

# **MINUTES OF STANWICK PARISH COUNCIL STAFFING COMMITTEE MEETING HELD ON**

**Date:** 11<sup>th</sup> November 2021

**Venue:** Committee Room, Stanwick Village Hall

**Time:** 7.15 p.m.

**Present:** **Councillors:** S Glanville-Hughes  
S Kitchener

J Paterson

**Clerk** J Hodgson

## **SC21.1      CHAIRMAN OF THE STAFFING COMMITTEE**

It was proposed and

### **RESOLVED**

That Councillor Peck be elected as the Chairman of the Committee.

That Councillor Kitchener be elected as Chairman of this meeting in the absence of Councillor Peck.

## **SC21.2      APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Peck.

## **SC21.3      APPROVAL OF MINUTES**

It was proposed and

### **RESOLVED**

That the Minutes of the Staffing Committee Meeting held 10<sup>th</sup> September 2020 be approved as a correct record and signed by the Chairman.

## **SC21.4      DECLARATION OF INTEREST**

There were no councillor declarations of interest.

## **SC21.5      PUBLIC SPEAKING TIME**

There were no members of the public present.

## **SC21.6      CLERK'S JOB DESCRIPTION**

The job description for the role of Clerk was reviewed and it was proposed and

### **RESOLVED**

It be recommended to full council that the following amendments be made

To add ‘and informed’ to line 7 of the overall responsibilities between effective and decisions.

To add ‘To be the Burials Manager and undertake all work in connection with cemetery including but not limited to all administration and record keeping, marking grave plots, communications with the bereaved and Funeral Directors’

To add ‘To be the Allotment Manager and undertake all work in connection with allotments including but not limited to all administration and record keeping, communications with plot holders and prospective tenants, site visits and rent collection.’

To add ‘To be the primary contact for the grounds maintenance contract and other contractors for the maintenance of open spaces owned or managed by the Council; to identify necessary works and obtain quotes and tenders in accordance with Standing Orders and Financial Regulations and to attend site meetings and contract meetings as required’

To add ‘To obtain quotes or tenders for any works required in accordance with Standing Orders and Financial Regulations and to attend site meetings and be the primary point of contact on behalf of the Council.’

**SC21.7        ‘PERSON SPECIFICATION’ FOR THE POSITION OF CLERK**

It was noted that the Council does not hold a Person Specification and it would be appropriate for the Council to hold a specification on file. It was proposed and

**RESOLVED**

That the specification given in Appendix A be recommended to full Council for adoption.

**SC21.8        APPRAISAL TRAINING COURSE**

It was noted that Cllr Glanville-Hughes had attended an Appraisal training course facilitated by N CALC and in light of that course the Appraisal Protocol adopted 17 September 2020 (Minute 20.72 d refers) was reviewed. It was proposed and

**RESOLVED**

That it was not necessary to make any changes to the protocol.

**SC21.9        CLERICAL APPRAISAL**

It was agreed that the appraisal should be completed by the end of January 2022 at a mutually agreed time, in accordance with the adopted protocol.

**SC21.10        NATIONAL PAY NEGOTIATIONS**

It was noted that it is Parish Council policy to adopt the nationally agreed pay scales as negotiated and agreed by the National Joint Council for Local Government Services. It was noted that at the time of the meeting a pay settlement had not been agreed and any settlement is likely to be back dated.

**SC21.11      LGPS FORUM**

It was noted that the Clerk attended the Local Government pension Scheme Forum webinar on 9<sup>th</sup> November 2021. Topics covered included a fund/scheme update, information from the actuaries on the 2022 valuation, regulatory changes and key responsibilities for employers. If the slides for the key responsibilities session are released, these will be forwarded to members of the staffing committee.

**SC21.12      NEXT MEETING**

The next meeting will be on 10<sup>th</sup> February 2022.

**Chairman**

## Appendix A

### Person specification for the position of parish clerk

The paid post of Clerk is an important post within the Parish Council and the successful applicant will have many skills and be prepared to undertake training to add to these skills. While it will be desirable for the successful applicant to have had previous local government/parish council experience, it need not be essential providing a growing knowledge of local government procedures, guideline, functions and finance be demonstrated.

The successful applicant must be fully computer literate and have a home broadband connection to be able to communicate and work from home by electronic means when the parish office is not available for example, during a pandemic lockdown.

Competency	Essential	Desirable
Education, Professional Qualifications and training	High level of numeracy and literacy  Holds CiLCA qualification or willing to achieve the CiLCA qualification within the near future	Achievement of any recognised certification/qualification relating to local government  Administration and/or book keeping qualifications  Educated to degree or HND level
Practical and intellectual skills	Competent in book keeping and administration  Ability to communicate at all levels in the community both orally, in writing and electronically  Excellent organisational skills  IT skills – word, excel, internet, email, website management  Ability to problem solve	Confident public speaker  An awareness of the advantages that new technology could have on servicing of the council and its committees  Demonstrate some knowledge and understanding of local government structure and practices  Experience in advising and servicing a council and working with councillors  Ability to recognise political/legal consequences of action being recommended by councillors
Work experience	Experience in using manual/computerised accounting/pay system	Previous local government experience

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
	<p>Experience of working in a financial setting</p> <p>Experience in dealing with the public</p> <p>Experience of working in an office and dealing with the public and contractors</p>	<p>Experience of minuting meetings.</p> <p>Experience of working within local government</p>
Motivation	<p>Ability to work effectively on your own or in a team</p> <p>Ability to prioritise your work and to work to a deadline</p> <p>Able to maintain good relationships with councillors, contractors and the public</p> <p>Self-reliant and self-motivated</p> <p>Be adaptable and respond to changes demands and circumstances</p> <p>Willingness to undertake training and to act as the Council representative</p>	
Personal attributes	<p>Be a person of integrity</p> <p>Be able to maintain confidentiality</p> <p>Be able to remain impartial</p>	
Other	<p>Able to attend evening meetings and demonstrate flexibility as required</p> <p>Driving licence, car owner and ability to travel</p>	