

# KESSINGLAND PARISH COUNCIL



Minutes of the Extra-Ordinary meeting of the  
**Personnel Committee**  
**held at Noon on Wednesday 6<sup>th</sup> September 2023**  
in the Council Chamber, Marram Green

<b>Members present:</b>	Cllrs D. Boyle (Vice Chair), C. Cook, I. Graham, A. Green (Chair) & S. James
<b>Other Cllrs in attendance:</b>	None
<b>Others present:</b>	None
<b>Clerk to the Meeting:</b>	N. Coleby (Parish Clerk), S. Hogg (Deputy Clerk) & D. Blowers (Admin/Committee Clerk)

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15. **Chair's welcome & housekeeping**

The Chair welcomed everyone to the meeting and explained the meeting protocol.

16. **Apologies for absence.**

An apology for absence was received from Cllr Glendinning with acceptance proposed by Cllr Cook which was seconded by Cllr James with all in favour.

17. **Declarations of Interest.**

To receive Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda and to note that there are no written requests for dispensations for Disclosable Pecuniary Interests nor dispensations granted. It was noted that staff members affected by the items under discussion would have an interest in the matters being discussed. And would leave the meeting at that time.

18. **Minutes of the previous meeting.**

As this is an extra-ordinary meeting of the committee, the minutes will go to the next ordinary meeting of the committee.

19. **Public participation.**

*Any members of the public who wish to speak on matters on this agenda should indicate that they wish to speak by raising their hand at this point and the Chair of the meeting will call on them to speak. A member of the public has a maximum of three minutes to address the meeting.*

There were not any members of the public present.

20. **Staffing Matters**

- 20.1 It was noted that the Youth Leader position has been advertised with the closing date of the 12<sup>th</sup> September and there has been some interest shown.
- 20.2 It was noted that recruitment of volunteers for the youth club will coincide with the recruitment of a Leader but will also be ongoing.
- 20.3 To consider staffing matters as well as Friday opening of the council office. This matter will be dealt with in the confidential section (Item 24.1).
- 20.4 To consider any matters relating to councillors. This matter will be dealt with in the confidential section (Item 24.2).
- 20.5 The update on the 2022-23 pay talks was limited as there does not appear to have been any progress and nothing has been forthcoming from either side. Strike ballots did go ahead and although they gained sufficient numbers, no action has taken place. It appears as though the respective parties are holding position on a single across the board increase of £1925 from the employers and RPI plus 2% from the unions.

## 21 Training

- 21.1 To note progress with CiLCA training and any matters arising. This matter will be dealt with in the confidential section (Item 24.3).
- 21.2 To consider any training required for staff. This matter will be dealt with in the confidential section (Item 24.4).
- 21.3 To consider any training for councillors. This matter will be dealt with in the confidential section (Item 24.5).

## 22 Date of next meeting.

- 22.1 The next ordinary meeting of the committee is scheduled for the 2pm on Monday 2<sup>nd</sup> October 2023.

## 23 Items for the next agenda.

- 23.1 It was noted that the last date for submitting items for the agenda to the Clerk is 5pm on Thursday 21<sup>st</sup> September 2023.

## 24 Exclusion of the Press & Public.

*That in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 (Sections 100 and 102), the public and press be excluded for the remaining items of business due to the confidential nature of the business to be transacted including contractual and personnel related matters.*

At this point the members of staff affected left the meeting with only councillors remaining.

- 24.1 Cllr Graham proposed that the hours for the Deputy Clerk and Admin and Committee Clerk should be increased by 3hrs per week for the Deputy Clerk and 5hrs per week for the Admin and Committee Clerk as this would be beneficial to the council and allow the office to be open on a Friday. Councillors requested that responsibilities for each individual should be provided to councillors in order that councillors could go to the relevant staff member rather than always going to the Clerk. Cllr Graham included that in his proposal which was seconded by Cllr Boyle with all in favour. (from 20.3)

At this point staff rejoined the meeting.

- 24.2 It was noted that Cllrs Carter and Glendinning would be offered the new councillor training and it was also noted that since May the training format has changed. Councillors will now have an initial training consisting of two evenings via video conferencing to give a basic overview to get them through the first six months and there will then be further modules which will be tailored around different areas of a councillor's role. There were discussions around councillors' commitments and it was noted that there is no real job description for a councillor and that councillors can do as much or as little as they want. Councils may set guidelines but they cannot be enforced and councillors are able to access employment tribunals in respect of their position. It was also noted that not all councillors work is visible all of the time. It was further noted that when more information about the different training modules is received from SALC they will be highlighted to councillors to see if members wished to attend any of the training. Slots have been booked on some of the NALC Webinars as they can be accessed via the conferencing suite with multiple attendees. These have been circulated and will be circulated again closer to each event. (From 20.4)
- 24.3 It was noted that due to how busy the staff have been they had not been able to do the CiLCA. Staff offered to self-enrol and pay however councillors felt that the council should meet the costs as the council and community would be the main beneficiaries. It was agreed that the Clerk and Deputy Clerk would investigate re-enrolling but ensuring it is in line with their time and experience. (From 21.1)
- 24.4 It was noted that training would be discussed with staff during their appraisals. There are some key training that would be beneficial for the council and the staff and this would be considered alongside which delivery method would work best for the individuals concerned. Ongoing internal training will continue and if there are any specific needs, these will be explored. It was noted that there are no external training providers apart from SALC, NALC and the SLCC and due to the shortage of Clerks there are not individuals who can be brought in. In the same way that every councillor is unique so is each council and Clerk. There are the underlying principles and laws but every council will function differently. There are common grounds with some of the tools which councils share such as accounting systems and sometimes IT systems and many policies and procedures will have been gleaned from other councils. The parish and town tier is diverging more because of the range of different areas of responsibility which is being devolved from other councils or missing services which the parish/town council is taking on for their community. (From 21.2)
- 24.5 As soon as there is an update on the new tranche of training it will be advertised for councillors. There are specific modules already on the new code of conduct and related matters and if any councillor wishes to do the New Councillor training as a refresher, that can be organised.(From 21.3)

## 25 Close of meeting.

This meeting closed at 13.10pm.