

Locum Clerk to the Council/RFO: Shaun Jones
Chairman: Cllr Mr Mark Underwood

Minutes of a meeting of the Staffing & Policies Committee convened on Monday 29 November 2021 at 6.00 pm in the Lythwood Room at Bayston Hill Memorial Hall.

Present: Cllrs Parkhurst (Chair); Clode; Clarke & Teckoe;

Not Present: Cllr Underwood

In attendance: Locum Clerk, Shaun Jones

SP14.21/22 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – Cllr Underwood - Unwell.

SP15.22/22 **DECLARATIONS OF INTEREST** – None.

SP16.21/22 **MINUTES** – The draft minutes of the meeting held on 18 October 2021 were presented for approval as a true record, **proposed CC, seconded AP to accept - unanimously approved** and signed by the Chair.

S17.21/22 **HEALTH & SAFETY POLICY STATEMENT OF INTENT** – Members reviewed and recommend to Full Council to adopt, **proposed CC seconded AP – all in favour**. Following on, AP put to the committee the creation of a Health & Safety Policy Working Party as a recommendation to Full Council. Along with the Deputy Clerk this working party will work to produce “The Organisation of Health & Safety” and “Arrangements for Health & Safety” sections of an updated policy - to be presented in the New Year. Reference to the recent H&S audit report by Shropshire

S18.21/22 **EXCLUSION OF THE PRESS AND PUBLIC** – Motion **proposed CC, seconded CT** – It was **unanimously resolved** to exclude the Press and Public to discuss the following confidential matters.

S19.21/22 **UPDATE ON RECRUITMENT OF CLERK/RFO POSITION** – An interview and candidate presentation took place on Wednesday 17th November 2021. The panel, made up by MU, CC & TC, agreed that Candidate 4 provided detailed responses to the set interview questions and this was followed by a composed, well researched presentation on “What will we see from you in the first 30 days if you are selected and take up the post ?” invitation to all committee members to be present. **The committee members all agreed to recommend to Full Council (next meeting Monday 6th December 2021) to appoint Candidate 4 to the permanent position of Parish Clerk/Responsible Financial Officer, subject to receipt of satisfactory references.**

S20.21/22 **USE OF LOCUM CLERK SERVICES** – Based on discussions with AP and MU, SJ presented an offer to be available to assist with handover to the newly appointed Parish Clerk (Start date expected to be 4th January 2022). See tables below :-

Locum Clerk Services					
Month	Cover required	Hours per week - cap	Total hours	Cost @£23/hour	Total
January 2022	4 weeks	37	148	£3404	
February 2022	2 weeks	22	44	£1012	
March 2022	1 week	22	22	£506	£4922

BHPC Support					
Annual Retainer/Appraisal Support	1 day per month for 12 months (7 hours)		84	£1932	£1932

It was agreed to recommend to Full Council – next meeting Monday 6th December 2021.

S21.21/22 **REPORT ON AGREED OBJECTIVES WITH DEPUTY CLERK** – SJ reported on satisfactory performance of the Deputy Clerk since joining BHPC at the beginning of August 2021. A report, based on the selection presentation given, was presented, detailing the actions completed in the first 3 months – to the end of October. Three objectives have recently been agreed, with a target completion of the end of January 2022, being the point when the appointment is expected to be made permanent.

- To undertake “a conversation with a purpose” or appraisal light with direct reports.
- Progress the update of Health & Safety documentation and procedures – a working party will support.
- Amenity Hire – Terms and Conditions, to improve coverage across all hirers using a webform.

The meeting closed at 7:05pm.