



HEADCORN PARISH COUNCIL

The Parish Office, Headcorn Village Hall, Church Lane, Headcorn, TN27 9NR
Tel: 01622 892496 Email: clerk@headcornpc.org.uk

Minutes of the Staffing Committee of Headcorn Parish Council meeting held remotely on Wednesday 16th September 2020

Those in attendance: Cllrs James, Pyman, Selby, Thomas, Thorogood, Walker

Clerk: Caroline Carmichael

It is noted that the Clerk had publicised the meeting and invited attendees to contact the Clerk if they wished to be admitted to the online meeting. There were no requests to join the meeting.

1. Election of Chair

The committee were asked for nominations for Chair. Cllr Linda Thorogood was proposed by Cllr Thomas and seconded by Cllr James. There were no other nominations. Cllr Thorogood was duly elected.

2. (a) **Apologies for absence received and confirmed by the Council** There were none received.
- (b) **Enquiry whether anyone intends to film, photograph, or record during this meeting.** There were none recorded.
- (c) **Declaration of changes to the Register of Interests.** There were none recorded.
- (d) **Declarations of pecuniary or significant Interest regarding items on the agenda** There were none recorded.
- (e) **Requests for Dispensations** There were none recorded.
- (f) **Declarations of Lobbying** There were none recorded.

3. Public Session (Meeting adjourned – minute book closed)

4. **The minutes of the meeting held on 27th July 2020** were discussed and clarity was required on Item 5, the Clerk agreed to check and revert to the committee. If the matter is confirmed as stated in the minutes, they would be signed by the Chairman and passed back to the Clerk's office for filing, given the remote nature of the meeting.

5. Matters arising

There were no matters arising.

6. To discuss end of probation for the Clerk designate and agree actions required

The committee considered the recommendation of the Clerk and reviewed comments from other committee members and agreed that the candidate had successfully completed his probation and would be appointed to the roll of Clerk from October 6th, 2020. It was further agreed that he would be moved to point 24 on the NALC National Salary Award Pay Scales dated April 2020.



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The candidate will receive confirmation of the same and a revised contract will be prepared for signature by the candidate and the Chair of Staffing.

7. To further discuss the appointment of a Lengthsman

The matter of the appointment of a Head Lengthsman had previously been discussed by Council and agreed that the additional budget required to allow this appointment would be met. The role will be one of managing the small team of lengthsman and will include holiday arrangements, weekly hours, and all day to day work activities. Overall responsibility for the team would remain with the Clerk/Staffing Committee.

The candidate will be employed on a Full-Time basis at 42 hours per week. 28 days holiday per annum including Bank Holidays and will be eligible to join the NEST Pension Scheme.

It was noted on appointment of this role, the existing senior lengthsman would be reducing his hours to a Part-Time basis of 20 hours.

The employment offer would be subject to satisfactory references and a probation period of six months.

After discussion it was agreed that the Clerk would contact the candidate to arrange a formal interview and take the matter forward.

The additional expense will be offset by a reduction in hours within the existing team. Overall responsibility for the team remains with the Clerk's Office.

8. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the next meeting.

The Clerk outlined the current situation with a member of the team and their return to work after a period of ill health. The Clerk is currently engaged with the individuals Doctor and other health service providers and will further update the committee.

There being no further matters for discussion the meeting was closed at 19:35 hrs.

Approved:

Date: 28/10/2020