



ALDINGBOURNE PARISH COUNCIL

Parish Office: C/o Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

Office Number 07849 806955

Email: clerk@aldingbourne-pc.gov.uk

Minutes of the Governance & Staffing Committee held on Thursday 23 June 2022, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

Members: Cllr Sue Foott (Vice Chair of Parish Council), Cllr Michelle Harbord, & Cllr Mario Trabucco.

Clerk to Parish Council – Miss Marie Singleton

1. Agenda item 1 - Apologies for absence

To receive apologies for absence, Cllr Beaton (personal).

2. Agenda item 2 - Declarations of Interest

None to declare.

3. Agenda item 3 – To elect Chair of Governance & Staffing Committee for 2022/2023 and agree Terms of Reference.

Cllr Foott agreed to Chair the Committee for 2022/2023, proposed Cllr Harbord, seconded Cllr Trabucco.

The Terms of Reference were approved by all Councillors with one change, under number 9 it was agreed that all governance policies should be added and the bullet point to read “To review all staffing and governance policies and procedure as per agreed policy schedule”.

4. Agenda item 4 - Approval of minutes of previous Governance & Staffing meeting

Not applicable – this is the first meeting.

5. Agenda item 5 – matters arising from the previous meeting

Not applicable – this is the first meeting.

6. Agenda item 6 Public Participation

There were no members of the public in attendance.

7. Agenda item 7 - Personnel

a. It was noted that the Clerk had moved to a permanent contract 1 February 2022 following the successful completion of her probationary period at a meeting held with Cllr's Foott and Beaton.

b. The job description and person specification for an Administration Assistant was discussed. The Clerk outlined the rationale around the job title advising that there is

little known about the title of Assistant Parish Clerk and should the Parish Council decide to appoint another part time member of staff, it was felt the title of Administration Assistant would potentially allow candidates from a wider recruitment field to apply for the position. The job description is only in draft format and was a result of what tasks would it be appropriate to be delegated from the Clerk.

The following personnel matters were agreed:-

- i. To change the wording on the job description under Planning Committee so it states that the position would assist the Clerk and not be responsible for the Committee.
 - ii. To re-look again at the community engagement section as and when appropriate.
 - iii. To look at the IT/Social Media aspect of the role following the outcome of the IT/Media Strategy current being looked at by Cllr's Trabucco, Harbord and Jarman.
 - iv. Any person appointed to learn all aspects of the Clerks role and be trained so that cover is available should the Clerk be absent.
 - v. The Clerk to manage any recruitment needs for an assistant and would be responsible for all personnel matters due to previous HR experience.
 - vi. A recruitment company should be used for the Clerks position.
 - vii. The Clerk would create an appropriate Performance Management & Appraisal form that would be used by the Parish Council, and the annual appraisal would take place on the anniversary of an appointment. Cllr Foott will undertake the Clerks annual appraisal in August 2022.
- c. The new recruitment application form for the Parish Council was approved with no changes.
 - d. It was agreed to adopt the NALC 2021/2022 pay scales (received April 2022 attached) so that the Parish Council is in line with all other Council pay scales and meets the requirements of the employment contracts.
 - e. Following an explanation by the Clerk on how the pay scales were derived at and was due to the responsibility of the role undertaken, it was agreed that the pay scale of the Clerk would be LC4 points 50 – 54 and an Administration Assistant LC2 points 24-28 as per agreed contracts. The Clerk is currently on point 50 and any annual incremental rise would be subject to a successful Performance Management review. Any movement to the next Pay Range would be subject to changes in the job description and additional responsibilities that were being undertaken. This would need Full Council approval.
 - f. It was noted that the Clerk was undertaking CiLCA with a timescale for completion of June 2023. A discussion took place that this would be ideal as it tied in with local council elections in May 2023 and that with the accreditation, the Parish Council could acquire the General Power of Competence. The Clerk advised this was also subject to 75% of the Councillors being elected and not co-opted.

8. Agenda item 8 - Governance

- The policy schedule was reviewed, and it was agreed that all policies other than core polices should be the remit of this committee and adopted as appropriate. Slight

changes were made to the committee listings that some polices fell under and the review dates for all personnel polices was agreed at 3 years unless changes were made to model policies which NALC would advise us on. Two further polices were added to the schedule, Allotment Policy and the Clerk advised there should be an all-inclusive E- Safety policy in place which would amalgamate a number of IT polices. This was agreed. The Clerk to update the policy schedule and circulate to all Councillors.

- The following policies were approved with no changes:-
 - a. Bereavement/Compassionate Leave Policy
 - b. Broadcasting/Filming Policy

9. **Agenda item 9 - Any other business for information**: – Items for inclusion on the next agenda_

None.

10. **Agenda item 10 - Exempt Business**: – for council to move to any exempt business in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personal or confidential matters (staffing) where publicity might be prejudicial to the special nature of the business. Nothing to note.

11. **Agenda item 11 - To agree the next meeting of the Governance & Staffing Committee**

Councillors agreed that the meetings should be held twice yearly, and the next meeting would be Thursday 19 January 2023.

The meeting closed at 8.30 pm.

SIGNED

Chair

Date.....

THESE MINUTES ARE IN DRAFT AND SUBJECT TO AMENDMENT UNTIL APPROVED AT THE NEXT MEETING OF THE FULL COUNCIL TO BE HELD ON THURSDAY 19 JNAUARY 2023