

COLDEN COMMON PARISH COUNCIL
MINUTES OF THE POLICY AND PROCEDURES COMMITTEE
HELD ON WEDNESDAY, 12th OCTOBER 2016 IN THE
GREEN ROOM, OFF THE BOWLS GREEN, COLDEN COMMON PARK,
BOYES LANE, COLDEN COMMON

Present Cllr Maggie Hill (Chair)
Cllr Richard Izard

Cllr Bligdon
Cllr Hancock

Apologies Cllr Stevenson
In attendance Debbie Harding (Clerk)

PP01/16 APOLOGIES

Apologies were received and noted above.

PP02/16 TO ELECT A CHAIRMAN FOR THE COMMITTEE AND RECEIVE THEIR DECLARATION OF OFFICE

Cllr Izard nominated Cllr Hill as Chair of the Policy and Procedures Committee, seconded by Cllr Hancock and carried. Cllr Hill signed her declaration of acceptance of office.

PP03/16 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE AND RECEIVE THEIR DECLARATION OF OFFICE

Cllr Hill nominated Cllr Izard as Vice-Chair of the Policy and Procedures Committee, seconded by Cllr Hancock and carried. Cllr Izard signed his declaration of acceptance of office.

PP04/16 DECLARATIONS OF INTEREST

No declarations of interest were declared

PP05/16 TO AGREE THE ACCURACY OF THE MINUTES OF THE MEETING HELD ON THE 10TH FEBRUARY 2016

It was resolved to accept the minutes of the meeting held on the 10th February 2016 as an accurate record of the meeting, proposed by Cllr Hill and carried.

PP06/16 TO AGREE THE ACCURACY OF THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON THE 10TH FEBRUARY 2016

It was resolved to accept the confidential minutes of the meeting held on the 10th February 2016 as an accurate record of the meeting, proposed by Cllr Hill and carried.

PP07/16 TO RECEIVE ANY UPDATES FROM THE MINUTES OF THE LAST MEETING

No updates were outstanding

PP08/16 TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC

No members of the public were present

PP09/16 TO CONSIDER A PATERNITY POLICY FOR COLDEN COMMON PARISH COUNCIL AND RECOMMEND ITS ADOPTION BY THE FULL PARISH COUNCIL

A paternity policy was distributed prior to the meeting.

It was noted that policies are also required for maternity leave, paternal leave and shared paternal leave. Cllr Hill advised the Committee that all these policies should reflect current legislation and all policies should act as a signpost to the relevant legislation to ensure it stays current and lawful.

It was resolved that Cllr Hill will distribute a policy which covers paternity leave, maternity leave, paternal leave, and shared paternal leave for adoption by the Parish Council, proposed by Cllr Hancock, seconded by Cllr Bligdon and carried.

Cllr Hill

It was resolved to draft a policy for adoption on the National Minimum Wage.

PP10/16 TO CONSIDER A JURY SERVICE POLICY FOR COLDEN COMMON PARISH COUNCIL AND RECOMMEND ITS ADOPTION BY THE FULL PARISH COUNCIL.

A draft jury service policy was distributed prior to the meeting.

The Policy and Procedures Committee considered the three options below that were open to them:

1. That to avoid administrative complications and unfair treatment of employees, the Parish Council agree to continue paying normal pay during the period of jury service.

OR:

2. That to assist in funding temporary staff cover, the employee will claim the court allowance and the Parish Council will top up to the normal pay level.

OR:

3. That the employee will claim the court allowance and the Parish Council will not top up pay, thus leaving the employee uncompensated for the differential between the court allowance and normal pay.

It was resolved that the Policy and Procedures Committee recommend to the Full Parish Council that Option 2 should be adopted in case of any extended period of jury service so that some funding for casual cover would be available, proposed by Cllr Hill and carried.

PP11/16 TO CONSIDER PROPOSED CHANGES TO THE JOB DESCRIPTION, WORKING PATTERNS AND PERSON SPECIFICATION FOR THE ROLE OF ASSISTANT CLERK MAKE A RECOMMENDATION TO THE FULL PARISH COUNCIL.

The Clerk presented proposed changes to the job description and person specification for the vacant Assistant Parish Clerk role. The revised job description and person specification are attached to these minutes.

It was resolved that the Clerk commences the recruitment process based on the revised job description and person specification.

A discussion took place on increasing the Assistant Parish Clerk role from 12 hours per week to 16 hours per week.

It was proposed by Cllr Izard to recommend to the Parish Council to increase the Assistant Clerks working hours from 12 to 16 hours per week at an approx. maximum cost of £36.08 per week (£433 per year) in salary, plus any NI or pension costs.

It was noted that savings may come from loss of working from home allowance which currently is £15 for the Assistant Clerk and £18.00 for the Clerk per month. Which total £396 per annum.

