

Clerk to the Council

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## PORLOCK



### Parish Council

Parish Room

Old School Centre

West End

PORLOCK

Somerset TA24 8NP

Signed:

Date:

### Minutes of the Porlock Parish Council HR & Staffing Committee Meeting

The Parish Room, Friday 17th March 2023, 9.30am

*Copies of minutes and reports are available on request*

**Councillors Present:** Cllr S Colson, Cllr S McCanlis (Chair), Cllr L Thornton (Temporary volunteer Clerk and minute taker)

**1. Apologies were received by the council:** Cllr D McCanlis.

**2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations**

None declared.

**3. To agree any items to be dealt with after the public, including the press, have been excluded.**

The Committee agreed to deal with all items after 4. Public Participation in closed session due to the sensitivity of information to be discussed.

**PROPOSER: Cllr S McCanlis; SECONDER: Cllr S Colson. ALL IN FAVOUR**

**4. Public Participation** – there were no members of the public in attendance.

**5. To AGREE process to recruit new Clerk.**

Cllr L Thornton suggested that SALC be consulted regarding appropriate pay scales, following advice given at recent Employer training. The position will then be advertised on the SALC website. Cllr L Thornton also advised that full time hours should be 37 a week, so if the RFO is doing 9hrs, the part-time hours of the Clerk should be advertised as 28 hours, negotiable, to allow for some home working and flexible shifts. It was also suggested that PPC could pay to advertise on Indeed. There should be no closing date.

The Committee agreed to consult SALC, advertise for 28hrs, flexible working with no closing date on SALC website and on Indeed.

**PROPOSER: Cllr S McCanlis; SECONDER: Cllr S Colson. ALL IN FAVOUR**

**6. To AGREE process to recruit OSC cleaner.**

Cllr L Thornton explained that the job description suggested the cleaner cleaned in the Visitor Centre. The PVTa had been asked for confirmation. It was agreed that the job description needed re-writing, the hours and pay revised, and that the Library Officer should be consulted. Cllr Colson

explained that the water points would need cleaning, possibly twice a day. He agreed to find out the frequency/cleaning schedule required.

It was agreed to postpone advertising the position until the consultations had been completed and the job description re-written, and that the hours and pay should be negotiable.

**PROPOSER: Cllr S McCanlis; SECONDER: Cllr S Colson. ALL IN FAVOUR**

**7. To REVIEW all PPC employees' contracts and job descriptions and set up a programme of meetings between Employer and Employee for appraisals.**

It was AGREED to arrange meetings with all the employees and to ensure everyone has an agreed, signed contract and job description, and a programme of appraisals and regular staff meetings.

**PROPOSER: Cllr S Colson; SECONDER: Cllr L Thornton. ALL IN FAVOUR**

**8. To consider Term Contractors and other contracted service providers.**

Cllr L Thornton explained the system advised by the RFO regarding appointing Term Contractors. It was agreed to meet and discuss with current contractors to ensure agreed, signed contracts are in place with more regular meetings and better communication established.

**PROPOSER: Cllr L Thornton; SECONDER: Cllr S McCanlis. ALL IN FAVOUR**

The meeting ended at 10.30am

Signed:

Date: