

## Paulton Parish Council

### Minutes of the meeting of the Staffing Committee held on Tuesday 9<sup>th</sup> July 2019 starting at 7pm in the Meeting Room at the Village Hall

**Present:** Councillors D Garlick, G Garlick, J Meaton, B Stevens and M Stevens.

**Also Present:** Jo Swift (Clerk)

103. APOLOGIES FOR ABSENCE

There was none.

104. PUBLIC PARTICIPATION

A letter was received from 2 Councillors. Members of the staffing committee agreed that the Clerk should stay in the room whilst the letter was discussed. It was agreed that the Chairman would respond.

**Resolved** – Standing Order 14 to be reviewed and a recommendation taken to the full Council.

105. DECLARATIONS OF INTEREST

There were none.

106. CONFIRMATION OF MINUTES

**Resolved** – that the minutes of the meeting held on 6<sup>th</sup> June 2019 were confirmed as a true record and signed by the Chairman.

107. COMPLAINT 12.18 PPC

In respect of recommendation (a) the Clerk requested that the Council needs to recognise that relationships within the organisation have been poor since around 2014, due to 5 Councillor complaints against each other and the way in which 2 employees left the Council.

**Resolved** - that the following actions will be done over the summer and reported back to full Council when complete:

- The Staffing Committee will investigate and work on a plan to improve relationships with the Council.
- The Member Officer Protocol will be reviewed.
- A conciliation procedure to be produced and put in place to deal with Councillor/Councillor disputes.
- A conciliation procedure to be produced and put in place to deal with Councillor/employee disputes.
- Options for mediation to be sought, if required.

108. EXCLUSION OF PRESS AND PUBLIC

**Resolved** – that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – to progress commercial and staffing matters.

109. APPRAISALS

**Resolved** – that the Chairman of the Staffing Committee will do the RFO and Clerks appraisals and that the online training company to be used for training. The Groundsman will also do appraisal training.

110. EMPLOYEE CONTRACTS

**Resolved** – that the contracts for the new Clerk and RFO were approved with a change to the RFO's notice period. (to be 2 months).

111. RESPONSIBLE FINANCE OFFICERS JOB DESCRIPTION

**Resolved** – that the job description was approved.

112. CLERKS HOURS

**Resolved** – that the present Clerk will work reduced hours in August and work more hours than contracted in September, and if necessary, longer, to work alongside and assist the new Clerk.

Meeting ended at 8.20pm

Signed Chair.....Date.....