

MEMBERS OF
SOMERSHAM PARISH COUNCIL
Personnel Committee

ARE SUMMONED TO THE NEXT MEETING

In the Norwood Room

On Thursday 27th July 2023 at 1 pm.

www.somersham-pc.gov.uk

AGENDA

This meeting shall be closed under the **Public Bodies (Admission to Meetings) Act 1960 S1(2)**

A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

- 1. To Accept Apologies**
- 2. To Approve the Minutes of 5th June 2023**
- 3. To Sign the Confidentiality Agreement as a member of the Personnel Committee**

Document sent to HR Committee members to review and sign at the meeting

- 4. To Receive and Reaffirm Somersham Parish Council are acting in accordance with the Management of Staff as detailed in NALC Legal Guidance and the Local Government Act 1972 s101**

Extract from The Good Councillor's Guide to Employment on page 51

'How should a council manage its employees?'

The Council, as the corporate body, is the employer of all its employees. Decisions about employment matters cannot be delegated to individual councillors, including the chair. They can be delegated to employees such as the clerk. It is recommended that management matters are dealt with by a committee appointed for such a purpose, such as a staffing committee'

Documents sent to HR Committee members

- The updated Staffing Structure June 2023
- The Good Councillor's Guide to Employment 2023 (NALC)
- Personnel Committee Terms of Reference (maximum 4 members, 4th member is invited at the Committee's joint discretion)

5. To Consider Increasing the Working Hours for Irene Healiss, Parish Clerk and RFO to Full-Time 37.5 hrs (permanently) *Plus* 5 Study Hours per week during the University year to 2029

Documents sent to HR Committee members.

- Clerk's Hours Review – A detailed Report compiled by Mrs P Bryant (outgoing Parish Clerk) in June 2023 to highlight concerns
- Parish Clerk Job Description
- Deputy Clerk Job Description
- Anticipated Staff training costs 2023 - 2029

6. To Part Fund the Two-Year Training Course Fee Shortfall for Alex Scriven at Cambridge Regional College @ £2,815 Year One

Documents sent to HR Committee members.

- Statement of Intent – Training
- Administrator Job Description
- CRC Diploma Course & course fees description including skills benefits to the parish council

7. To Agree an Annual Payment of £350 to Martin Tyers for his Protective Working Clothes

8. To Discuss the 'Head of Terms' for the swimming pool lease agreement.

9. To Accept Notices & Matters for the next Agenda

Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.

Signature *Mrs I Healiss* 21st July 2023

Irene Healiss, Proper Officer/Parish Clerk The Norwood Building, Parkhall Road, Somersham PE28 3HE