

	<p>why there would be a need for a separate Burial Ground Officer, if you have a committee structure. AB confirmed that the Burial Ground Committee would make the decisions and the Clerk, as the Parish Council's Proper Officer, would action them, and that day to day actions and decisions would normally be delegated to the Clerk. It was also established that where a Parish Council appoints additional officers they report in to the Clerk, who is their line manager.</p> <p>3.4 AB had been invited to address the Staffing Committee on the 26th March 2012 to outline the Role of Proper Officer and the Role of Councillors. This was in response to concerns expressed in the Clerk's grievance letter. Councillors agreed that addressing grievances was in the Committee's remit and was clearly identified in the terms of reference.</p> <p>3.5 The subject of contracts was raised with AB. She advised that the Clerk organises the tender process. The tenders are opened by the Clerk with a Councillor present. The Clerk writes a report on the tenders received, which is brought to committee for discussion and decision. The contract and administration of the contract, lies with the Clerk.</p> <p>3.6 The subject of qualified audits was raised. The Clerk advised that the Council's external auditor automatically issues a qualified audit if a Councillor is the RFO. Qualified audits are also issued if a Parish Council acts 'ultra vires' i.e. outside of its' lawful powers, such as individual Councillors making decisions. Mr Terry Dillon suggested that the Parish Council should act to the letter of the law. SH also felt that best practice should be adhered to.</p> <p>3.7 Clerk holiday: it was questioned how the Parish Council should proceed during Clerk holiday. AB suggested that a Councillor could be appointed as unpaid Acting Clerk to deal with urgent items during these short periods, or a locum can be employed.</p> <p>3.8 BH asked AB whether Councillors should be calling Committee meetings, or whether this was the role of the Clerk. AB confirmed that all meetings should be called by the Clerk, and that individual Councillors did not have the authority to summons Councillors to a meeting.</p> <p>3.9 AB confirmed that all formal correspondence expressing the Parish Council's view should come from the Clerk, including the formal Parish Council response to planning applications.</p>	
4	<p><u>To introduce David Johnson - locum Parish Clerk</u></p> <p>4.1 AB introduced Dave Johnson to Councillors. Dave commented that he was pleased to attend the meeting, and to hear some of the issues.</p> <p>4.2 Dave outlined his background for Councillors, and advised that he had 30 years experience working with Local Government. He left Surrey County Council in 2011, following restructuring, where he had been responsible for a number of the Local Committees in Surrey. He has spent the past 10 years working with Members, and is committed to the local delivery of services.</p> <p>4.3 Dave has been involved with the Surrey Safe Credit Union over the past year, and has also been writing a book on the Big Society.</p> <p>4.4 LP suggested inviting Dave to the next Parish Council meeting on 8th May, to</p>	

	which Members agreed.	
5	<p><u>To agree advertisement for Parish Clerk</u></p> <p>5.1 It was agreed that the best places to advertise the position of Parish Clerk were the Parish Council website, the SCAPTC website, and in the local papers – the Surrey Mirror and the County Border News.</p> <p>5.2 It was agreed that 3 members of the Staffing Committee should form the recruitment panel, the Chair, Vice-Chair and one other, as per the Council’s Recruitment Policy.</p> <p>5.3 The Clerk was asked to contact SCAPTC for example advertisements, and it was resolved to delegate the advert wording to the Clerk and the Staffing Committee Chair.</p>	DM/LP
1	<p><u>PART II of the meeting was confidential and closed to members of the public and press.</u></p> <p><u>To review the Clerk’s Contract of Employment</u></p> <p>1.1 The Clerk provided a reviewed Contract of Employment (based on the NALC model), together with a reviewed Clerk Job Description and RFO Job Description.</p> <p>1.2 After some discussion, it was resolved to adopt the new Contract of Employment, including the 1 month notice period, rather than the existing 3 month notice period.</p> <p>1.2 It was resolved to adopt the Clerk Job Description, with the addition of a general clause about additional duties may be required.</p> <p>1.3 It was resolved to adopt the RFO Job Description, as long as this was also approved by the F&GP Committee.</p> <p>1.4 The Clerk advised that the Parish Council did not have a Health & Safety Policy. AB felt she would be able to provide a model the Parish Council could adopt.</p>	AB
2	<p><u>Staffing Matters</u></p> <p>2.1 After independent advice and guidance the Staffing Committee offered the Clerk the opportunity to be paid in lieu of notice. After some discussion, it was felt appropriate that the Clerk stop Clerking the Parish Council and committee meetings following the meeting on the 8th May, but continue to perform her other duties in the background until a locum is in place. She agreed to complete all of the year end financial functions and to give a seamless handover to her successor. She would spend her remaining time refiling the Burial Ground records into a more comprehensive/easy to use system to handover.</p> <p>2.2 A meeting would need to be set up between the Clerk, LP, MF (as current RFO) and Dave to discuss handover. The practicalities of the diversion of the telephone and mail, and storage of archive material would also need to be addressed.</p> <p>2.3 The Clerk was asked to add: ‘the consideration of the Staffing Committee proposal to appoint a locum Clerk’ to the Full Council meeting agenda.</p> <p>2.4 The Clerk advised the Committee that she found the behaviour of Councillor David Weightman during the April Parish Council meeting to be unacceptable. The tone and manner used to address the Clerk was aggressive and confrontational throughout the meeting. The Clerk suggested that this behaviour was contrary to the Dignity at Work policy adopted by the Parish Council.</p> <p>2.5 Councillors agreed that the behaviour was unacceptable and unprovoked, but were at a loss as to what to do. The Clerk accepted that she had been shown a tremendous amount of support by Councillors outside of the meeting, but felt that</p>	DM

there should be intervention to prevent such incidents.
2.6 The Staffing Committee agreed to the Clerk's request for her pension gratuity (accrued for the first five years of service before joining the local government pension scheme) to be paid into her government pension, with the proviso that this was also approved by F&GP. It was agreed that the Clerk should work with the current RFO to calculate holiday and gratuity owing, as per the calculation guidelines provided by NALC, again with the approval of F&GP.

There being no further business to discuss, the Chair closed the meeting at 10.35am.

DRAFT