PP12/16 TO RECEIVE AN UPDATE ON THE RECRUIT OF AN ASSISTANT GROUNDSMAN

The role was advertised in the job Centre, parish website and information service.

Cllr Hill, Glasspool and the Clerk shortlisted for the role yesterday and 2 candidates will be interviewed on Friday 14th October 2016

PP12/16 DATE OF THE NEXT MEETING

The next meeting is planned for 25th January 2016 and will look at salary reviews.

**JOB DESCRIPTION
ASSISTANT TO THE PARISH CLERK
AT THE COLDEN COMMON PARISH COUNCIL**

Job Title	Assistant to The Parish Clerk
Reporting to	The Parish Clerk
Location	Colden Common, St Vigor Way / Boyes Lane
Hours of Work	12 hrs per week with some flexibility
Pay scale	SCP 15 – 17 £8.61 per hour – £9.02 per hour

Overall Purpose of Role

The Assistant to the Parish Council Clerk's main responsibility is to provide support to the Clerk in his/her duties to ensure the smooth running of the Parish Council.

Some evening and weekend work will be necessary. The post holder will cover for the Parish Clerk during periods of annual leave and must have the experience and confidence to deputise in this way.

Main Duties of the Post

To assist the Clerk of the Council in carrying out the work of the parish council, especially administrative, clerical and secretarial duties

To use own initiative to carry out the specific responsibilities below, with minimal supervision.

This post holder is accountable to the Clerk of the Parish Council.

1.0 Parish Council Meetings

- 1.1 To assist the Parish Clerk in issuing notices and preparing agendas of Parish Council Meetings, to attend the Parish Council Meeting, to draft Minutes of these meetings and to implement the decisions that are agreed by the Council.
- 1.2 To assist the Parish Clerk in preparing and filing records for audit and VAT purposes.
- 1.3 To assist the Parish Clerk by attending Council sub-group meetings and meetings (as required) prepare notes or minutes of any such meetings.
- 1.4 To assist the Parish Clerk and Parish Council sub committees in drawing up recommendations for consideration by the Council.
- 1.5 To manage the filing of statutory paperwork.

2 Office Attendance

- 2.1 Work from the Parish Council office in Colden Common for a minimum of two days a week.
- 2.2 Deputise for the Parish Clerk when away from the office.

3 Administrative, clerical and secretarial tasks

- 3.1 Carry out administrative, clerical, secretarial and other appropriate tasks in the office as directed by the Clerk. General office duties and use of the computer for word processing and other tasks
- 3.2 Manage filing, photocopying, post, maintaining records,
- 3.3 Administer the council's activities during the Clerk's absence.
- 3.4 Providing the Clerk with a general office support function
- 3.5 Assist with updating the Parish Web Site and management of the Information Service.
- 3.6 Undertake any other duties that may, from time to time, be reasonably required

4 Sports bookings

- 4.1 Carry out all administrative tasks in relating to the booking of sports pitches and parish council managed building's.
- 4.2 Liaise with the grounds staff on these bookings and maintain a 12-month computerised diary
- 4.3 Invoice all pitch and pavilion bookings monthly

5 Accounts

- 5.1 Assist with the preparation of accounts and financial matters
- 5.2 To enter and maintain all the sales ledger and purchase ledger into sage accounts including regular banking of all cheque receipts.
- 5.3 To manage all debtors and creditors and regularly report any discrepancies to the Clerk
- 5.4 To prepare a monthly bank reconciliation for the Chairman of the Finance Committee to check and sign

- 5.5 To prepare the quarterly VAT claims for approval by the Clerk.
- 5.6 To prepare the monthly accounts for payment list for the Parish Council approval
- 5.7 To set up the accounts for payment on the internet banking awaiting approval from two authorised Parish Councillors.

Criteria	Essential	Desirable
Education	A good standard of education	A relevant local government qualification Willingness to study for the Certificate in Local Government
Experience	Previous administrative experience of a similar nature to the required duties	Minute taking and servicing of Committees Experience of partnership work with voluntary and private sectors Grant funding applications
Skills and Knowledge	Ability to plan and effectively carry out own work schedule with minimal supervision Proven ability to carry out a range of administrative tasks efficiently and to a high standard Intermediate Word, Excel, PowerPoint and Outlook skills To be willing and comfortable with learning new systems and adapting to changes with the growth of the business Some experience of basic accounting functions	Knowledge of Local Government Advanced skills Track record of continued learning and development Previous experience of sage accounts.

Personal Qualities	<p>Ability to work with a wide range of people with diplomacy and tact.</p> <p>Strong interpersonal skills</p> <p>Methodical and thorough approach to tasks</p>	Problem solving abilities
Other	Availability to attend evening meetings	