

**Millbrook Parish Council  
Staffing Committee meeting  
held on Monday 11<sup>th</sup> July 2022 at 4:00pm  
Venue: Millbrook Village Hall, Attic Room**

**1. Apologies for absence**

Apologies received from Cllr Beadnall. Cllr Wilton was absent from the meeting.

**2. Exclusion of public and press from the meeting**

It was proposed by Cllr Roberts and seconded by Cllr Lewis to resolve 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 leave the meeting because of the confidential nature of the business to be transacted. **Resolved.**

**3. Appoint Chair of the Staffing Committee**

It was proposed by Cllr Roberts and seconded by Cllr Wood that Cllr Lewis is appointed as Chair of the Staffing Committee. Cllr Lewis accepted the position. **Resolved.**

**4. Review the Staffing Committee Terms of Reference.**

It was proposed by Cllr Roberts that subject to the amendment of the heading to read 'Staffing Committee' terms of reference that the committee approves the terms of reference. The motion was seconded by Cllr Lewis and supported by Cllr Wood. **Resolved.**

**5. Update on Council employees from the Parish Clerk**

The Clerk reported she was very pleased with the progress of both the Admin Support Officer and the caretaker. Both have settled into their positions well.

**6. To note the resignation of the Council's Street Cleaner and to agree next steps**

It was noted that the Council's Street cleaner has resigned from his position without giving any notice. His resignation has been acknowledged.

- (i) A date and time for the former Street Cleaner's exit interview was arranged.
- (ii) It was proposed by Cllr Roberts and seconded by Cllr Wood that the committee recommends Mr Peter Gold's hours are increased to 20 hours a week. It was noted the Staffing Committee's Terms of Reference state 'any staffing financial implications' should go to the Finance Committee. As the Finance Committee are not scheduled to meet and the Full Council is meeting next Tuesday, it was agreed to take the recommendation to the full Council for decision. **Resolved.**
- (iii) It was proposed by Cllr Lewis and seconded by Cllr Roberts that the candidate listed as 1<sup>st</sup> reserve is offered 8 hours per week to replace the Street Cleaner's role and is offered the position of Deputy Caretaker. The salary terms of employment will be contained in a confidential report for submission to the full council. **Resolved.**

The Parish Clerk vacated the meeting



7. **To review the Clerk's contract of employment, to consider the approval of overtime and to agree future procedures.**

Following the benchmarking review of the Clerk/RFO role and subsequent change to salary scale for the role, it was agreed the current Clerk's contract should be updated to reflect the agreed salary scale and current salary rate, already approved by the full council.

The change in salary scale also renders the current section on overtime obsolete. It was proposed by Cllr Lewis, seconded by Cllr Wood and agreed unanimously that the following amended wording be inserted:

"Overtime shall be taken as time off in lieu by arrangement with the Chair of the Staffing Committee and/or the Chair of the Council. Where this is not possible or reasonable, overtime will be remunerated at the Clerk/RFO's normal hourly rate, subject to authorisation in writing by the Chair of the Staffing Committee and the Chair of the Council." **Resolved.**

It was further proposed by Cllr Roberts, seconded by Cllr Lewis and agreed unanimously that the Staffing Committee recommends the Clerk be paid for overtime accrued during the organising or the annual parish meeting. **Resolved.**

The Chair closed the meeting at 17:00hrs