



# Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

## Meeting of the Personnel Committee held at 7.00pm on Monday 8<sup>th</sup> November 2021

This was a virtual meeting due to high Covid infection rates. No resolutions were passed.

### Draft MINUTES

**Councillors present:** Baker, McDonald, Tucker (Chair).

**In attendance:** Prince (Clerk), Deane (Deputy Clerk) (Except for item P.21.018)

The Chair opened the meeting at 7.00pm. There were no members of the public present.

**P.21.013 Apologies.** Cllr Waller had presented her apologies.

**P.21.014 Declarations of Interest.** There were no declarations of interest.

**P.21.015 Draft Minutes of Meeting on 2<sup>nd</sup> August 2021.** There were no comments or amendments to the draft Minutes.

**P.21.016 Interim Parish Council Staff arrangements following the current Clerk leaving his post on 30<sup>th</sup> November 2021.**

Cllr Tucker had drafted a letter defining variations in the contract of employment for the Clerk when he becomes the Responsible Financial Officer (RFO) on 1<sup>st</sup> December 2021. It was agreed that a job description should be appended to this letter. When finalised this will be signed by Cllr Tucker and Prince. Cllr Tucker said that he would defer the interim arrangements for the post of Clerk until after the next agenda item.

**P.21.017 Long-term Way Forward.**

The Deputy Clerk was asked to leave the meeting.

Cllr Tucker said that it had been proposed that the position of Clerk should be advertised externally and that the current Deputy Clerk should be invited to apply. Cllr McDonald agreed and said that this was normal practice in any organisation. Cllr Tucker reported that Cllr Waller had also said that advertising the post externally was 'best practice'.

The Clerk reminded the Committee that at the time of the recent Staffing Review both he and Ms Deane had declined the invitation to take up full-time employment with the Council. He asked the Committee for details of the post that was going to be advertised. Cllr Baker said the advertisement should be for a Clerk on a minimum of 30 hours per week up to full-time, to be agreed with the successful candidate. Whether or not the RFO role is included should also be negotiable. Cllr Tucker summarised the discussion by stating that there was a consensus that the position should be advertised externally.

Discussion followed on the method and timing of the recruitment process. It was agreed that the Clerk should investigate whether LGRC might assist. Otherwise, it was agreed to use local press and trade organisations such as NALC and SLCC. The recruitment process would be delayed until early in 2022.

The Deputy Clerk was invited to re-join the meeting but was not immediately available.

**P.21.018 Revised Contract of Employment.** Cllr McDonald reported on discussions with the partner at Keelys LLP. This had resulted in a new draft contract of employment that had been circulated for comment to the Personnel Committee. The Clerk asked why a new contract was required when current contracts of employment use the 2011 Model Contract recommended by the National Association of Local Councils and the Society of Local Council Clerks. Any changes to a Contract of Employment must start with a consultation with the employees affected and/or their union representatives. Cllr Tucker said that he agreed with the principle of using the NALC/SLCC template. Further discussion would take place outside of this meeting.

The Deputy Clerk re-joined the meeting at 7.51pm. Cllr Tucker advised her of the decision made at P21.017. He will prepare a letter appointing her to the role of Acting Clerk on the same salary as the current Clerk.

**P.21.019 EXEMPT BUSINESS - EXCLUSION OF THE PRESS AND PUBLIC.**

**Resolved:** There being no exempt business this item and P.21.020 (Personnel Issues) were cancelled.

There then followed an unscheduled discussion about the level of the staff establishment and how this might affect the salaries budget for 2022-2023. The Clerk and Deputy were requested to provide cost options for discussion at the next meeting of The Finance and General Purposes Committee on 6<sup>th</sup> December.

The meeting concluded at 8.12pm

The date of the next meeting has yet to be determined.