

## **THE IVERS PARISH COUNCIL**

### **MINUTES OF A MEETING OF THE HR SUB COMMITTEE COMMITTEE HELD ON 14<sup>TH</sup> OCTOBER 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, Margaret Wilson (Assistant Clerk) and Stephanie Bennett (Clerk)

**HR.017/20      APOLOGIES FOR ABSENCE**

None were received

**HR.018/20      DECLARATIONS OF INTEREST**

None were received.

**HR.019/20      MINUTES**

RESOLVED that

The minutes of the meeting held on the 10<sup>th</sup> September, 2020 be agreed and signed by the Chairman

**HR.020/20      CHAIRMAN ANNOUNCEMENTS**

The Chairman notified that summons had been issued for an Extraordinary Council meeting to be convened on Monday 19<sup>th</sup> October 2020 at 4.00pm

1806 Cllr Chris Jordan joined the meeting

**HR.021/20      NEW ROLE DEPUTY CLERK**

The draft job description and person specification was discussed and following small amendments was agreed.

RESOLVED that

The draft job description and person specification be agreed subject to amendments and that the planning for the recruitment process be commenced

**HR.022/20      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

Assistant Clerk left the meeting

**HR.023/20 STAFFING STRUCTURE**

1827 Cllr Peter Stanhope joined the meeting

Considerable discussion was undertaken regarding the future staffing structure of the Council. A draft job description and person specification for a Business Administrator was considered.

RESOLVED that

- a. The draft job description and person specification to be agreed subject to amendments as discussed. The post to be a fulltime post to include evening work and a parttime/job share will be considered
- b. Consultation regarding potential redundancy to be commenced
- c. Planning for a recruitment process to be commenced

**HR.024/20 BUDGETS**

Councillors considered the outline budgets

RESOLVED that

- a. The midpoint for the Deputy Clerk post be £35,000
- b. The midpoint for the Business Administrator be £25,000

**HR.025/20 INVESTIGATION**

The Clerk updated members on the timeline of the investigation

RESOLVED that

If required, a hearing panel to be convened of Councillors Julie Cook, Carol Gibson and Chris Jordan

The meeting closed at 7.03pm

Signed ..... Chairman

Date .....