

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

Minutes of a meeting of the Staffing Committee convened on Monday 15 March 2021 at 7.00 pm via Zoom Video Conferencing.

Present: Cllrs Parkhurst (Chair); Jones; Whittall & Underwood;

In attendance: Cllrs Clode & Clarke - Locum Clerk, Shaun Jones

S21.20/21 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – None.

S22.20/21 **DECLARATIONS OF INTEREST** – None.

S23.20/21 **MINUTES** – The draft minutes of the meeting held on 11 January 2021 were presented for approval as a true record, proposed FJ, seconded MU to accept - unanimously approved and signed by the Chair.

As no members of the public had joined the meeting it was agreed that **Item S26.20/21 be initially discussed. Agenda item S25.20/21 completed now.**

Members reminded of the preferred organisation structure agreed at the last committee meeting.

Two strands are filling staff roles and also get a firm proposal on outsource options.

Investigation and analysis of possibilities to contract out.

Review of staff organisation structures selecting a preferred.

Whole council is party to this meeting. The decisions we make tonight will be those that are carried forward, even though some present are not named as committee members.

Effectively becoming the full council to take a vote.

First step to appoint a permanent Parish Clerk/RFO who then is to carry forward the rest of the work on agreed changes to the staffing organisation.

AP turns off video to avoid audio breakup.

JW re-enters the meeting.

SJ explains - Submitted working documents are the “Base job description of the Clerk/RFO” – as used in 2015 previously.

Plus, MU also assisted with an “Amenities Assistant Job Description”.

Rather than 2 additional posts perhaps meld into one additional post. JW not happy to have 2 additional positions. **JW proposes to subsume the 2 posts into 1. MU seconded. SJ confirms that the resolution would be as full council. All in favour. Carried.**

In the January meeting we spoke about Service Level Agreements for some tasks to be outsourced. An end date to gather quotes is to be agreed. Look at end December 2021 we would like to make a decision on take up of SLA for certain tasks or continue with the current directly employed workforce. **AP outlines that by 31st December 2021**

tenders will have been put out, specifications drawn up and proposals received back so that Council may make a decision on whether to outsource to said organisations. Second post mix of temp hours and base hours. JW needs to know monetary wise before any decision to outsource is made. Value for money being the key. TC thinks we may take a lot of time doing the tendering when he is unsure it will demonstrate any savings. CC some jobs maybe better outsourced while others remain in-house - blended. TC supports retaining the handy person team - but reviewing what tasks are undertaken. AP states we can blend, but the management of the handy person team has been difficult historically. TC keen on Lengthsman role directly employed. Also blending has been seen before - with not great results. If the terms and contract are not set well then problems will likely come about. MU we do need to understand the cost of outsourcing. MU happy to look at blending option as described by CC. Aspirations of the council do suggest a fundamental change of structure - Sports Hall, Carbon Neutrality et al. Look at the bigger picture - got to be different. TC, a critical point, agree there have been problems with the work team. SJ is managing to get the best out of the team. Working more effectively. AP takes the point. Rely on personality of the management of the team.

MU proposes the action outlined by AP, seconded FJ - TC asks to abstain from the vote - all others in favour. Motion carried.

S24.20/21

REVIEW AND APPROVE JOB DESCRIPTIONS FOR CLERK/RFO and ASSISTANT CLERK ROLES – Turning to job descriptions.

Clarity needed on the appraisal process, what is expected, what we are putting in place to manage them ? Council needs to properly and professionally manage the role of Clerk to the Council.

MU suggests looking at the **Amenities Assistant** person first. TC 5 working days' notice should be adhered to for presentation of papers. AP takes the point entirely. Tonight, is a discussion and that an advert for the Clerk is drawn up but time can be made if members wish to meet further to hone the job description if needed.

Members are wanting to get this right.

Also committee structure is to be reviewed. A services committee is in play.

TC not sure about the Clerk not having all staff as direct reports. MU states that ultimately that the Clerk is responsible for all employed staff but having a structure where the handy person/maintenance team report into the new role is meant to alleviate much of the day to day matters from the Clerk. TC is reassured and thanks MU for the clarification.

TC asks with services booking system should the Clerk be involved.

MU states that that it is the intention to take some tasks off the Clerk to allow for strategic management of the Council. TC satisfied with this explanation. **All agreed on the Responsible for section.**

Then moved to the To: section and **all 5 points were agreed.**

Core competencies section agreed to.

CC mentions training - responsible for their staff and their willingness to

train too. Time to attain Scribe skill. Confidentiality is key.
JW time limit - use probation period properly. SJ - six months usual ?
FJ - what is the actual name of this post - **Deputy Clerk** suggested.
CC agrees. Succession management. TC & JW nod. **All in favour**,
AP may need to put specifically the requirement to deputise for the
Clerk if absent.

Move to **Clerk Job Description**.

SJ covers "Overall Responsibilities" section. Moving to the "Specific
Responsibilities section, members covered all 20 responsibilities
described, some suggestions to update were discussed and SJ
updated the draft directly.

