

# BARNT GREEN PARISH COUNCIL

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## Staffing Committee Meeting

Members are duly summoned to attend the meeting of Barnt Green Parish Council Staffing Committee to be held on Tuesday 17 March at 10:30am in the Parish Council office, 80 Hewell Road, Barnt Green, B45 8NF.

Agenda	
<b>S20-01</b>	<b>Apologies</b> To receive apologies and to approve the reason for absence.
<b>S20-02</b>	<b>Declarations of Interest</b> - Councillors are reminded to, when applicable: a) Register of Interests: keep their register of interests updated. b) Declare Disclosable Pecuniary Interests in items on the agenda and their nature. c) Declare any Other Disclosable Interests in items on the agenda and their nature. d) Members' written requests for the grant of a dispensation (S33 of the Localism Act 2011) are to be submitted to the EO in advance of the meeting  Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Members' Code of Conduct, must leave the room for the relevant item(s) unless granted a dispensation.
<b>S20-03</b>	<b>Open Session for:</b> <b>a) Public Question Time</b> The time allocated is at the discretion of the chairman. Residents are invited to give their views and question the parish council on issues on this agenda or raise issues for future consideration at the discretion of the chairman.
<b>S21-04</b>	<b>To resolve to request the departure of members of the public and press</b> to allow for discussion of confidential matters relating to staff.
<b>S22-05</b>	<b>To consider matter raised under the staffing hours report, previously circulated</b>
<b>S23-06</b>	<b>Date and venue of next meeting</b> Date to be arranged; 80 Hewell Road.

### Committee Members

Councillors: P Perry (Chairman),  
R Cholmondeley, J Jagger,

A handwritten signature in blue ink that reads 'Tracy Bodley'.

Tracy Bodley, Executive Officer  
11/03/2020

**STAFFING COMMITTEE  
TERMS OF REFERENCE****Membership**

The committee will consist of three members of Barnt Green Parish Council; the council's vice-Chairman will not be a member of this committee and the Council's Chairman will not chair this committee.

**Quorum**

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

**Meetings**

The committee will meet once per year on the second Monday of November at a time to be agreed between the members.

Even though it is likely that, due to the confidential nature of the matter to be discussed, meetings will be closed to members of the public, all meetings of the Staffing Committee will be open to the public and clerked. Minutes will be made available within one month of the meeting and referred to the next meeting of the full council.

**Public participation**

Members of the public will be allowed to participate during 'Open Forum' – for up to 5 minutes only.

**Delegated responsibilities**

The Committee has delegated authority to:

- a) Progress staff recruitment when required;
- b) Confirm individual contracts of employment and all terms and conditions;
- c) Arrange for the regular review of the Executive Officer's performance by one member of the committee, or the Chairman of the Council as agreed with the Executive Officer;
- d) Consider other staff reviews (if any) undertaken by the Executive Officer;
- e) Decide upon annual salary awards;
- f) Consider any matters arising in response to the application of the council's Grievance and Disciplinary Procedure, and act accordingly;
- g) Appoint an Appeals Panel and its Chairman, when required by the Grievance and Disciplinary Procedure. Membership of the Appeals Panel will include the Council's vice-Chairman and two other members of the council who are not members of the Staffing Committee.  
If a grievance has been raised against a council member, that member will be excluded from membership of both the Staffing Committee and the Appeals Panel.
- h) Clarify the Terms of Reference for the Appeals Panel, which will include the requirement that all recommendations are directed in the first instance to the Staffing Committee;
- i) Consider recommendations from the Appeals Panel and act accordingly;
- j) Alter these Terms of Reference if there is insufficient number of 'untainted' members to form an Appeals Panel;
- k) Review all policy issues relating to staff on a biennial basis.

**Staffing Committee members are reminded of:**

1. The legal framework that exists for good practice in employment matters;
2. The confidential nature of employer / employee matters and that items for consideration may require the committee to resolve to exclude the press and public from the meeting;
3. The nationally negotiated (NALC and ALCC) model contracts and terms and conditions for the employment of the Executive Officer, adherence to which Barnt Green Parish Council has agreed;
4. The Member-Officer Protocol, available as a policy document;
5. Staff management is facilitated by the understanding that the Council Chairman is the Executive Officers 'line manager' and the Executive Officer manages all other staff, if any.

**Budget requirements**

The Staffing Committee will not be required to establish a budget but will be expected to manage the financial costs involved when recruiting new staff. Funds for this will be agreed and made available by resolution of the full council.

## Specimen job description for post of Executive Officer / Clerk to the Council

### Overall Responsibilities

The Clerk to the Council will be the Proper Officer and Responsible Finance Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

### Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT. \* Or to monitor the work of a designated other officer designated the Responsible Financial Officer.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
9. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.
13. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
14. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
18. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.