

## **iCROWTHORNE PARISH COUNCIL**

MINUTES OF THE ANNUAL MEETING OF THE **STAFFING COMMITTEE** HELD ON FRIDAY 8 JUNE 2018, AT THE PARISH HALL, LOWER CONFERENCE ROOM, HEATH HILL ROAD SOUTH, CROWTHORNE AT 10.00AM

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Present: Cllr B McKenzie Boyle – in the Chair  
Cllr R Price  
Cllr G Robertson  
Cllr S Sever  
Cllr B Wade  
Mrs A Swadling - Clerk  
0 member of the public  
0 member of the press

Apologies: Cllr N Kilvert

MINUTE 1 ELECTION OF CHAIRMAN FOR MUNICIPAL YEAR 2018/2019

Nomination: Cllr B McKenzie-Boyle.  
There being no further nominations, Cllr B McKenzie-Boyle was elected Chairman for the ensuing year.

MINUTE 2 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE FOR 2018/2019

The Chairman read and signed the Declaration of Acceptance of Office, which was countersigned by the Clerk.

MINUTE 3 ELECTION OF VICE CHAIRMAN FOR MUNICIPAL YEAR 2018/2019

Nomination: Cllr G Robertson  
There being no further nominations, Cllr G Robertson was elected Vice Chairman for the ensuing year.

MINUTE 4 VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE FOR 2018/2019

The Vice Chairman read and signed the Declaration of Acceptance of Office, which was countersigned by the Clerk.

MINUTE 5 DECLARATIONS OF INTEREST

There were none.

MINUTE 6 APPROVAL OF MINUTES

The minutes of the meeting of the Staffing Committee held on 18 April 2018 as circulated, were taken as read, confirmed and signed by the Chairman as a true record.

MINUTE 7 MATTERS ARISING FROM MEETING HELD ON 1 FEBRUARY 2018

1 Min 3 – Finance Officer – Three Month Review

The three month review was conducted with Cllr Price, Cllr Robertson and the Clerk on 10 May. The notes taken at the meeting were distributed to members. The final six month review has been scheduled for Friday 3 August at 10am.

2 Min 4 – DPO

In order to fulfil the GDPR obligations, new policies as drafted by SLCC, BALC, and NALC were adopted by Council on 4 June.

A further recommendation to approve a bespoke meeting on GDPR from Mrs Ellis BALC DPO Officer was also agreed. The Clerk to arrange a meeting for mid July.

**Action:** Clerk

Mrs Susan Ellis is qualified in Data Protection (DP) and Freedom of Information (FoI) with an ISEB Certificate in both disciplines. She has twelve and a half years experience working as a Data Protection and Freedom of Information Officer for West Berkshire Council providing advice and training to staff and councillors and managing the DP and FoI request processes for the Council.

MINUTE 8

CLERK'S REPORT

1 Part Time Groundsman

Mr Rose has advised that due to increased hours at Argos, he is resigning from his post as part time groundsman from 24 June. The Committee was presented with an example vacancy notice. After some discussion the committee approved the advertisement of a grounds person for 6 hours per week at a rate of £7.83 per hour.

MINUTE 9

INFORMATION ITEMS

The appraisals were scheduled for mid September, date to be confirmed. The appraisals to be completed by the Chair and Vice Chair of the Staffing Committee

MINUTE 10

ITEMS FOR INCLUSION ON FUTURE AGENDAS

- Future staffing/budget requirements
- Finance Officer – Six month review
- Clerk – Three month review
- Appointment of PT Grounds Person
- Appraisals

Meeting closed: 10.20am

Signed .....

Dated .....

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was resolved that, because of the confidential nature of the business to be transacted, the press and public were excluded from the meeting whilst the following confidential items were considered:

MINUTE 11

APPOINTMENT OF CLERK

Seven candidates applied for the position of Clerk, of which six attended an interview with Cllr Wade, Cllr B McKenzie-Boyle and Cllr Robertson. Due to the high calibre of candidates, three were invited to attend a second interview on 5 June.

The three applicants had different levels of experience and qualifications but were considered by the panel to be more than capable of doing the job. However, following the second round of interviews the Councillors on the interview panel agreed that Melanie Saville would be most suited to the position for the following reasons:

- She has children at a local school and a long association with Crowthorne.
- She had researched the role and presented herself professionally.
- She made a point of coming into the office before applying for the position to ask questions about the role.
- She wrote a letter of thanks after the first interview and attended the June Council meeting.
- She is qualified, with A-levels, a Law Degree, a Post Graduate Diploma in Legal Practice and was a qualified practising solicitor for 12 years.

Following some discussion, it was proposed by Cllr B McKenzie-Boyle, seconded by Cllr Wade and subject to one abstention unanimously RESOLVED as follows:

- To approve the appointment of Melanie Saville as Parish Clerk subject to suitable references and confirmation of completion of the CILCA qualification.
- Mrs Saville to be remunerated at salary scale point LC2 33 - £29,323 pa.
- The post is offered at 37.5 hours per week, Monday to Friday 9am – 5.30pm and includes a 60 minute unpaid lunch break.
- A six month probationary period for the post, with a performance review completed after the first three months.
- That a contract of employment is awarded subject to successful completion of the probationary period.

The proposed applicant is required to give one month's notice and therefore it is expected that she will be able to commence work from Monday 16 July 2018.

It was noted that Mrs Swadling would be leaving her post on 29 June 2018. Members agreed that there was a requirement for ongoing management of the office and induction training from the 2 July 2018. It was therefore RESOLVED that Mrs Swadling be appointed to assist with this requirement. The Chair and Vice Chair to liaise with Mrs Swadling to implement the necessary cover and training requirements.

Meeting closed: 11.07am

Signed .....

Dated .....