

**Wheathampstead Parish Council  
Personnel Committee Meeting  
12 January 2017, 19.30h**

Present	Councillors	D Johnston	Chairman
		D Davies	
		L Halford	
		T Reason	
		J Warren	Clerk to the Council
		Press	0
		Public	0

**4931-17 Apologies**

None – all present

**4932-17 Exclusion of Press and Public**

The Chairman proposed and it was agreed that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

**Resolved To exclude press and public.**

**4933-17 Minutes of the Meeting of 1 December 2016**

The Chairman proposed and it was agreed that the Minutes of the meeting of 1 December 2016 be approved.

**Resolved To approve the Minutes of the meeting of 1 December 2016 and that these be signed by the Chairman.**

**4934-16 Staffing Matters**

The Chairman requested that for matters of personal safety all councillors be issued with emergency contact details for the Clerk. A dedicated email address to her mobile phone was to be set up.

Subsequent to Minute 4895-16 the finance contractor had offered to cover two mornings in addition to her finance day, rather than appoint temporary agency administrative cover for five mornings, was approved. This would, it was felt, minimise disruption and training albeit leave two mornings without cover. The Clerk confirmed that she favoured this option and it was agreed. Councillors noted the need to formalise amending the previous decisions, thus it was agreed that the Clerk have delegated authority to make changes to the recruitment process as required.

Draft job descriptions for the two part time staff agreed at Minute 4895-16 had been circulated and were discussed and agreed in principal. Both the Finance, Meetings and Administration Assistant, and Events and Community Liaison Assistant role would be 22 hours per week; of which 20 hours were core, 09.00 – 13.00h, with two hours floating to cover meetings and events outside these hours both evenings and weekends. Thus the balance of these hours was expected to fluctuate through the year. The Finance, Meetings and Administration Assistant would be expected to undertake the CiLCA qualification after a year in post, undertaking coursework in his/her own time.

Salary ranges for appointments were agreed. In respect of pension provision the Clerk was to investigate NEST.

In respect of the Finance, Meetings and Administration Assistant Reed Accountancy was to be used, their 'premium' service for permanent recruitment. This included assistance with job specification, advertising and interviewing. The Events and Community Liaison Assistant role would be interviewed in house with advertising through website, local networks, noticeboards, shops, newsletter (Pump) and newspaper.

The Clerk left the room whilst the committee discussed and agreed staff salaries effective from 1 April 2017.

The Chairman proposed and it was agreed:

- 1 To formally approve temporary administrative cover by Vicky Puttock (contractor and current finance assistant)
- 2 Delegated authority to the Clerk to make changes to the recruitment process as required
- 3 Approve in principal staff job descriptions and salary bands for new posts to be Finance, Meetings and Administration Assistant, and Events and Community Liaison Assistant.
- 4 Clerk to investigate NEST.
- 5 Use of Reed Accountancy 'Premium Package' to assist in recruiting the Finance, Meetings and Administration Assistant.
- 6 Recruitment method for Events and Community Liaison Assistant to be promoted and interviewed 'in house'.
- 7 Events and Community Liaison Assistant to be advertised in the local newspaper, advert to be agreed.
- 8 Clerk's salary to increase by one Scale Point to LC3 47(NJC salary scales) effective from 1 April 2017.
- 9 Training records to be maintained.

- Resolved**
- 1 To formally approve temporary administrative cover by Vicky Puttock (contractor and current finance assistant).**
  - 2 Delegated authority to the Clerk to make changes to the recruitment process as required.**
  - 3 Approve in principal staff job descriptions and salary bands for new posts to be Finance, Meetings and Administration Assistant, and Events and Community Liaison Assistant.**
  - 4 Clerk to investigate NEST.**
  - 5 Use of Reed Accountancy 'Premium Package' to assist in recruiting the Finance, Meetings and Administration Assistant.**
  - 6 Recruitment method for Events and Community Liaison Assistant to be promoted and interviewed 'in house'.**
  - 7 Events and Community Liaison Assistant to be advertised in the local newspaper, advert to be agreed.**
  - 8 Clerk's salary to increase by one Scale Point to LC3 47(NJC salary scales) effective from 1 April 2017.**
  - 9 Training records to be maintained.**

#### **4935-17 Respect for the Clerk**

The Clerk reported an incident the previous week which left her feeling extremely upset and angry by the verbal abuse from a particular councillor. She considered that there were no circumstances when it was appropriate to treat her, or any other employee, in such a manner. It was acknowledged that there was some 'rough and tumble' with the job role but the line was definitely crossed. Respect was one of the key values of the code of conduct which all councillors signed. No apology had been received, despite a request for such.

It was agreed that this be generically raised at Council and councillors reminded of the requirement for proper behaviour towards staff. The Chairman would speak privately to the councillor concerned.

- Resolved**
- 1 To raise awareness at Council of the principals of the Code of Conduct.**
  - 2 Chairman to speak privately to the councillor concerned.**

**4936-17 Readmission of Press and Public**

The Chairman proposed, and it was agreed, to readmit press and public.

**Resolved To readmit press and public.**

**The Chairman declared the meeting closed at 22.10h.**

**Dated this day of 2017**

**Chairman**