

# **Malvern Wells Parish Council**

## **Minutes of Staffing Committee Meeting held on Monday 15<sup>th</sup> March 2022 at 7:30pm in Malvern Wells Village Hall Committee Room**

### **Present**

Cllrs. B Knibb, C O'Donnell, D Preece

### **In Attendance**

Mrs S Hart (Clerk)

**Public participation:** there were no members of the public present

**1. Apologies were received for the following Councillors:** J Black

### **2. Declarations of Interest**

a) **Register of Interests:** there were none.

b) **Disclosable Pecuniary Interests:** there were none.

c) **To declare any Other Disclosable Interests in items on the agenda and their nature:** there were none.

d) **Written requests for the council to grant a dispensation:** there were none.

**The Clerk stated an interest in items 7-9.**

3. There were no previous minutes to sign.

4. It was **resolved** to recommend the draft Terms of Reference to Council. See Annex A.

5. It was **resolved** that the date of the next meeting to review the Clerk's appraisal would be January 9<sup>th</sup> 2023.

6. Under the Public Bodies (Admissions to Meetings) Act 1960, it was **resolved** to exclude the public and press due to the confidential nature of the following items.

**The Clerk left the meeting for items 7-9.**

7. It was **resolved** to recommend the Clerk's appraisal.

8. It was **resolved** to recommend the Clerk's overtime.

9. It was **resolved** not to recommend the adjustment suggested for the clerks' hours pending a further review in 3 months' time.

There being nothing further to discuss the meeting closed at 9:00pm.

### **Annex A**

#### **Malvern Wells Parish Council**

#### **Terms of Reference Staffing Committee**

Approval date

Next review date

### **Purpose**

The committee is established to manage and support the Clerk of Malvern Wells Parish Council including recruitment and welfare.

**Finances**

The Committee has no expenditure requirements other than meeting costs which will be met through the Annual budget.

The Committee has no delegated authority it is an advisory Committee only.

**Membership**

The Committee will consist of **five** members of Malvern Wells Parish Council plus the Chair and Vice Chair as ex-officio voting members.

B Knibb, J Black, Vacancy

Exofficio members: C O'Donnell (Council chair), D Preece (Council vice chair)

**Quorum**

Three members will constitute the minimum number required for a meeting to proceed.

**Chairman**

The role of chair is taken by the Vice chair of the council.

**Meetings**

The Committee will meet once a year in January to review the Clerk's appraisal, and the Committees terms of reference. Other meetings to be held as and when required.

**Role of the Clerk**

To produce agendas and minutes as per the regulations.

**Public participation**

The Public and Press may attend meetings. If required, they may be temporarily excluded by means of a special resolution for items of a confidential nature.

**Responsibilities**

Tasks to be carried out in an advisory capacity for ratification by Council:

1. To conduct the Clerk's annual appraisal in accordance with the council's Appraisal Policy.
2. To review the Staffing Committee Terms of Reference annually.
3. To review contract change proposals for the Clerk, and make recommendations regarding overtime/additional payments.
4. To appoint a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include at least three members.
5. Deal with any staff disciplinary matter in accordance with the council's Disciplinary Policy.
6. Deal with any staff grievance in accordance with the council's Grievance Policy.

Signed.....

Date.....