



Minutes of the Meeting of the Confidential Town Council Staffing Committee held at 11am on Thursday 30 June 2022 in the Main Hall, Corfe Mullen Village Hall

Present: Cllr P Purvis (Chair)
Cllr P Holland
Cllr S Jefferies
Cllr D Sowry-House

In attendance: Nicola Gray (Town Clerk)

SS 22/10 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr B Honeyman who had family commitments.

SS 22/11 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

SS 22/12 To Approve minutes of meeting held on 9 June 2022 LGA 1972, sch 12, para 41

The minutes of the meeting held on 9 June 2022 were **APPROVED**.

SS 22/13 To Consider and Recommend Actions in Respect of Staffing Matters

Cllr Purvis advised members that there were a number of matters which would require decisions for recommendations to full Council at 6.30pm.

The Clerk had been offered another Town Clerk and RFO role and had accepted, she was therefore tendering her verbal resignation noting the formal written resignation would be given upon receipt of an unconditional offer of employment. The Clerk noted that the decision to accept the role had been financial and bore no reflection of Corfe Mullen Town Council as an employer, the members, staff or any of the matters which were currently being dealt with by the Council. The Clerk requested an early release from the notice period.

Members considered the future of its office staffing and noted the succession planning which had been carried out when employing a Deputy Clerk. Members further noted the excellent candidate who had been recruited in April as the Administration Assistant, and her capability. Both individuals had expressed a desire to step up and Members considered the legalities and opportunity to

maintain consistency with the Council should they consider internal promotion, versus the delay and cost to running an external recruitment for both posts.

Cllr Purvis noted the Clerk's request to leave early and asked members to consider the opportunity for both members of staff who had expressed an interest in the posts should not be delayed. The Clerk confirmed that she would ensure support and guidance for both members of staff would continue regardless and even beyond the end of any notice period, particularly when there were leave periods.

The Clerk noted that both members of staff wanted to proceed with the CiLCA and ILCA qualifications to ensure they were suitably qualified, and that consideration should be given to allowing the Deputy Clerk the opportunity to work from home on Friday's to complete the CiLCA as quickly as possible.

Cllr Sowry-House noted the regrettable position but stated that succession planning had been a factor in the recruitment two years ago and this should be pursued to provide Council with consistency. In addition, the salary's for both posts should be carefully considered to ensure the same situation does not arise again in the future.

It was **RESOLVED** to recommend noting the resignation of the Clerk and agree to release her from post on 31 July 2022.

It was **RESOLVED** to recommend internal promotion of the Deputy Clerk to Town Clerk and RFO from 1 August 2022, starting at SCP 37, £41,591 with the condition that CiLCA be obtained within 12 months, with a rise to SCP 38, £42,614 upon successful completion.

It was **RESOLVED** to recommend internal promotion of the Administration Assistant to Deputy Town Clerk from 1 August 2022, starting at SCP 27, £31,895 with the condition that ILCA be obtained within 12 months, with a rise to SCP 28, £32,798 upon successful completion.

It was **RESOLVED** to recommend the recruitment for a replacement Administration Assistant as soon as possible.

It was **RESOLVED** to recommend the incoming Town Clerk work from home on Friday's to provide clear uninterrupted study days to complete CiLCA.

It was **RESOLVED** to recommend that both CiLCA and ILCA qualifications be fully funded by the Town Council and the respective SLLC membership be fully funded for the incoming Town Clerk.

Members discussed the salaries of the remaining posts and considered the recommendation from the Clerk to ensure staff retention whilst remaining within the budget.

It was **RESOLVED** to recommend the salary increases from 1 August 2022 as follows:

Head Grounds Person, SCP 18, £25,419
Grounds Staff, SCP 9, £21,269 (or FTE for part-time staff)
Administration Assistant, SCP 9, £21,269 (or FTE for part-time staff)

SS 21/14 Matters for forthcoming agendas No decisions can be taken¹

There were no matters for forthcoming agendas.

SS 22/15 To Agree a date and time for the next meeting - the date and time of the next meeting to be set as and when required.

SS 21/16 Meeting closed at 12:25.

Signed as a correct record of the meeting.....

Date..... 20.10.2022

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)