

SHELFIELD PARISH COUNCIL

(Incorporating the villages of Shedfield, Shirrell Heath and Waltham Chase)

MINUTES OF THE EXTRAORDINARY PERSONNEL & PROCEDURES COMMITTEE MEETING HELD 6 P.M. TUESDAY 23 JULY 2019 AT SHEDFIELD PAVILION

Present:

Parish Councillors: Jim Colman (Chair of Planning & Cemetery & Common)
Margaret Jones
Stuart Jones
Arthur Reading
Cathy Roberts
Linda Warren (Chair of Open Space)

Clerk: Mandy Cooksley

Public: None

12/19 **Apologies for absence.** None.

13/19 **Election of Chair & Vice Chair.** As Chair of Council, Councillor Margaret Jones is the Chair of this Committee.
Councillor Arthur Reading was proposed Vice Chair by Councillor Margaret Jones, seconded by Councillor Cathy Roberts. Councillor Reading was duly elected Vice Chair of this Committee.

14/19 **Declarations of Interest** – none.

15/19 **Minutes of the Meeting held 11 March 2019.** The Minutes of the Meeting were accepted as a true record and signed by the Chair as correct.

16/19 **Public Participation** – none.

17/19 **Terms of Reference.** It was resolved to amend the second sentence of the Terms of Reference to read “The other members are to have long experience of Council and/or relevant HR experience”, rather than “The other *two* members ...”
Action: Clerk.

18/19 **Staffing Matters.**

- a. Clerk absence. The Chair outlined office cover during the enforced absence of the Clerk. Thanks were recorded for the willingness and flexibility of the RFO and Planning & Projects Officer during this time, which has ensured that the office can be open daily and public opening hours covered 1200 – 1400 for most of August. Any overtime would be paid at normal hourly rates. Sick pay for the Clerk will be in accordance with the Contract of Employment (5 months’ full pay and 5 months’ half pay); the Parish Council will pay full pay less statutory sick pay received. Phased return for the Clerk, if necessary.

b. RFO hours. It was resolved to agree to the RFO's request to amend her working hours to 0830 – 1630 on a Tuesday only, commencing in September, to enable attendance at college and gain further qualifications. The remaining 2 hours of the RFO's 10 hour contract to be carried over to use as necessary during busy periods, e.g. budgets/precept/F&A Meeting preps. It was agreed that the RFO could take the dedicated RFO laptop home as necessary. After due consideration, it was agreed that the office would be closed on a Friday from September 2019; this is in line with other local Parish Councils who only open to the public 4 days a week. A note to be included in the Parish Magazine and on the website to inform parishioners of this change. Sign at the gate to Shedfield Recreation Ground to be amended accordingly.
Action: Clerk.

19/19 Items for the next agenda:

- a. Salary review.
- b. Review of RFO working hours.
- c. Job Descriptions.

20/19 Date of next meeting - 7.15 p.m. Monday 30 September 2019.

With no further business to be conducted the Chair closed the meeting at 6.25 p.m.