JW asks for SJ to go over the JD with a keen eye to sanity check
against his experience and perhaps look at other examples to feed in.
AP & TC add that the job holder should be mindful of the Council's
Standing Orders where they impact.

AP - The Clerk is acting on the motions passed by Council and advise
on the practicality and the likely effects, including costings and
timescales.

Covered everything ? TC thinks we have covered as much as we can.

JW happy to go along with what has been covered off.

FJ incorporate anything about Disciplinary/Grievance plus the
Confidentiality clause. In the employment contract.

AP suggests we run by Shropshire HR too ?

MU refers back to Deputy Clerk JD and also wishes to incorporate
Continuous Professional Development and include Appraisal piece too.

TC another point relating to liaise regularly with the Chairman -
previously in the Standing Orders. The appraisal process covers this.

Advertise and recruit positions. Do they need to come back to meeting
? Or delegate to MU, AP and SJ. Having had sight beforehand.

Ability to call another meeting.

AP moves that : **If all Council has been given sight and no
objections received - taken as a full council decision that these
are accepted as formal and final Job Descriptions. If anyone
shouts foul, we would hold another meeting. All in favour.**

Timetable for appointment.

Time to get JD's and advert drafted. Get out into the press. SJ -
advice from SALC to be sought out. Is it desirable to recruit a qualified
Clerk. SLCC offer a service to recruit - est. £300-400. SALC have a
free service. Shropshire Star - Facebook. AP would like it to go
national.

Now end of March - delegate to MU, AP and SJ. Include Carbon
Neutrality. SJ suggests early May to launch. **AP states from 15th
May 2021 for the advert for permanent Clerk to be issued.**

Hours to clarify ? Previously Clerk/RFO 37 hours - TC - 30 & 15 hours.
MU would look for 37 hours for both roles. Step change for the
Council. Fighting chance / headroom for the Clerk. CC agrees with
Mark - mind shift. Get advice for hours/rate of pay. Get Dianne and
Gail to review. JW - could the deputy clerk start on 27 say, then more
could be added if the person was up to scratch. P/T and review later to
F/T. TC 37 for Clerk/RFO OK - begin with half time for Deputy Clerk.
MU and CC 37 for each. JW and TC have lower offer. FJ does believe

FT hours for both. MU, quality of candidate better if F/T offered. Also vested interest is stronger if both F/T. AP - if the Handyperson team was lost. Even if we outsource, there will be plenty to manage - MU still believes 2 F/T posts. JW Deputy Clerk hours - 3/4 post 20 hours +. Say 25 or 30. TC is nodding in agreement.

If SALC and Shropshire HR - take advice on remuneration - sanity check on hours. Then we get input from them.

AP proposes to Council if they would be happy with the 3rd party review. TC is a little anxious. TC could live with 3/4 for Deputy Clerk. Also, office accommodation is to be determined. AP does suggest a blend of Home-Based work - as well as the Hub.

Got the JD for both roles. Agreed on 37 for Clerk - 3/4 or F/T for Deputy Clerk - with 3rd party input. CC take as much professional advice.

Look at appoint 2 members of staff - 37 and 37 or 3/4 thereof. SALC and Shropshire HR provide view on Deputy Clerk hours. Clerk being involved in the recruitment of the Deputy. TC abstained. All others in favour - motion carried.

Job description for Councillors is a good descriptor for both staff and members.

SJ having worked for other Councils. What has he seen ?

Member/Officer Protocol. TC recalls something produced last year. MU take that back to SALC and Shropshire HR. TC - Ultimate arbiter are the electors. More guidance rather individual job descriptions. TC - training session for new joiners. AP asks that all **new councillors sign up to training – with input from SALC/Shropshire HR. AP proposes - seconded MU/CC Motion carried.**

SJ asks the committee if they could see the thinking in the possibility of running the recruitment of Clerk/RFO concurrently with the Deputy Clerk role. If we weren't able to select a candidate for the Clerk/RFO first time around, we could get a Deputy Clerk candidate hired while the Locum Clerk remains in post. MU does agree that the piece of work for the Clerk to prepare all the tender papers for possible outsource of key maintenance jobs has a short window already - July to December.

Having a Deputy Clerk already in post does give head room. **In favour to run the recruitment of both roles, side by side. Proposed MU, seconded FJ - All in favour. Unanimous.**

AP wonders if a tick box - would you also like to be considered for the Deputy Clerk position if not shortlisted for Clerk/RFO post ?

AP requests a new structure chart based on this evenings decisions.

Thanks to the Locum Clerk and Chairman of the Council for the stewardship and contribution that have made to the Council and on behalf of the Village regarding the future of Bayston Hill. **Proposed AP, seconded JW - All in favour – carried.**

S25.20/21

EXCLUSION OF THE PRESS AND PUBLIC – Motion proposed JW, seconded MU – It was unanimously resolved to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 in order to allow the Council to discuss confidential matters.

S26.20/21 **REVIEW OF STAFFING STRUCTURE AT BAYSTON HILL PARISH COUNCIL** – Item taken earlier in the meeting.

The meeting closed at 9:09pm – actual meeting duration noted as < 2 hours.

DRAFT