

Clerk to the Council/RFO: Caroline Higgins

Chairman: Cllr Mr Paul Breeze

Minutes of a meeting of the Staffing Committee convened on Monday 17 June 2019 at 6.00 pm in the Parish Office.

Present: Cllrs Breeze; Jones; Parkhurst (from 6.10 p.m.); Ryan; and Whittall;

In attendance: Mrs Anne Cousins – Minutes;

SP1.19/20 **ELECTION OF CHAIR** – Cllr Breeze was elected unanimously to chair the committee until the next annual council meeting.

SP2.19/20 **APOLOGIES** – Cllr Howells.

SP3.19/20 **DECLARATIONS OF INTEREST** – None.

SP4.19/20 **ELECTION OF VICE CHAIR** – Cllr Ryan was elected unanimously to be Vice Chair of the Committee.

SP5.19/20 **COMPLAINTS SUB-COMMITTEE** - Cllr Ryan was elected unanimously as Chair of the Complaints Sub-Committee. Cllrs Parkhurst and Whittall were elected unanimously as members. It was agreed to have two reserve members, one male and one female, and it was agreed unanimously that these should be Cllrs Howells and Jones.

SP6.19/20 **EXCLUSION OF THE PRESS AND PUBLIC** – The Committee resolved to exclude the Press and Public under the Public Bodies (Admission to Meetings) Act 1960, ss 1(2) so as to discuss confidential matters.

SP7.19/20 **MINUTES** – The Chair proposed, Cllr Jones seconded, and it was resolved unanimously that the minutes of the meeting held on 8 April 2019 were a correct record.

SP8.19/20 **JOB EVALUATION** – The Committee had before it the outcomes of an independent review of the Clerk's role and responsibilities and the Committee's task was to develop recommendations relating to the Clerk's salary and administrative support for the consideration of Full Council.

The work of Shropshire Council Human Resources and the input of Cllr Jones were noted, but after discussion, it was felt advisable to seek the views of SALC as well, as they had expertise in the work of town and

parish councils. The Committee did not feel they had sufficient information to make any decisions until this had been done.

This led on to a discussion about councillors developing more strategic thinking. It was pointed out that there was now a new Chair of the Council and a number of new, keen councillors. Some large projects were in the pipeline, such as the community hub on the site of the former Oaklands School, and the possibility of having a new sports hall at Lythwood. It was therefore felt it was an appropriate time to develop a vision for the future and to brainstorm the role of the Clerk in a large, active parish council in the 21st century. As part of this, it was important to take best value into account and to consider a variety of different options, e.g. use of out-sourcing if appropriate. It was suggested that it would be helpful to learn from other areas which had a community hub. Cleobury Mortimer was cited as an example of a hub which worked well, with multi-skilled staff, and it was suggested that Bayston Hill could aspire to achieve that in a couple of years' time.

It was suggested that Dianne Dorrell, from SALC, or someone nominated by her, could facilitate a discussion with councillors about the future needs of the council, and to align those needs with a job description and person specification for the Clerk. Such a discussion would need to be minuted by an independent person.

The Chair reminded everyone that it was vital to ensure compliance with employment law. He went on to suggest it would be an opportunity to look at any other staff employed by the council to ensure the parish council had the right roles and the right hours while achieving best value for money. Although the Clerk had initiated this discussion about her own role, it was important that the parish council treated this request properly and that might mean expanding it in this way. The Chair felt that such a review would be extremely useful to him as he commenced his chairmanship of the council.

In conclusion, it was agreed that:

- Shropshire Council HR and Cllr Fred Jones were thanked for their input.
- SALC to be approached with the aim of facilitating a discussion with councillors about their vision for the council for the future, and how this could be translated into a suitable staffing structure with appropriate job descriptions and person specifications.

ACTION: Chair.

- The information from Shropshire Council HR and SALC to be considered together before any decisions are taken.
- A letter to be sent to the Clerk explaining the outcomes of this meeting. **ACTION:** Chair.

The meeting closed at 7:22pm. The date of the next meeting was noted as 30 September 2019.