

Staffing Committee

Midsomer Norton Town Council

Monday 5th August at Unit 14, South Street,
Midsomer Norton, starting at 5.30pm

Agenda - 5 August 2024

Midsomer Norton - Staffing Committee Agenda

To: All Members of the Staffing Committee

- 1 Appointment of the Chair and Vice Chair of the Staffing Committee**

- 2 Present**

- 3 Apologies**

- 4 Public Session**

- 5 Confirmation of Previous Minutes**

- 6 Create a Working Group to consider the recruitment of the Town Clerk**

- 7 Review the HR Policies**

- 8 Staffing Budget**

- 9 Date of Next Meeting**

- 10 Exclusion of the Press and Public**

- 11 Office for Town Council Staff**

- 12 To Consider a staffing report**

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1 - Appointment of the Chair and Vice Chair of the Staffing Committee

Proposal to appoint the Chair and Vice Chair of the Staffing Committee for Midsomer Norton Town Council

For Decision

2

2 - Present

3 - Apologies

4 - Public Session

This section (at the Chair's discretion may last up to 20 minutes) is not part of the formal meeting of the Council and minutes will not be produced

5 - Confirmation of Previous Minutes

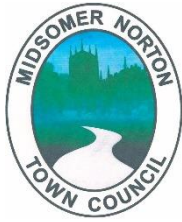
Proposal to confirm the minutes of the Staffing Committee Meeting held on 24th April 2024

For Decision

Attachments

[Minutes Staffing Committee 22 April 2024.docx](#)

1 - Midsomer Norton Town Council - Staffing Committee Minutes



Midsomer Norton Town Council
Council Offices, The Town Hall, The Island,
Midsomer Norton, BA3 2HQ
Phone: 01761 418701 Email: townclerk@msn-tc.gov.uk
Mayor: Cllr Gordon Mackay Town Clerk: Katie Mason

2 - Present

Cllrs Lynda Robertson, Martyn Plant, Deborah Thatcher and Mike Moxham

Also in attendance - Katie Mason (Town Clerk), Kate Egan (Deputy Clerk) and Jo Corbett (Office Manager)

Due to a pre-session briefing from ALCA the meeting started later than advertised, the meeting began at 7.25pm. There were no members of the public present.

3 - Items

- **Fire safety and Recording Protocol** - Cllr Martyn Plant verbally read out the fire safety, the meeting was not recorded.
- **Apologies** - No apologies were received.
- **Declarations of interest** There were no declarations of interest.
- **Approve minutes of previous Staffing Committee meeting dated Nov 23.** The Committee **RESOLVED** to accept the minutes from the Staffing Committee meeting held on 21st November as a true record, these were signed and dated by the Chair.
- **Note and accept the resignation of the Town Clerk** The Committee noted the resignation of the Town Clerk and she was thanked for all her hard work.
- **Matters arising from Town Council meeting Mon 15th April** There were no matters arising from the Town Council meeting held on 15th April as a quorum was not met.

4 - This meeting is closed to the public

Closed meetings.

This is a closed meeting. There are some situations where committee discussions might take place in a closed meeting. This means that by law, the public cannot attend.

Why is this meeting closed to the public.

This meeting is closed as the following items are for discussion:

- discloses information about an individual's personal, financial or business affairs.
- discloses information about an individual's negotiations for land, goods, services or labour relations.

Decision: The committee RESOLVED to close the meeting to the Press and Public although the CEO of ALCA was invited to stay in order to give advice.

5 - Agenda Items - Exclusion of press and public

1. **Town Clerk's Probationary period and review** the committee acknowledged that a process was carried out but not completed as the Clerk tended her resignation.
2. **Town Clerk's departure and handover** Cllr Martyn Plant will liaise with the Town Clerk regarding her departure and handover.
3. **Interim arrangements regarding staffing structure prior to appointment of new Clerk** the Recommendation is appoint a Locum Town Clerk and the Deputy Clerk was asked, and agreed, to increase her hours and pay in the interim period before a Locum is appointed.
4. **Recruitment of Town Clerk, involving appropriate bodies - SLCC, Council HR consultant, ALCA** This decision was deferred, the recommendation from the Staffing Committee to Full Council is first to appoint an independent investigator to run an enquiry into the incidents leading up to the resignation of the Town Clerk, and carrying out any actions which fall out from that investigation, before recruiting a permanent replacement.
5. **Staffing Structure review** This was deferred until a new Town Clerk has been appointed. The recruitment strategy was discussed, and the recommendation to Full Council is to continue to recruit a part time – permanent admin officer to support the office staff, this is a change to the current role being advertised which is for a part time, fixed term contract admin officer.
6. **Points for development (update of Employment Contract / Recruitment and Induction/Probation Policies)** The lack of HR policies was acknowledged, and the new policies will be taken to the Annual Town Meeting in May for approval.

7. **Ongoing ALCA support and Councillor training** the recommendation from the Staffing Committee to Full Council was to continue to use support from ALCA and conduct staff and member training across all areas, particularly HR, once the new committees are formed post May's reshuffle.

