

THE IVERS PARISH COUNCIL

28th September 2020

To all Members of the HUMAN RESOURCES SUB COMMITTEE

A Meeting of the Human Resources Committee will be held on Wednesday 14th October 2020, commencing at 6.00 pm. This meeting will be held by Zoom Video Conference for the purpose of transacting the following business.

Instructions to join Zoom Meeting

<https://us02web.zoom.us/j/83205963173?pwd=VVpxdHJucHNxWUpHcHBucSs5cGxiZz09>

Meeting ID: 832 0596 3173

Passcode: 484327

Stephanie Bennett

Clerk to the Council

clerk@iverparishcouncil.gov.uk

AGENDA (PUBLIC)

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

3. MINUTES

To consider the minutes of the previous meeting held on 10th September 2020

4. CHAIR ANNOUNCEMENTS

5. NEW ROLE

To consider the draft job descriptions and person spec for the new Deputy Clerk position

6. EXCLUSION OF THE PUBLIC AND PRESS

To exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential

7. STAFFING STRUCTURE

8. INVESTIGATION

Committee Members: Cllrs Wendy Matthews, Ann Mayling, Chris Jordan, Carol Gibson, Jyoti Kaushal, Karanveer Bembey, Chris Woolley and Julie Cook

THE IVERS PARISH COUNCIL

**MINUTES OF A MEETING OF THE HR SUB COMMITTEE HELD ON
10th SEPTEMBER 2020 at 6.00PM VIA ZOOM CALL**

Present: Councillors Wendy Matthews (Chairman), Ann Mayling, Carol Gibson, and Julie Cook

In attendance: Cllr Kevin Brown, Ciarán Beary, Peter Stanhope and Stephanie Bennett (Clerk)

HR.008/20 APOLOGIES FOR ABSENCE

Geoff Bennett, Chris Jordan

The Chairman welcomed committee members and non-committee members and permitted all councillors to contribute to the meeting.

HR.009/20 DECLARATIONS OF INTEREST

None were received.

HR.010/20 MINUTES

RESOLVED that

The minutes of the meeting held on the 7th September, 2020 be agreed and signed by the Chairman

HR.011/20 PAY AWARD

RESOLVED that

An award of 2.75% be made backdated to 1st April 2020

HR.012/20 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that

the Public and Press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are confidential

HR.013/20 STAFFING STRUCTURE

Considerable discussion was undertaken regarding the future staffing structure of the Council.

RESOLVED that

The Clerk to prepare outline job roles, job descriptions and person specifications for the roles of Business Administrator, Deputy Clerk and Maintenance Operative (Caretaker)

HR.014/20 STAFFING COVER

Councillors considered the work being undertaken to cover for absent staff

RESOLVED that

A £200 thank you be paid to the member of staff providing cover.

HR.015/20 TRAINING

Update Employment Law training was considered for the Clerk

RESOLVED that

The Clerk be enrolled on the Employment Law Certificate training at a cost of £174.99

HR.016/20 INVESTIGATION

The Clerk provided an update on the progress of the investigation

The meeting closed at 7.15pm

Signed Chairman

Date

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The Ivers Parish Council

Deputy Clerk to the Council

Job Description

Responsible to:	The Clerk to the Council
Hours of work:	37 hours a week
Leave entitlement:	22 days per annum basic plus public holidays rising to 27 days basic after 5 years
Purpose of job:	Working with the Clerk, Councillors, staff and community to deliver the services and work of the Parish Council
Working relationships:	Parish council employees, councillors, external partners and community

Responsibilities:

- 1.1 To act as the Clerk in the Clerk's absence.
- 1.2 To be the Council's Health and Safety Officer.
- 1.3 To be responsible for the supervision and control of staff.
- 1.4 To ensure the efficient and effective working of the Council's operations.
- 1.5 To be responsible for the general maintenance of all Council property and machinery and equipment.

