

PUBLIC NOTICE

Parish Councillors of The Personnel Committee are hereby summoned to attend
MEETING OF THE PERSONNEL COMMITTEE
To be held at 6:00 p.m. Haughton Village Hall on Wednesday 15th February 2023
Parish Office. Entrance via steps at the right side of the building

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT

But please note that they may be excluded from any item the Council decide should be treated as confidential.

Issued 3/2/2023

Debbie Sellick-Fellows

(Clerk/RFO)

PERSONNEL COMMITTEE MEETING

1. To elect a leader of the committee
2. To receive apologies and accept and record any reasons for absences
3. To receive declarations of interest from members regarding items on the agenda
4. Formal vote to exclude members of the press and public from the meeting due to the confidential nature of the matters to be discussed and in order to comply with GDPR
5. Clerk/RFO is disappointed that during the interview, contracted hours were misrepresented and as a result has been asked to manage the job to the contracted hours and not to what the role requires to meet its full potential, adding pressure and stress. Inadequate hours were addressed by the former, experienced Clerk/RFO in July, 2022 yet the twelve hour agreement was ignored and back-tracked to reflect ten hours. Clerk/RFO believes that Council have not taken into consideration; inexperience, travelling time, the need for external and on-the-job training and that in order that Council exercises reasonable care, would like the following issues to be considered:
 - a) To provide constructive feedback on Clerk's Progression in the role as a mid-way point of the Probationary Period
 - b) To consider how to alleviate pressure and support Clerk/RFO with HPC's heavy workload
 - c) To consider the need to increase contracted hours to allow Clerk/RFO to execute the role effectively as proposed by Chairman – twelve hours contracted, fifteen hours during training period to be reviewed in six months (starting from?)
 - d) To review and approve Job Contract - Overtime conditions are not included in Clerk/RFO job Contract:
 - i. To agree and approve overtime rate of pay (bank holidays and weekends)
 - ii. To seek approval of who can sanction and authorise overtime
 - iii. To consider limitations and conditions to overtime
 - iv. To consider and approve pre-authorisation levels of overtime
 - e) To discuss Clerk/RFO on-duty preferred flexible working hours
 - f) To discuss the requirement for a regular timesheet (i.e. weekly/monthly) and its format
 - g) To recommend and approve any further training requirements, to allow Clerk to understand the Legalities, Terms and Rules and learn about up and coming important financials (e.g. year-end audit)
 - h) To seek and appoint a mentor to support Clerk/RFO during role progression and learning
6. To make recommendations at the Public Meeting to Council on 27th February, 2023