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Tuesday 10:00 – 14:00
Wednesday 10:00 – 14:00
Thursday 10:00 – 14:00
Friday CLOSED

PORLOCK



Clerk to the Council
Mrs. D. Taylor-Pitkin
Parish Room
Old School Centre
West End
PORLOCK
Somerset TA24 8QD

Parish Council

Minutes of the Staffing & HR Committee meeting held at 10am on 05th July 2022 in the Parish Office at the Old School Centre.

Members Present: Cllr. Allenby, Cllr. Ellicott, Cllr. Fraser, Cllr. Rayner & Cllr. Wood.

Also present: Mrs. D Taylor-Pitkin (Clerk)

1. Apologies

Apologies were received from Cllr. Stanyon due to family commitments.

Proposer: Cllr. Ellicott
Seconder: Cllr. Allenby

UNANIMOUSLY APPROVED

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.

None were noted.

3. Committee to appoint a Chairperson

Cllr. Wood nominated Cllr. Ellicott for position as the Chairperson for the Staffing & Hr Committee and was Seconded by Cllr. Allenby:

Proposer: Cllr. Wood
Seconder: Cllr. Allenby

UNANIMOUSLY APPROVED

It was noted that SALC have recommended their training Course, The Council as an Employer which is run remotely. Dates to be confirmed in due course.

4. To review the following points raised by Cllr. Stanyon:

- i. Clerk timesheet.
It was agreed the Clerk is to produce timesheets recording her working hours and activities and provide them for review at the next Staffing & HR Committee Meeting.
- ii. Duties and responsibilities currently held by the Clerk.
The Committee reviewed the Clerk job description.
- iii. Clerk to produce an Annual Calendar listing responsibilities and duties.

The Clerk provided a weekly and monthly schedule of required tasks and is to provide a annual one for the next Committee Meeting.

- iv. Clerk to produce a timetable for all staff appraisals / Committee Meetings
Clerk to provide this information for the next Committee meeting.
- v. Staffing & HR Committee to consider whether all legal and advisory policies are in place for the employed staff.
Clerk is to seek advice from Bright HR and report back.
- vi. Staffing & HR Committee to consider implementing the following policies:
 - o HSE Stress Policy
 - o ACAS Health & Wellbeing Policy*Clerk is to seek advice from Bright HR and report back.*

5. To review and Recommend APPROVAL of the current employment contracts for PPC Staff:

i. Employment Contract for the OSC Caretaker

**Proposer: Cllr. Fraser
Seconder: Cllr. Ellicott**

UNANIMOUSLY APPROVED

ii. Employment Contract for the OSC Cleaner

**Proposer: Cllr. Ellicott
Seconder: Cllr. Fraser**

UNANIMOUSLY APPROVED

iii. Employment Contract for the Library Officer

**Proposer: Cllr. Fraser
Seconder: Cllr. Allenby**

UNANIMOUSLY APPROVED

iv. Employment Contract for the Parish Clerk

**Proposer: Cllr. Allenby
Seconder: Cllr. Ellicott**

**3 Councillors APPROVED
2 Councillors ABSTAINED**

6. To confirm a interview panel for the appointment of the Grounds Maintenance Role and review received application forms.

Following a discussion it was agreed the interview panel will consist of Cllrs. Ellicott, Allenby and Fraser.

Proposer: Cllr. Rayner
Seconder: Cllr. Allenby

UNANIMOUSLY APPROVED

The interview panel are to review the application form once references are received and an interview date will be set.

7. To discuss the requirement for either a Responsible Financial Officer or Assistant Clerk.

Following a robust discussion the Clerk noted that the role has grown over the last 12 months, in particular the paid members of staff has risen from 1 to 4 and the new Committee and operation Structure that is now in place has created an influx of extra meetings and subsequent production of the supporting documentation. The Council as a whole is far more active within the Community and further duties and responsibilities are expected to be devolved. The Clerk identified the processing of the PPC financial affairs as an area which required attention and with the appointment of an RFO would help to alleviate some of the workload. Going forward It was agreed a robust action plan will need to be composed which will include a training programme for the Clerk and potentially the RFO. It was noted the RFO position is a specific role, self-contained and could potentially be an offsite role. It was agreed the role of RFO is to be investigated in more detail.

Proposer: Cllr. Ellicott
Seconder: Cllr. Allenby

UNANIMOUSLY APPROVED

Action Point: The Clerk is to contact SALC for Job description for the position of RFO and salary scale.

Action Point: Clerk is to contact Rialtas for guidance on training for the potential Role of RFO and for the Clerk.

8. Any Items for Report.

It was noted an Appraisal is required for the Clerk. The Clerk excused herself from the room to allow for discreet discussion.

Cllr. Ellicott reported the Appraisal panel will consist of Cllrs Ellicott, Fraser and Rayner. A date will be convened shortly and Councillors will be asked to provide feedback as part of the process.

9. To confirm a date for the next Committee Meeting.

31st August 2022 10am in the Parish Office.

Meeting Closed at 11.20am