

Wheathampstead Parish Council

Personnel Committee 18 September 2017- 13:00

Present: Councillors D Davies Chairman
L Halford
T Reason
P Woodhams

J Warren Clerk to the Council

Press 0
Public 0

5258-17 Apologies

Apologies were received from Councillor D Johnston (personal reasons).

5259-17 Public Speaking

None.

5260-17 Specific Declarations of Interest & Dispensations

None.

5261-17 Minutes of Personnel Committee of 12 January 2017

The Chairman proposed, and it was agreed that the Minutes of the meeting held on 12 January 2017 be approved.

Resolved:

To confirm the Minutes of the meetings held on 12 January 2017 to be a true and fair account and for these to be signed by the Chairman.

5262-17 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.

5263-17 Staffing

The Clerk's report was received and contents noted.

The Finance Assistant had given one month's notice and would finish her employment on 3 October, returning to her former employer in a more senior position. It was agreed that she be released for a four day handover and then come back to Wheathampstead Parish Council to assist with interviews and a handover once her replacement was appointed. She would also complete the handover pack and some budgetary work prior to leaving.

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The job description, person specification and advertisement were agreed. This would essentially mirror the role agreed in January at Minute 4934-17 and be 22 hours per week averaged to cover core office opening times and some (mostly evening) meetings. Councillors acknowledged that it was not sustainable for the Clerk to be unsupported for meetings.

Consideration was given to advertising the post, Reed Recruitment having been used previously. Agency fees were however expensive and had not resulted in a satisfactory permanent appointment. Councillor Halford proposed, seconded by Councillor Reason, and it was agreed that an advertisement be placed in the Herts Advertiser for a Finance and Meetings Administrator (budget up to £500). In tandem with this, adverts were to be placed on social media, Council's website, and circulated through the local councils' and community network. Interview dates were scheduled for mornings of 25 and 26 October with a closing date for applications of 19 October. If the position could not be suitably filled then options would be reviewed.

Some four months after the enquiry the payroll provider had provided costs to administer the NEST pension scheme for new staff. These were considered cost prohibitive. The Clerk was asked to investigate internal administration.

The Chairman proposed and it was agreed that the Clerk attend the CIPFA SE seminar on commercialisation within local authorities on 11 October, budget travel cost. As a Quality Council using the Power of General Competence it was viewed that this was an area Council may move towards.

Resolved:

- **To note the report.**
- **To approve the application and interview process**
- **To place an advertisement in the Herts Advertiser for a Finance and Meetings Administrator for one week.**
- **To advertise through social media and the local council and community network.**
- **Clerk to investigate internal administration of NEST.**
- **Clerk to attend CIPFA SE seminar on commercialisation within local authorities.**

5264-17 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 14:45

Dated this day of 2017
Chairman