

THE IVERS PARISH COUNCIL

MINUTES OF A MEETING OF THE STAFFING COMMITTEE HELD ON MONDAY 8 AUGUST 2022 AT 7.00PM AT RICHINGS PARK SPORTS CLUB, 34A WELLESLEY AVE, IVER.

Present: Cllrs Ciarán Beary, Julie Cook, Vishal Gupta, Sarah Hutchins, Peter Kinchin, Wendy Matthews, Peter Stanhope, and Graham Young.

Apologies: Cllr Michael Sullivan

162/22 ELECTION OF CHAIR

Upon the proposal of Cllr Kinchin, seconded by Cllr Matthews, Cllr Beary was elected as Chair of the Committee by a majority vote.

An alternative proposal fell because the individual proposed did not accept the nomination.

163/22 ELECTION OF VICE-CHAIR

Upon the proposal of Cllr Beary, seconded by Cllr Cook, Cllr Hutchins was elected *nem con* as Vice-Chair of the Committee.

164/22 DECLARATIONS OF INTEREST

There were no declarations of interest.

165/22 PUBLIC PARTICIPATION

A member of the public attended the meeting and asked a question about what the parish council was doing to reduce the risk of fire in the grasslands in the parish area given the prolonged hot weather and dangerous fires experienced elsewhere. The Chair reassured the member of the public that the parish council was doing what it can to reduce the risk of fire on the land that it owns.

166/22 MATTER ARISING FROM PUBLIC PARTICIPATION

The asking of the question recorded above at minute 165/22 precipitated discussion of the discrepancy of the description of the public participation session given on the agenda versus the contents of Standing Orders. The agenda invites questions and comments about agenda items/parish council matters while Standing Orders (3e) permits questions and comments about agenda items only. The Locum Clerk undertook to address the issue by taking an item to Full Council.

167/22 CHAIR’S ANNOUNCEMENTS

The Chair welcomed the creation of this new Committee.

168/22 BEING A GOOD EMPLOYER

The Committee noted the NALC Guidance on “Being a Good Employer” which had been circulated to all Councillors.

169/22 COMMITTEE WORK PROGRAMME

It was agreed that the Committee should meet once a quarter, with the next meeting being in October. The work programme to include the following:

- Performance appraisal
- National terms & conditions of employment versus local terms & conditions of employment
- Examples of “micro-management”

170/22 EXCLUSION OF THE PRESS AND PUBLIC

It was **AGREED** to exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as the matters to be discussed were considered confidential.

171/22 APPOINTMENT OF A NEW CLERK

The Committee considered a report from the HR consultant supporting the process to recruit a new clerk. The report had been received at the Annual Meeting of Council on 16 May and consideration of any future action had been deferred to this meeting. Amendments were requested of the report. The Committee agreed to readvertise the post, setting aside a budget of £1,000 for that purpose. It was agreed that the requirement for the postholder to be AAT qualified should be removed and that there should be reduced emphasis on the “RFO” part of the post – the reference to RFO should be removed from the main heading of the advert but remain in the text. It was also agreed that the recruitment literature should clarify the expectation that at least three days a week should be spent in the office.

Signed Chairman

Date