

**ST CUTHBERT (OUT) PARISH COUNCIL  
MINUTES OF THE MEETING OF THE STAFFING COMMITTEE  
HELD ON TUESDAY 3<sup>RD</sup> OCTOBER 2023 AT 3PM**

**PRESENT:** Cllrs M Hayden; M Mitchell; G Pettitt; J Zorab.  
Cllr Hayden was co-opted onto the meeting.

**IN ATTENDANCE:** Mrs Lisa Pool (Deputy Parish Clerk).

**01. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies were received from Cllrs J Baker

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

**02. DECLARATIONS OF INTEREST**

**02.01.** Cllrs M Hayden, M Mitchell & Deputy Parish Clerk L Pool declared a personal interest in Item 6.

**02.02.** No requests for dispensations for disclosable pecuniary interests.

**02.03.** No requests for dispensation.

**03. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** Members of the Press and Public were to be excluded from Item 6.

**04. PUBLIC QUESTION TIME**

No Members of the Public were present.

**05. MINUTES OF ST CUTHBERT (OUT) PARISH COUNCIL STAFFING COMMITTEE HELD ON TUESDAY 25<sup>TH</sup> JULY 2023**

**RESOLVED:** To approve the minutes of the Staffing Committee held on Tuesday 25<sup>th</sup> July 2023.

**06. NEW STAFF POSTS' SALARIES AND HOURS**

The Committee considered the staffing arrangements in the light of the interview process. The need for a Responsible Financial Officer (RFO) was reinforced and the arrangements for an appointment were finalised. The employee currently employed as payroll officer would be employed as a Temporary RFO on the following arrangements: on LC2, Scale Point 30 for 23 hours a week from November 2023 to January 2024. After this, the hours will reduce to 10 hours a week and facilitate a transition to a new, permanent RFO. The start date for this position is Monday 30<sup>th</sup> October 2023, dependent on Full Council approval.

A permanent RFO will be recruited to take up the position from mid-January 2024, on LC2 Scale Point 24-28, determined by experience & qualifications, and hours also to be determined.

The Assistant Clerk (Environmental Focus) would be employed as per the advertised job description (ie LC1 Scale Point 16) but with the potential to increase hours per week to 24. The start date for this position is Monday 30<sup>th</sup> October 2023, dependent on Full Council approval.

The Deputy Parish Clerk would be promoted to Parish Clerk, working 33 hours per week and employed from 06<sup>th</sup> November 2023 at LC2 Scale Point 27.

**RESOLVED:** To recommend to Full Council that Simon Davies is employed on an interim basis as RFO, for a period of initially between 3-6 months from Monday 30<sup>th</sup> October 2023.

**RESOLVED:** To recommend that the Temporary RFO (Simon Davies) hours is offered 23 hrs /per week at LC2 SP30, commencing 30 Oct 23. To recommend that the Asst. Clerk Env. Focus (Reece Coulson) is offered up to 24 hrs p/wk, LC1 SP16, commencing 30 Oct 23. To recommend that Lisa Pool is appointed as Parish Clerk and is offered 33 hrs p/wk LC2 SP27, commencing 06 Nov 23 with all appointments, hours and salaries dependent on Full Council approval on 23<sup>rd</sup> October 2023.

## **07. DATE AND VENUE OF NEXT MEETING**

TBC.

Matters of Report arising from recruitment process and ensuing discussion about practicalities:-

**Laptop:** After 15<sup>th</sup> Nov, ME laptop will retire and serve as a spare for the Council.

-SD & LP will continue with current equipment.

-SCO to purchase new laptop for RC (LP to get quotes from Microbitz)

-RC to take on your printer, and desk and chair if wanted)

-LP to purchase a 1 TB external hard drive to hold files on your computer

-Existing 'one drives' can apparently be shared. LP to explore.

**Phones:** SD to take on ME phone (if he wants it)

-RC to have new phone (unless SD doesn't want yours & taking into account your -EE research? Margaret says that Vodafone is the only reliable network for their address

**Email addresses:** permanent ones ASAP for SD & RC. (Simon's would then transfer to new RFO)

**Office allowance:** standard, everyone the same