

## NAZEING PARISH COUNCIL

**Minutes of the Personnel Committee Meeting held on Wednesday 26th February 2020 at 7:30pm at Nazeing Congregational Church, Middle Street, Nazeing.**

**Members present:** Cllrs Clarkson (Vice Chairman of the Personnel Committee), Arnold, Billingham, Clarke.

**Also present:** Cllr Carter, Lorraine Ellis (Clerk), no members of the Public.

### **1. Welcome and Introductions:**

Cllr Clarkson welcomed everyone to the meeting.

### **2. Apologies for absence:**

Cllr Joslin.

### **3. Public participation:**

None.

### **4. Declarations of Interest:**

None.

### **5. Approval and signing of minutes:**

The minutes of the Personnel Committee meeting held on 25th November 2019 were approved and signed by the Vice Chairman with no amendments.

### **6. Terms of Reference for the Personnel Committee:**

Amendments were discussed and agreed to the Terms of Reference (TOR) for the Personnel Committee for section 2 (such that it is in line with Standing Orders), section 3 (to add quorum for Personnel Sub-Committee), section 4.1 (such that it is in line with Standing Orders and covers convening of an extraordinary meeting) and section 6.3 (to reflect the leave arrangements for the Clerk).

Cllr Billingham will provide exact details of the agreed amendments for sections 2, 3 & 4.1 and Cllr Clarkson will provide amendment details for section 6.3 to the TOR. The TOR will be updated and will need to be considered at a Full Council meeting.

**Action Cllr Billingham / Clarkson / Clerk.**

The resignation of Cllr Warwick has reduced the Sub Committee to two members, so an additional Cllr will need to join the Sub Committee. This will need to be considered at the next Personnel Committee meeting.

### **7. Lone Working Policy:**

It was proposed to contact EFDC and ask if they have a lone working policy and / or working from home policy and a lone working risk assessment.

The Lone Working policy was circulated at the meeting and included an amendment to section 6.9 which was agreed at the last meeting. No further changes were necessary and it was agreed that the policy needs to be considered at a Full Council meeting as soon as possible.

It was proposed to ascertain if there is anything in the Green Book relating to lone working.

### **8. Annual Leave Process:**

Cllr Clarkson has drafted an Annual Leave arrangement document for the Clerk. A number of changes were agreed, to make the process clearer. It was also agreed to use the Clerk's current form to record annual leave, with amendments to clarify whether annual leave or bank holiday entitlement was being requested.

### **9. Exclusion of public and press.**

It was noted that Cllr Carter departed from the Council meeting at this point.

Cllr Clarkson proposed that the Clerk remained for items 10 & 12. Cllr Arnold seconded the proposal. Two Cllrs voted in favour of the proposal and two Cllrs voted against the proposal. Cllr Clarkson used his casting vote and the Clerk remained for items 10 & 12.

### **10. Clerks Workload and Additional Hours:**

Cllr Clarkson asked the Clerk if the additional hours were helping with the workload. The Clerk replied yes and explained how she has tried to use the additional hours but that it is still not possible to do all the work required.

Cllr Billingham stated that the Clerk may need extra hours to train a new person.

The Clerk said she would like the additional hours to continue on a trial basis if possible, rather than on a permanent basis.

It was agreed to discuss and consider the review of the additional hours being worked by the Clerk on a three-month trial basis and to consider if the trial should continue, after the Clerk had left the meeting.

It was agreed to discuss item 12 at this point, minutes recorded below.

### **12. Recruitment of New Staff Member:**

**a)** The Clerk covered her initial thoughts on hours and responsibilities for a new staff member, proposing that planning is covered first as a distinct area. Cllrs were concerned that only planning was being covered and that this is an important area for the Council. The Clerk explained that the new staff member would start with planning as a distinct area of responsibility and would aim to cover all areas of the Council's business.

There was some further discussion on hours and working days, specifically working on a Friday due to the weekly planning applications being issued on this day.

As the meeting duration was two hours, it was asked whether the meeting should continue or not and all attendees agreed to proceed with the meeting.

It was noted that the Clerk departed from the Council meeting at this point.

Cllr Billingham kindly agreed to take the minutes.

## **10. Clerks Workload and Additional Hours:**

To discuss and consider the review of the additional hours being worked by the Clerk on a three-month trial basis and to consider if the trial should continue.

Cllr Arnold proposed that a recommendation is made to the Council that the additional four hours per week trial period be extended for a further three months until the end of May 2020, at which point it should be reviewed again. Cllr Clarkson seconded the proposal. All Cllrs voted in favour of the proposal

It was resolved to make a recommendation to the Council that the additional four hours per week trial period be extended for a further three months until the end of May 2020, at which point it should be reviewed again.

## **11. Review of outstanding hours worked by the Clerk:**

To consider the outstanding hours worked by the Clerk prior to 28/11/19 and if these should be paid.

Cllr Clarkson proposed that a recommendation is made to the Council that the outstanding hours worked by the Clerk prior to 28/11/2019, being 22 hours in total, be paid to Clerk as soon as possible (at March Full Council meeting). Cllr Arnold seconded the proposal. All Cllrs voted in favour of the proposal.

It was resolved to make a recommendation to the Council that the outstanding hours worked by the Clerk prior to 28/11/2019, being 22 hours in total, be paid to Clerk as soon as possible (at March Full Council meeting).

## **12. Recruitment of New Staff Member:**

**a)** To discuss hours and responsibilities for a new staff member.

The role and responsibilities of a new member of staff were discussed and it was agreed that they would need to be trained to do all aspects of the current Parish Clerk role to enable them to provide overall beneficial cover. It was agreed that an initial focus on the Planning aspects of the role would provide a good starting point to expand their knowledge and skills from.

It was agreed that a flexible approach to the hours and actual days worked would be required to make the position as attractive as possible to any potential applicants. There would however be a compulsory requirement to work on a Friday (due to meetings being on Thursday evenings and the issue of the weekly Planning list from EFDC on a Friday afternoon).

Cllr Clarkson proposed that a recommendation is made to the Council that an additional Parish Clerk be employed to work between 12 – 18 hours per week. Cllr Arnold seconded the proposal. All Cllrs voted in favour of the proposal.

It was resolved to make a recommendation to the Council that an additional Parish Clerk be employed to work between 12 – 18 hours per week.

**b)** To discuss recruitment process.

Cllr Clarkson proposed to carry this item forward until the Council's decision on the recommendation on item 12a was established. Cllr Arnold seconded the proposal. All Cllrs voted in favour of the proposal.

It was resolved to carry this item forward until the Council's decision on the recommendation on item 12a was established.

**13. Date of next Personnel Committee meeting.** Date to be agreed.

Meeting closed 10:30pm.

**Signed by the Chairman:** ..... **Date:** .....