

## NAZEING PARISH COUNCIL

### Minutes of the virtual Personnel Committee Meeting held on Thursday 29th October 2020 at 8pm.

**Members present:** Cllrs Carter (Chairman of the Council), Arnold, Clarkson, Joslin, Stock.

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

*These minutes are subject to ratification at the next meeting.*

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

Cllr Carter welcomed everyone to the meeting.

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

None.

#### **3. Declarations of Interest:**

None

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

The minutes of the Personnel Committee meeting held on 26th February 2020 were approved with no amendments and will be signed by the Chairman of the Personnel Committee after the meeting.

#### **5. Personnel Sub Committee.**

As there is currently only one Cllr on the Personnel Sub Committee, at least two Cllrs need to be appointed onto this Committee. After brief discussion, Cllr Joslin proposed that the Council do not have a Personnel Sub Committee. Cllr Clarkson seconded the proposal. All Cllrs voted in favour of the proposal.

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

It was noted that Cllr Benton departed from the Council meeting at this point and that Cllr Arnold joined, following connection issues.

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

Cllr Clarkson concerned that the four hours are not covering the needs of the Council, especially when the Council agreed to recruit an additional person to work 12-18 hours a week.

After some discussion, Cllr Carter proposed that the Clerk can work up to 12 hours / week above her contracted 18 hours and that this is reviewed when an additional person has been employed by the Council. Cllr Arnold seconded the proposal. All Cllrs voted in favour of the proposal. It was agreed to raise this at the Planning committee meeting.

As additional hours are being worked by the clerk each week on a semi-permanent basis, it was discussed that some enhancement in holiday leave is probably due. Clerk to approach payroll provider to investigate how additional holiday is accrued and paid and report back to Personnel committee members.

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

Details from EALC on two roles were circulated to Cllrs prior to the meeting. Following discussion, it was agreed to recruit an assistant Clerk. Salary would be based on experience, the post is for 12 hours / week which could include one to two evening meetings per month, with the possibility of additional hours to cover Clerks absence. Tasks were then allocated accordingly for the recruitment process.

Vacancy and job description to be drafted by Cllr Clarkson with input from the Clerk and then circulated to the committee members. **Action Cllr Clarkson & the Clerk.**

An application form to be drafted by Cllr Stock with input from the Clerk. This should help streamline the shortlisting process. **Action Cllr Stock & the Clerk.** Applicants to send completed application form into the Clerk.

It was agreed to advertise the vacancy with EALC, on the Council website & noticeboards for two weeks and on Indeed for one week.

Cllrs Carter, Clarkson and Joslin to review applications to produce a shortlist of candidates (a maximum of 10). **Action Cllrs Carter, Clarkson and Joslin.**

Cllr Arnold to produce a list of interview questions. **Action Cllr Arnold.**

Virtual interviews will be conducted and with a socially distanced face to face second interview. The interview panel will consist of Cllrs Carter, Clarkson and Joslin with the Clerk available to answer questions. Details for the second interview to be confirmed nearer the time, possibly the same panel.

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

Cllr Carter kindly agreed to take the minutes.

## **9. Clerks Appraisal.**

To formalise the Clerks appraisal outcome and its recommendation to the Full Council. C/F as Cllr Carter needs to update the Clerk's appraisal with her comments and circulate. **Action Cllr Carter.**

## **10. Review of Staff Salaries.**

Cllr Clarkson stated that the Clerk's spinal salary point was raised by one point after her appraisal last year. At the time, Cllrs Warwick & Clarkson were not sure if this was a correct spinal salary point. The auditor has said that the Clerk's spinal salary point is low compared to other Clerks and the Council should consider increasing it. The Clerk's performance was not as good as it should have been, which was in part due to a lack of support, however it was noted that the clerk has shown a very professional attitude to the work of the parish, regularly going above and beyond in difficult circumstances. Cllr Clarkson then recommended an increase to 14. Cllr Joslin agreed with Cllr Clarkson's recommendation. However, Cllr Carter believes it should increase to 17. Cllr Stock agreed with Cllr Carter. Cllr Arnold then provided Clerks rates of pay advertised on Indeed.

Cllr Carter proposed to recommend to the Council at the next Planning Committee meeting that the Clerk is awarded a five point increase (to SCP 17) on the National Joint Council for Local Government Services pay scales as implemented on 1 April 2020, be accepted and that it is back dated to 01/04/20. Cllr Clarkson seconded the proposal. All Cllrs voted in favour of the proposal.

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

Meeting closed 9:45pm.

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