Duties:

- 2.1 To act as the Clerk to the Council at meetings in the Clerk's absence.
- 2.2 To be responsible, in consultation with the Clerk for preparing agenda, reports etc for meetings.
- 2.3 To attend meetings of the Council, its Committees, Sub-Committees and working parties as required
- 2.4 To assist the Clerk in implementing decisions of the Council and its Committees.
- 2.5 To produce as a result of suggestions by members and on his/her own initiative, proposals for consideration by the Council.
- 2.6 To be responsible for producing and regularly reviewing the Council's policies on Health and Safety and Risk Management processes.

- 2.7 To be responsible for the implementation of health and safety and risk management procedures including training.
- 2.8 To assist the Clerk in the appointment and dismissal of staff below second tier level.
- 2.9 To be responsible for the day to day supervision of staff.
- 2.10 To regularly review and make recommendations to the Clerk on training requirements for staff.
- 2.11 To manage projects as and when required.
- 2.12 To have a working knowledge and control of the computer systems and information technology.
- 2.13 To have a working knowledge of the accounts and wages systems and operate the same, where required, in the absence of the Business Administrator.
- 2.14 To be responsible for preparing estimates for draft budget provision for inclusion in the annual financial budget.
- 2.15 To be responsible in consultation with Clerk for expenditure of capital funds.
- 2.16 To be responsible for the maintenance of all the Council's facilities and plant.
- 2.17 To be responsible for ensuring that the Council's policies relating to diversity and service to the community are operated and updated as necessary.
- 2.18 To work as safely as possible having regard to other members of staff and the public.
- 2.19 To observe and report any items of equipment or work situation that be considered to be of an unsafe nature.
- 2.20 Normally to be expected to attend, when possible, in times of emergency.
- 2.21 To undertake such other duties as may from time to time be determined and agreed.
- 2.22 To promote the Council's Equal Opportunities Policies.

Specific Duties

- 3.1 Direct line management of Grounds Team and caretaker
- 3.2 Responsible for all H+S aspects of Council capital assets and operations
- 3.3 Development and delivery of annual maintenance schedule for grounds team
- 3.4 Delegated authority and responsibility for budgets associated to capital asset management and grounds team
- 3.5 Preparation of funding bids related to capital assets
- 3.6 Liaison with assistant clerk regarding maintenance requirements of assets, and projects
- 3.7 All grounds and asset maintenance
- 3.8 Development and delivery of environmental strategies and management plans
- 3.9 Planning and facilitation of events
- 3.10 Delivery of Christmas Lights
- 3.11 Preparation of communication relating to job role

PERSON SPECIFICATION FOR DEPUTY CLERK

	Essential/Desirable?	
KNOWLEDGE	E	
Knowledge and experience of how to develop and manage budgets	E	
Relevant financial procedures and employment law		D
Policy development in line with community needs		D
Certificate In Local Council Administration (CiLCA)		D
Knowledge and understanding of Equal Opportunities legislation and Employment Law	E	
Structure & working of local authorities including concepts of localism		D
Horticulture, arboriculture, grounds maintenance, agricultural and horticultural machinery use	E	
SKILLS		
Leading a team to deliver to a high standard and to develop the skills and knowledge of the team	E	
Strategic and operational management with a focus on continuous improvement	E	
Strong communication, negotiating and interpersonal skills	E	
Able to manage performance against targets, set targets and objectives relevant to the stated priorities of the Council	E	
Able to deliver through partnership arrangements including through charities/voluntary groups and other public sector organisations		D
Project delivery – involvement in the delivery of small individual projects	E	
Able to identify opportunities / projects and create comprehensive business cases	E	
Able to design and deliver a collaborative team working structure	E	
IT - competent in Word, Excel, Power-Point, Outlook	E	
Able to identify and implement tasks for open spaces and capital asset management	E	

ATTRIBUTES		
Ability to use own initiative and experience to seek proactive solutions	E	
Open to new ideas, projects and concepts	E	
Work flexibly and with tenacity and integrity	E	
Committed to delivering quality services to all stakeholders	E	
Commitment to driving own personal development		D
Commitment to driving the personal development of all direct reports	E	

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