



Minutes of the Hilton Parish Council Staffing Committee on Wednesday 18th November 2020 at 7:30pm via Zoom

Present: Cllr G. Barradell, Cllr R. Collard (Chair), Cllr A. Goodridge, Cllr S. Walker

In attendance: The Clerk & RFO – N. Webster.

Meeting commenced 19:32

1. To elect a Chair of the Staffing Committee

Cllr A. Goodridge proposed that Cllr R. Collard is elected Chair of the Staffing Committee, Cllr S. Walker 2nd, all Cllrs in favour.

It was resolved that Cllr R. Collard is elected Chair of the Staffing Committee.

2. To receive any apologies for absence.

Cllr K. Dunk was absent.

3. To receive any declarations of interest.

No declarations of interest were received.

4. To review the Clerk's contract.

The CiLCA training that the Clerk is currently undergoing has raised some errors with the current contract. The sentence: "The Parish Clerk shall be bound by the Code of Conduct in force at the time" is incorrect and inapplicable as the Code of Conduct applies to members and not officers.

There is no mention of the Council's equality policy in the contract.

Cllrs discussed these errors.

Cllr A. Goodridge proposed that the Staffing Committee recommend to full Council that the following sentence is removed from the Clerk's contract:

"The Parish Clerk shall be bound by the Code of Conduct in force at the time" and replaced with the sentence:

"There is an expectation that any Officer will represent the Parish Council in an appropriate manner and not do anything that could damage the reputation of the Parish Council."

Cllr S. Walker 2nd, 3 Cllrs in favour, 1 Cllr against.

It was resolved that the Staffing Committee recommend to full Council that the following sentence is removed from the Clerk's contract:

"The Parish Clerk shall be bound by the Code of Conduct in force at the time" and replaced with the sentence:

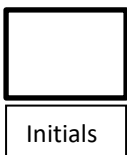
"There is an expectation that any Officer will represent the Parish Council in an appropriate manner and not do anything that could damage the reputation of the Parish Council."

Cllr R. Collard proposed that the Staffing Committee recommend to full Council that the sentences "You must comply with the Council's Equality and Diversity Policy. Copies of this policy are available on the Council's website" are added to the Clerk's contract, Cllr A. Goodridge 2nd, all Cllrs in favour.

It was resolved that the Staffing Committee recommend to full Council that the sentences "You must comply with the Council's Equality and Diversity Policy. Copies of this policy are available on the Council's website" are added to the Clerk's contract.

5. To discuss and decide upon an appraisal process for the Clerk.

20:21 The Clerk left the meeting



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21:10 The Clerk re-joined the meeting

Cllr R. Collard proposed that the Staffing Committee agree to use the SLCC example documentation, entitled MD-174-Appraisal-Example-Documentation as a template to carry out the Clerk’s appraisal, Cllr A. Goodridge 2nd, all Cllrs in favour.

It was resolved that the Staffing Committee agree to use the SLCC example documentation, entitled MD-174-Appraisal-Example-Documentation as a template to carry out the Clerk’s appraisal.

Cllr R. Collard proposed that the Staffing Committee do not carry out the appraisal for 2019/2020 and that the Staffing Committee recommend that the full Council award the incremental increase in salary for the Clerk for April 2020, Cllr G. Barradell 2nd, all Cllrs in favour.

It was resolved that the Staffing Committee do not carry out the appraisal for 2019/2020 and that the Staffing Committee recommend that the full Council award the incremental increase in salary for the Clerk for April 2020.

Cllr S. Walker proposed that the Staffing Committee will discuss and decide upon appraisal objectives to be reviewed prior to April 2021 to present to the full Council, Cllr A. Goodridge 2nd, all Cllrs in favour.

It was resolved that the Staffing Committee will discuss and decide upon appraisal objectives to be reviewed prior to April 2021 to present to the full Council.

Cllr A. Goodridge proposed that the Staffing Committee recommend that the full Council discuss the wording of the Clerk’s contract with reference to the progress through the salary scale to replace the word “automatically” with “performance-based”, on the understanding that any changes to the contract have to be done in consultation with the Clerk, Cllr R. Collard 2nd, 3 Cllrs in favour, 1 Cllr against.

It was resolved that the Staffing Committee recommend that the full Council discuss the wording of the Clerk’s contract with reference to the progress through the salary scale to replace the word “automatically” with “performance-based”, on the understanding that any changes to the contract have to be done in consultation with the Clerk.

6. To appoint a panel of members to carry out the appraisal process for the Clerk.

Cllr A. Goodridge proposed that the appraisal panel is formed of two members of the Staffing Committee, preferably one of whom is the Chair of the Council. Prior to the appraisal, the Staffing Committee will meet to agree the following year objectives and reflection of the Clerk’s performance in the current year, Cllr R. Collard 2nd, all Cllrs in favour.

It was resolved that the appraisal panel is formed of two members of the Staffing Committee, preferably one of whom is the Chair of the Council. Prior to the appraisal, the Staffing Committee will meet to agree the following year objectives and reflection of the Clerk’s performance in the current year.

7. Close of meeting.

There being no further business to transact the meeting was closed at 21:29.

Signed..... Date.....

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