6 - Date of Next Meeting

To be confirmed.

Meeting closed 8.38pm

6 - Create a Working Group to consider the recruitment of the Town Clerk

Proposal to form a working group to provide input into the recruitment process for a new Town Clerk and to approve the terms of reference circulated with the agenda and to approve membership of the Working Group.

| For Decision

Attachments

[Town Clerk Recruitment Working Group - Terms of Reference.docx](#)

Midsomer Norton Town Council
Town Clerk Recruitment
Working Group
Terms of Reference

1. The Working Group shall comprise up to 5 councillors who shall be appointed by a resolution of the Staffing Committee.
2. The Working Group shall report directly to the Staffing Committee (or the Town Council where it is more expedient to do so).
3. The Working Group has no power to make decisions on behalf of the Council.
4. The overarching role of the Town Clerk Recruitment Working Group shall be to provide input into the recruitment process for a new Town Clerk, which will likely include undertaking the following roles and functions:
 - 4.1. Recommend a timeline for recruitment activity.
 - 4.2. Recommend a process for recruitment (consistent with any existing policies and legislation) – to include whether, or not, to engage an external recruitment specialist.
 - 4.3. Review current job description.
 - 4.4. Review current person specification.
 - 4.5. Recommend a job advert.
 - 4.6. Recommend remuneration level(s).
 - 4.7. Recommend items of expenditure in relation to recruitment.
 - 4.8. Recommend the composition of the Interviewing panel (which need not be solely members of the Working Party) of no more than 3 Councillors. The Locum Town Clerk will be a non-voting member of the Recruitment Panel. The recruitment panel will have delegated authority to:
 - 4.8.1. To identify a Chair of the Interviewing Panel.
 - 4.8.2. Conduct a sift of applicants.
 - 4.8.3. Approve a standard set of Interview Questions.
 - 4.8.4. Approve a scoring summary sheet.
 - 4.8.5. Conduct interviews.
 - 4.8.6. Recommend a preferred candidate to the Full Town Council.
5. The Locum Town Clerk will provide advice and guidance as required to help ensure that:
 - 5.1. The process is conducted in accordance with relevant legislation.
 - 5.2. The process is conducted in a fair and transparent manner.
6. Any necessary matter relating to the recruitment process that is not covered by these Terms of Reference will be delegated to the Locum Town Clerk in consultation with the Chair of the Working Group or the Chair of the Interview Panel.
7. The Working Group will be dissolved once the new Town Clerk appointment is confirmed by Midsomer Norton Town Council.

(Approved by Resolution of the Staffing Committee, minute no XXXX refers, dated 5th August 2024).

7 - Review the HR Policies

Receive and note the current HR policies and identify the ones that need reviewing by the end of the year.

| For Decision

Attachments

[Human Resources Policies.docx](#)

Human Resources Policies

Policies Approved but require reviewing.

Induction and Probation Policy – May 2024

[Training Policy – March 2021](#)

Grievance Procedure – May 2022

[Lone Working Policy – No date](#)

[Equal Opportunities Policy Statement – December 2021](#)

Harassment & Bullying Policy & Procedure – May 2022

[Health, Safety and Welfare Policy & Guidelines – December 2021](#)

Disciplinary Procedure – May 2022

[Employee Handbook – March 2023](#)

Recruitment Policy – May 2024

Recommended Policies – these are available as templates from NALC

[Flexible Working, Paternity Leave and Carer's Policy - Law changed April 2024](#)

Attendance and Timekeeping

[Sickness Absence](#)

Poor Performance

Annual Leave

Internet and Email

Maternity Leave

Bereavement

Emergency/dependants leave.

[Equality and Diversity](#)

Expenses

[Homeworking](#)

Information Technology

Maternity Leave

Paternity Leave

Menopause Policy

Notes

The policies marked in Blue are the policies that require reviewing or adopting first, although all the policies on the list are recommended to be adopted as most of them are out of date. The recommendation is to bring three or four to each staffing committee meeting over the next few months to be reviewed and recommended to the Full Council for adoption.

8 - Staffing Budget

Review the current staffing budget and identify any additions for next year.

| For Decision

Attachments

[Report on the Staffing Budget.docx](#)

Report on the Staffing Budget

The staffing budget for 2024-2025 was agreed as £155,000 this was to include an additional member of staff. (Cost centre 4001 – Wages and Salaries)

As at the end of June the amount spent under this budget line was £24,045.

Commitment for staff salaries to the end of March 2025 is £71,798

The total budget allocation would be £95,843.00.

NB: This does not include figures for the Town Clerk although this is being used to part fund the Locum Town Clerk.

The only recommendation is to source a new Town Clerk for the Town Council, SCP Points and salary would need to be agreed at the time of appointment.

9 - Date of Next Meeting

To be arranged.

10 - Exclusion of the Press and Public

Proposal under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

| For Decision

11 - Office for Town Council Staff

Proposal for the Staffing Committee to consider the wellbeing of the staff and find adequate office space for the foreseeable future.

For Decision

12 - To Consider a staffing report

To Consider a confidential report relating to general staffing matters and any recommendations.

For Information