

**EXTRA ORDINARY Meeting of the RESOURCES COMMITTEE of Tibshelf Parish Council
held at 6:30 p.m. on Tuesday 30th March 2021.**

This meeting was held remotely via Zoom.

MINUTES

Members present: Cllr A Beckett
Cllr P Billington
Cllr I Brenthall
Cllr M Coupe
Cllr R Heffer
Cllr K Salt
Cllr R Vaughan
Cllr D Watson
Cllr C Whitehead

Staff present: Locum Parish Clerk/R.F.O.
Mrs Susan Coldwell

1. RC0321/92 To receive apologies for absence

Cllr G Foley due to work commitments
Cllr S Wood due to work commitments

2. RC0321/93 Declaration of Members Interests.

Members must ensure that they declare Declarations of Interest sheet prior to the start of the meeting and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item)

There were none declared

EXEMPT ITEMS ONLY-By reason of:

Public Bodies (Admission to Meetings Act) 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all a meeting shall be by a resolution which shall give reasons for the public's exclusion in accordance with the above Act

3. RC0321/94 Review of Locum Clerk working remotely due to shielding

Circulated to Members prior to the meeting on 25 March was a personal memo from the Clerk to advise them of her personal position in relation to shielding along with a copy of the letter received from NHS informing her that, after 1 April 2021 she is no longer required to shield at home. The Locum Clerk recommended a phase return to the office over the weeks to split time from working at home but attend the office when the Village Hall is empty.

Circulated with the agenda was papers in relation to:

- a) **Practicable requirements-attached advice for permanent home worker**
- b) **HSE/Govt. timetable-attached advice from HSE**

Cllr M Coupe proposed. Cllr I Brenthall seconded that the Locum Clerk can return to work as outlined in her memo and that Cllr A Beckett will carry out a R.A. of the building in relation to staff working in the office.

All in favour

4. RC0321/95 Re advertisement of Role of Parish Clerk/R.F.O.

a) Places advertised for recruitment

It has been recently confirmed that, although the previous Clerk sent a purchase order to D.C.C. with all the details of the advert, the Locum Clerk investigated and that D.C.C. did not actually include this advertisement in their 'job vacancies' section. The Officer in charge apologised to the Council, via the Locum Clerk, and he could not give any reason why this was omitted.

Therefore, it can be confirmed that the advert for the role of Parish Clerk/R.F.O. was displayed as follows:

D.A.L.C. Derbyshire Association of Local Councils
Circulated to all Parish Councils in Derbyshire who are members of
D.A.L.C.

Notice Boards in the village (By 5)

Tibshelf Parish Council website

Members discussed the fact that this could be the reason why there was only 1 application received for the post and that, following further recruitment, in addition to those mentioned above, the following places should also be included:

- Derbyshire District Council
- Bolsover District Council
- Indeed recruitment agency

RC0321/96

b) Salary grades of previous clerks for discussion

These were not tabled at the meeting as discussions were held around whether to delay advertisement of the post until a staffing review was undertaken as agreed at the meeting held on 2 February 2021

This was agreed as, based on opinion from D.A.L.C. the salary advertised was below recommendations. Cllr Beckett was of the view that, in order to carry out a staffing review, a permanent Clerk should be in post who will be managing the staffing team.

Cllr K Salt proposed a good way forward would be to engage the services of Chief Officer of DALC, Wendy Amis. Cllr Salt has discussed with the Locum Clerk and Wendy Amis and Wendy is more than happy to carry out a professional look at the JD for a cost of £120.

Cllr K Salt also informed the Council that, prior to this meeting, she had contacted Wendy Amis for advice and arranged an informal discussion to be held via Zoom with Cllr Beckett and Salt and for the Locum Clerk to provide input.

Cllr D Watson recommended that the Council involve the services of HR department of Bolsover District Council in addition to that of D.A.L.C to both carry out the review of the role of the Parish Clerk/R.F.O. and carry out a staffing review.

Much discussion was held which has been recorded, along with many proposals and extended the time allowed.

Finally approved at the meeting of Full Council 20 April 2021
Finally, Cllr A Beckett proposed that Mrs Susan Coldwell, the Locum Clerk, write to D.A.L.C. and B.D.C. highlighting the need for a review of both the Job Description, salary etc. of the Parish Clerk/R.F.O. and, in addition to, carry out a staffing review of all existing staff.

This proposal was seconded by Cllr M Coupe. All in favour

Emergency addition to the agenda-Cllr K Salt

The Locum Clerk has been in contact with Cllr K Salt to discuss an informal arrangement, previously agreed by a Clerk in the past, but there is nothing in writing or in the written contract.

The Locum Clerk and Cllrs discussed this matter in detail, along with highlighting inconsistencies in contracts for other members of staff.

Much discussion was held which has been recorded.

The Council were fully aware that caution is required in not making rash decisions for any member of staff for equal opportunities; consistency and not setting a precedent for future.

There was not only the need for informing staff of what their entitlement is for the coming year from 1 April 2021 but inconsistencies in permission to carry over unused annual leave from 2020/21

This matter confirmed the need also to carry out an in-depth staffing review.

The meeting was extended due to this additional matter.

Cllr A Beckett proposed that the Locum Clerk write to all 9 staff to inform them of their annual leave entitlement for the 12 months from 1 April 2021 and that details are brought to a future meeting to consider the carry forward of unused annual leave.

This was seconded by Cllr M Coupe All in favour

RC0321/97

5. Date and time of next meeting of the Resource committee

Cllr D Watson stressed the requirement for advance notice of the date and that it should not be held at the same time as another meeting of the Council.

Cllr K Salt to arrange a date and time and let everyone know.

The meeting closed at 7.40pm