



**MINUTES of the Staffing Committee meeting of Yeovil Without Parish Council, held virtually on zoom on Thursday 18<sup>th</sup> February 2021 (7pm – 8.01pm)**

**Present**

In the Chair: Cllr Colin Rose  
Councillors: Cllrs Graham Oakes, Iris Cotton  
Officers: Dan Ledger  
Members of the Public: None

*Note: All attendees accessed the meeting remotely and could be either seen and/or heard*

**SC1/21 Apologies**

No apologies were received.  
Not present – Cllr Alfred Hill.

**SC2/21 Declarations of Interest**

No declarations were made.

**SC3/21 Minutes**

The minutes of the meeting held on 20<sup>th</sup> September 2020 were approved as a true record subject to a minor amendment under item SC2/20 – Apologies, the wording used need amending for receiving apologies of members not on committee. This was agreed and the minutes approved.

The Chair moved and the Committee **RESOLVED** that in accordance with the Council's **Standing Order 3 (d)** & pursuant to the **Admission to Meetings Act 1960 Section 1(2)** press and public would be excluded from the meeting during the discussions of item 4 on this agenda as there was likely to be disclosure of confidential information.

The Chair moved to suspend standing orders and reorder the agenda to make for a more constructive debate, members of the committee agreed. It was therefore **RESOLVED** to follow the agenda in the following item order 6,7,4,5.

**SC4/21 Clerk/RFO's Appraisal**

The Committee worked through the appraisal document with the Clerk. Section 1 had been filled in by the Clerk ahead of the meeting and circulated to all committee members. Section 2 was completed by all 3 appraisers before the meeting. Section 3 was a joint exercise between both parties at the meeting. The appraisers went through their rationale for their comments in section 2 and set objectives to the Clerk/RFO for the next 6 months. These were all agreed by the Clerk and the appraisal was signed by all parties.

Committee **RESOLVED** to **RECOMMEND** approval of the Clerk/RFO's appraisal to Council.  
(proposed Cllr Graham Oakes; seconded Cllr Iris Cotton)

**SC5/21 Clerk/RFO Probation Period**

The Committee **RESOLVED** to **RECOMMEND** to Council that the Clerk had successfully passed their probation period.

**SC6/21 Mechanisms for the Approval of Employee Additional Hours**

In light of discussions arising from the appraisal, Committee **RESOLVED** to **RECOMMEND** to Council that:

1. the position of Clerk/RFO at Yeovil Without Parish Council be made into a salaried position.
2. The Clerk would increase their hours to 37 hours per week.
3. No additional hours would be claimed for by the Clerk/RFO from 1<sup>st</sup> April 2021. Time in lieu would be accepted for hours worked in addition to the standard 37 hours. No time in lieu could be carried over into the following year.
4. All changes to come in effect from 1<sup>st</sup> April 2021.

(proposed Cllr Graham Oakes; seconded Cllr Iris Coton)

**SC7/21 Benchmarking of Clerk/RFO's Role**

The Committee **RESOLVED**:

1. To use the delegations set out under the Staffing Committee's Terms of Reference to accept the quotation received and to conduct a benchmarking exercise of the Clerk/RFO role.
2. That this benchmarking would not be conducted again in the next 10 years unless significant changes occurred to the job description or role of the Clerk/RFO.

(proposed Cllr Iris Coton; seconded Cllr Graham Oakes)

The meeting closed at 8.01pm.

Signed: .....(Chair)      Date: .....