

**Wheathampstead Parish Council
Personnel Committee Meeting
1 December 2016, 19.30h**

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

4893-16 Apologies

None – all present

4894-16 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.

4895-16 Staffing Matters

It was reported that the Deputy Clerk had resigned having accepted the post of Clerk to Welwyn Parish Council. The finance administrator would be leaving end of March 2017 for personal reasons. The caretaker hoped to work a further four years. It was recommended that staffing be reviewed in line with Council's corporate vision including prioritised objectives. A confidential report had been circulated to all parish councillors.

Consideration was given to administrative arrangements for staff movements including leave, using an external consultant to undertake a staffing review, the Deputy Clerk's request to waive notice period, interim staff cover, training, and the generic staffing format agreed. It was acknowledged that elapsed time to recruit with Christmas approaching was likely to be in the region of 4-5 months.

The Chairman proposed and it was agreed:

1. To produce a staff leave card
2. Not to appoint an external consultant to undertake a staffing review.
3. To approve the Deputy Clerk's request to be released early on 30 December 2016.
4. That the Deputy Clerk be asked to provide handover notes, diary timeline (eg for Safety Advisory Group paperwork for

events), position statement on all work, ensure all work was up to date as far as possible, including early actions where feasible (eg allotments, Village Weekend) prior to leaving Council's employment.

5. To approve that with early release the Deputy Clerk's excess leave be recovered by payroll reduction.
6. To source temporary administrative cover from 3 January 2017 for a minimum 3 months to allow for recruitment.
7. To appoint two staff, one SAGE qualified, one more junior.
8. To appoint staff who could deputise but not with the job title of deputy clerk.
9. To begin the recruitment process for two staff early in the New Year. A recruitment agency to be approached for assistance.
10. That a farewell presentation be made to the Deputy Clerk at the Council's Christmas Celebration on 22 December financed as for her predecessor by donations and contribution from Council.

- Resolved**
- 1 To produce staff leave cards.**
 - 2 Not to appoint an external consultant to undertake a staffing review.**
 - 3 To approve the Deputy Clerk's request to be released early on 30 December 2016.**
 - 4 That the Deputy Clerk be asked to provide handover notes, diary timeline (eg for Safety Advisory Group paperwork for events), position statement on all work, ensure all work was up to date as far as possible, including early actions where feasible (eg allotments, Village Weekend) prior to leaving Council's employment.**
 - 5 To approve that with early release the Deputy Clerk's excess leave be recovered by payroll adjustment.**
 - 6 To source temporary administrative cover from 3 January 2017 for a minimum 3 months to allow for recruitment.**
 - 7 To appoint two staff, one SAGE qualified, one more junior.**
 - 8 To appoint staff who could deputise but not with the job title of deputy clerk.**
 - 9 To begin the recruitment process for two staff early in the New Year. A recruitment agency to be approached for assistance.**
 - 10 That a farewell presentation be made to the Deputy Clerk at the Council's Christmas Celebration on 22 December financed as for her predecessor by donations and contribution from Council.**

4896-16 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 21.40h.

Dated this day of 2017

Chairman