



Millbrook Parish Council

Millbrook Village Hall, The Parade, Millbrook, Cornwall PL10 1AX
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MINUTES OF THE VIRTUAL STAFFING COMMITTEE MEETING HELD ON THURSDAY, 16TH JULY 2020 AT 19:30 VIA ZOOM.

PRESENT: Cllrs S. Lewis (Chair), C. Wilton, N. Roberts, R. Meeson, H. Wood

- 1. Apologies for absence:** There were no apologies, all members being in attendance.
- 2.** It was proposed by Cllr. Roberts and seconded by Cllr. Wilton that pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 S100 (2) the public and press be excluded from the meeting because of the confidential nature of the business to be transacted. Carried unanimously.
- 3. Clerk's resignation:** Cllr. Lewis gave a résumé of the exit interview conducted by herself and Cllr. Roberts with the Clerk on Monday 13 July. He had stated his reasons for leaving were personal, and not to do with dissatisfaction with the council, although he did give the opinion that the number of hours allocated to the role were insufficient and needed to be increased by seven (to a total of 28 hours per week) if the current 16 hours per week worked by the Deputy Clerk remained the same. He also said in his opinion the best way forward for the council would be to promote the Deputy Clerk to take his place, as she has now plenty of experience and has completed her CILCA training, and the role definitely needs someone with experience.
- 4. Filling the Clerk/RFO vacancy:** Cllr. Roberts said advice from Sarah Mason was that the council did not need to advertise publicly for a replacement Clerk, but could recruit internally, although transparency of process was advisable. For this reason, a role/person specification should be drawn up and a formal interview conducted to ensure the internal candidate met all the council's requirements. Cllr. Wilton suggested the sensible route would be to merge the clerk and deputy roles into a single full-time clerk post; this would reduce hours spent on a handover and make the job more streamlined. Cllr. Roberts explained the potential redundancy risk to the Deputy Clerk if she either did not want the full time role or at interview was deemed unsuited to the role. After some discussion, it was agreed that the needs of the council overrode the risk to the Deputy Clerk's job. It was also suggested that a locum could be brought in to cover for sickness or leave absences if necessary.

It was proposed by Cllr. Wilton and seconded by Cllr. Roberts that the council should employ a single full-time clerk (37 hours per week) to replace the existing two part-time office roles, subject to ratification by the full council. Carried unanimously.



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Further discussion ensued during which it was agreed that if the Deputy Clerk applied for and was appointed to the post, the pay rate should be the same spine point as would have been applied to the current Clerk had he obtained the CILCA qualification. The role would be subject to a probationary period of one year, with three-monthly reviews.

It was agreed Cllr. Lewis would ask the Deputy Clerk if she wished to apply for the post; Cllrs. Lewis and Roberts would compile a role/person specification with input from the outgoing Clerk and Cllr. Wilton, and if the Deputy Clerk applied for the post, Cllrs. Lewis and Wilton would form the interview panel. Cllr. Roberts will ask the Clerk if he is willing to work his remaining leave days and be paid for them to provide more handover time, as otherwise his last day of work will be 28th July.

- 5. Additional hours for the Deputy Clerk:** The committee discussed the cover already provided by the Deputy Clerk during the Clerk's recent absence, and the likely need for her to cover his post until a formal appointment is made to replace him.

It was proposed by Cllr. Wilton and seconded by Cllr. Lewis that the Deputy Clerk be paid overtime at her contracted rate for additional hours worked. Carried unanimously.

It was proposed by Cllr. Roberts and seconded by Cllr. Lewis that during the vacancy period the Deputy Clerk can be remunerated at the current Clerk's rate for up to 21 hours per week for duties covering the current Clerk's role. Carried unanimously.

There being no further business, the Chair closed the meeting at 20:30.