3 in NALC's model contract to be added to existing Staff contracts and new Staff to be employed using the same contracts as existing staff.

08. DATE AND VENUE OF NEXT MEETING

TBC.