

Carlton Parish Council

Minutes of the Staffing and Recruitment Committee meeting held on the 6th September 2022 at 7.00pm at the Methodist Church.

Present: Councillors Bell, Deller, Quinn, and Taylor.

11. Apologies for absence

There were no apologies of absence.

12. Declarations of Interest

There were no Declarations of Interest.

13. Staffing & Recruitment Committee meeting minutes.

The minutes of the meeting held on 14th July 2022 were for information only, being approved at the Parish Council meeting on 27th September 2022.

Resolved: That the Staffing and Recruitment Committee minutes from 14th July 2022 be noted.

14. Policy Review

14.1 The committee reviewed the Equal Opportunities Policy (staffing).

Recommendation to council: to consider approval of the Equal Opportunities Policy (Staffing).

14.2 The committee reviewed the Sickness and Absence Policy.

Recommendation to council: to consider approval of the Sickness and Absence Policy.

14.3 The committee considered the Health and Safety Policy.
Some changes were suggested by the committee, but it was felt that a more extensive review should be completed therefore defer until the next meeting.

Resolved: That the review of the Health & Safety Policy be deferred until the next scheduled Staffing & Recruitment Committee meeting.

15. To consider excluding the press and Public Bodies (Admission to Meetings) Act 1960 for the following items.

A motion was put forward to exclude the press and public.

Resolved: That the exclusion of the press and Public Bodies (Admission to Meetings) be approved.

16. Contract review of the Clerk/RFO

The committee reviewed the clerk's Statement of Particulars

Recommendation to council: to consider the amended clerk's Statement of Particulars with a Variation to contract to be completed if approved.

Resolved: That

17. Update from the clerk's Line Manager

17.1 Publications.

After a previous discussion with the clerk the Line Manager suggested that two reference books should be funded for the use of the Clerk and Parish Councillors,

'Local Councils Explained by Meer Tharmarajah' at £64.00 and

'The Law of Allotments by Paul Clayden' at c. £30.00

Recommendation to council: to consider approval of purchase of the reference books.

17.2 Cemetery Records

It was requested that an update on the Cemetery Records be included in the clerks Report at the next Parish Council meeting.

Recommendation to council: that progress with the Cemetery Records is discussed.

17.3 Training & Guidance

As Councillor Mann has now stood down from the role of Mentor to the clerk the use of the Yorkshire Local Councils Associations (YLCA) by the clerk, and any Councillor, for advice and guidance is encouraged.

Recommendation to council: that full use the council's membership to YLCA be made.

17.4 Clerk's Workload

Due to volume of work given to the clerk, it was discussed that in line with the Standing Orders of the Parish Council the clerk is only required to attend the Parish Council meetings, Annual meeting of the Parish and the Finance Committee.

- The clerk is not required to attend any other committee meetings and working groups unless requested by the meeting/group chair on an ad hoc basis, for a specific reason.
- At these other meetings a designated Councillor in attendance will be responsible for drafting the minutes which will be sent to the clerk for any necessary amendments prior to finalisation and circulation.
- The clerk's enthusiasm and involvement with other committees/working groups is very much appreciated, however priority for the clerk's time must be given to the Parish Council business and the duties of the Responsible Financial Officer.
- Any individual occupying the role of clerk is always welcome to attend and participate in any other meetings in the same capacity as a member of the public.

Recommendation to council:

- i) the council consider the clerk's attendance is required only at the Parish Council, Annual Meeting of the Parish and Finance Committee meeting, and
- ii) minutes for other meetings will be taken by councillors so that the clerk is not a required attendee, unless expressly approved in advance by the council.

18. Date and Time of next meeting

27th September 2022 at 7.15pm