

**MINUTES OF Personnel Committee Meeting
FAIRBURN PARISH COUNCIL**

Friday 9th September 2022 at Fairburn Community Centre,
North Road, Fairburn, North Yorkshire, WF11 9LA

The meeting opened at 5.32pm

Present: Cllr Edwards (Chairman), Cllr Baker, Cllr Ashton plus one member of the public.

MINUTES

The Chairman opened the meeting with thoughts of condolence for the Royal Family on the death of HR The Queen on Thursday 8th September 2022.

On behalf of Fairburn Parish Council and the residents of Fairburn we express deep sadness at the announcement of the death of HM Queen Elizabeth II and send our condolences to King Charles III and all members of the Royal Family at this sad time. She has served the country for 70 years and to many in the parish is the only Monarch we have known. We will now have a minutes silence as a mark of respect and in order for people to reflect on her contribution to our great country.

1 minute silence took place

As this is the first meeting of the Personnel Committee of Fairburn Parish Council, those present must appoint a Chairman to the Personnel Committee as per their Terms of Reference.

Resolution: to appoint Cllr Ashton as Chairman of the Personnel Committee.

0922/01 Welcome & Public participation period - Council to receive comments on agenda items received from electors.

0922/02 Apologies

- i) Council to receive apologies and note reasons for absence from members; Apologies received in advance of the meeting from Cllr J Kos.
- ii) to consider to accept the reasons for absence.

Resolution: to receive and accept the reasons for absence from Cllr Kos.

0922/03 Declarations of Interest

- a) to receive Declarations of Interests from Members not already declared under members Code of Conduct or members register of interests, in any business to be transacted.
None
- b) To consider any dispensation requests received.
None.

0922/04 To approve a meeting with the Acting Clerk for all new councillors to attend in the parish. This would include going through all documentation held by the Council including policies, minutes, accounts, title deeds and plans and other historic information. This will include electronic and hard copy documentation.

Resolution: to arrange with the Acting Clerk a meeting with all new councillors to establish what documentation and information the council currently hold and to subsequently create a retention of documents policy.

0922/05 To consider appointing a member of the committee to contact Autela for copies of instruction documents and authorisation of wages (from 1st April 2021 to present)

Resolution: for the Chairman to contact Autela to provide all historic documentation with regard to the instruction and authorisation of wages (from 1st April 2021 to present).

0922/06 Exclusion of the press and public: To consider exclusion of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed as such, publicity of which is considered to be prejudicial to the public interest (*agenda 07,08 and 09 only*).

Resolved: that in view of the confidential nature of the business to be transacted under Section 1 of the Public Bodies (Admissions to meetings) Act 1960, the public and press be temporarily excluded from the meeting whilst matters pertaining to these items are discussed. Unanimous.

0922/07 To consider the Clerk's current rates of pay, hours worked and financial benefits

The Acting Clerk has informed the council that he works 8 hours per week and is currently paid on NJC Scale 33/34 in addition to the home working allowance.

Resolution: to invite the Acting Clerk to an Informal Counselling meeting with Cllr Edwards and Cllr Ashton as soon as possible (on Wednesday 21st September at 9.30am or alternatively Thursday 22nd September at 9.30am) at Fairburn Community Centre.

Resolution: to approve to accept the YLCA model Contract of Employment personalised to Fairburn Parish Council as presented at the meeting by Cllr Ashton.

0922/08 To consider instructing the clerk to complete a timesheet, giving a brief synopsis of the work carried out each week.

Resolution: to accept and approve a timesheet template for the Acting Clerk to be implemented from wk. commencing Monday 26th September 2022. This will be provided to the Chairman going forward weekly on email by the Friday of the following week.

0922/09 To consider appointment of a Line Manager for the Clerk.

Resolution: to approve that Cllr Ashton as Chairman of the Personnel Committee will be the line manager for the Acting Clerk.

0922/10 To consider appointing YLCA to complete a full salary evaluation - review roles and responsibilities of Acting Clerk (written report with recommendations).

Resolution: to resolve to appoint YLCA to complete a full salary evaluation of the Clerk and Responsible Officer role at Fairburn Parish Council as soon as possible. Chairman of the Council to instruct YLCA asap.

0922/11 Councillors' Reports - To take & note any points of immediate interest from councillors.

0922/12 Items for the next agenda - to take suggestions for agenda items
Christmas Lights. Retention of Documents Policy. Code of Conduct.

0922/13 Date of next meeting – 19th October 2022, 7pm at Fairburn Community Centre
The meeting closed at 6.21pm.