

## Hassocks Parish Council meeting 27<sup>th</sup> September 2016 7.30pm

Attendees: Chair, Ian Weir; Kate Bailey; Ian Credland; Frances Gaudencio; Bill Hatton; Sue Hatton; Jane Baker; Leslie Campbell; Rev Daryl Sinclair; Victoria Standfast; Carol Wise.

Jane Bromley, Acting Clerk.

No members of the public present.

16/454 APOLOGIES FOR ABSENCE: Peter Gibbons; Judith Foot; Nick Owens

16/455 DISCLOSURE OF INTERESTS: None declared

16/456 MINUTES

456.1 Matter Arising.

The Hassocks Twinning Association 25<sup>th</sup> Anniversary Twinning Event planned for 2017 will be considered at the Council meeting on 11<sup>th</sup> October 2016.

456.2 The minutes of the Parish Council meeting held on 13<sup>th</sup> September 2016 were accepted as an accurate account of the meeting.

16/457 Public Participation: None.

16/458 Minutes:

458.1 The minutes of the meeting of the Policy, Resources and Communications Committee on 25<sup>th</sup> July 2016 as previously circulated were agreed an accurate account of that meeting.

458.2 The minutes of the meeting of the Grounds and Environment Committee on 8<sup>th</sup> September 2016 were noted and JB made the comment that the terminology under 16/419 needed to change to read 'as Vice Chairman'.

458.3 The minutes of the meeting of the Planning Committee on 19<sup>th</sup> September 2016 as previously circulated were noted.

458.4 The minutes of the meeting of the Policy, Resources and Communications Committee on 20<sup>th</sup> September 2016 as previously circulated were noted.

16/459 Staffing Matters:

459.1 *To agree an additional budget for external recruitment in addition to working with the Sussex and Surrey Association of Local Councils (SSALC)*

IC proposed a budget of up to 20% of the proposed salary rate to enable the use of an employment agency other than SALC for the recruitment. Seconded by JF, and all in favour.

*459.2 To agree a budget for interim staff and cost of Locum Clerk and to agree that the Chair of Hassocks Parish Council has delegated authority to administer the budget.*

FG presented a paper setting out the likely costs over four months including a hand over period for interim staff including a Locum at the hourly rate of £45/hr suggested by SALC.

IC proposed a budget of £16,000 for a Locum Clerk for two to three days a week over four months. Seconded by JF, and all in favour.

IC proposed a budget of £880 approximately 20hrs a month for the use of Jane Bromley as Clerk for the Parish Council and Policy Resource and Communications Committee meetings over four months. Seconded by JF and all in favour.

All agreed that FG go back to SALC and make arrangements for a Locum Clerk as soon as practicable.

FG's paper set out the duties that would be expected of the new Clerk and these were discussed and it was felt the first three bulleted items were of highest priority: supporting and coaching the Assistant or Deputy Clerk; managing the staff team; and ensuring the statutory, legal and RFO responsibilities are carried out. It was felt that the bulleted item five: supporting councillors in setting the precept in December should be moved up to the fourth bullet point and the bulleted item ensuring systems are in place for the new appointee to be the fifth bulleted item. FG mentioned that SALC had someone in mind for the Locum position already.

IW proposed that the Staffing Panel would meet with this candidate briefly along with the staff before the candidate was accepted and all agreed.

*459.3 To review the salary for the advertised position for the Clerk of Hassocks Parish Council*

SH suggested that the salary be set at the current range.

IW therefore proposed a salary range LC3 (42) plus one incremental point for the CiLCA qualification. This gave a salary range of £36937 to £40619 plus one incremental point for CiLCA. All in favour.

*459.4 To agree that Hassocks Parish Council approves the appointment of 5 Councillors to work as a Staffing Panel to report to the Policy, Resources and Communications Committee. To be tasked with working as a group to manage staffing requirements, including the formulation of policies and processes for:*

- i) Recruitment and line management*
- ii) Staff development and training*
- iii) Staff appraisal*
- iv) Disciplinary matters, should these be necessary.*

IW made a proposal for the above and all were in favour.

*459.5 To agree the remit of the Staffing Panel will be reviewed periodically and/at each Annual Meeting by Full Council and modified as appropriate.*

IW made a proposal for the above and all were in favour.

*459.6 To agree that the Chair and Vice Chair of Hassocks Parish Council, plus either the Chair or Vice Chair of the Policy, Resources and Communications Committee, plus 2 other Councillors willing to stand for this purpose, be co-opted by the Parish Council to form the Staffing Panel.*

There was a lot of debate as to whether the choice of either /or the Chair and Vice Chair of the Policy Resource and Communications Committee should remain as an option or be set as either one or the other as it may cause confusion. In this instance the Chair was not available to attend the staffing panel with regard to recruitment of a Clerk and so the Vice Chair would take the position. It was discussed that in future the either/or proposal would allow some flexibility for availability and also relevant expertise.

IW made a proposal for the above and all were in favour.

The Parish Council then went on to discuss who the other two members of the staffing panel should be. IW made the point that it was agreed at the last Policy resource and Communications Committee meeting that the additional two members of the panel should be chosen by them. Other members thought that that would delay the recruitment procedure and the appointment should occur at this meeting.

IW made a proposal that the 2 extra Councillors for the staffing panel be chosen at the meeting to avoid unnecessary delay in recruitment. All who voted were in favour. IW abstained.

Those willing to stand came forward: Jane Baker; Frances Gaudencio Sue Hatton and Peter Gibbons had expressed his interest in standing via a message prior to the meeting to the Chairman.

Votes were taken and the following results were counted. Those member receiving the most votes was Sue Hatton followed by Frances Gaudencio. Sue and Frances were dully welcomed onto the Staffing Panel.

16/460 Urgent matters at the discretion of the Chairman for noting and/or inclusion on a future agenda.

The Chairman read out a letter of thanks to Hassocks Parish Council for nominating Sean and Tony Philips for a community service award. They received their award recently.

#### EXCLUSION OF PUBLIC AND PRESS

In view of the confidential nature of the business about to be transacted Councillors will be referred to the Confidential Agenda. Members of the

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public or press were requested to withdraw from the meeting in the public interest.

16/461 Discussed under confidential session

16/462 Discussed under confidential session

16/463 Discussed under confidential session

The meeting ended at 8.30pm