

# Tibberton Parish Council

Contact details: [clerk@tibbertonparishcouncil.gov.uk](mailto:clerk@tibbertonparishcouncil.gov.uk) / tel:07958 450482

Website: [Tibberton Parish Council – Worcestershire, England](http://Tibberton Parish Council – Worcestershire, England)

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## NOTICE OF COMMITTEE MEETING

A meeting of the Human Resources Committee will be held on  
Thursday 23<sup>rd</sup> February 2023 starting at 6pm at Tibberton Parish Hall

Members of the public are welcome to attend and ask questions at agenda item 5, however due to the nature of the items to be discussed relating to staff members, the meeting is open to members of the public to agenda item 7 only.

### Summons

The members of the Human Resources Committee are hereby summoned to attend this meeting at Tibberton Parish Hall for the purpose of transacting the business detailed below.

Signed: *G Lungley*

Date: 18/02/2023

Gill Lungley, Support Officer /Acting Clerk

### AGENDA

- 1. Election of committee chairman.**
- 2. Apologies.**  
NB If any committee member is unable to attend, the meeting will be cancelled.
- 3. Declarations of Interest**  
Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to –
  - a) Keep their Register of Interests form up to date
  - b) Declare any Disclosable Pecuniary Interests (DPI), any Other Registerable Interests (ORI) and any Non-Registerable Interest (NRI) relating to items on the agenda and the nature of those interests.
- 4. To consider written requests from councillors seeking a dispensation.** Having declared an interest in any agenda item councillors may only stay in the meeting when that item is discussed if the committee permits dispensation to a) stay, or b) stay and speak, or c) stay, speak and vote. Written requests for the granting of a dispensation must be made to the Clerk in advance of the meeting.
- 5. Public Forum.** Members of the public and council members who are not members of the committee may comment and put questions to the committee; there is no expectation of dialogue with the committee at this point.
- 6. To agree the committee's Terms of Reference.** The attached is subject to approval.
- 7. To resolve to close the meeting by virtue of the Public Bodies (Admission to Meetings) Act 1960, s1(2) to allow for discussion of matters that may be prejudicial to the public interest if discussed in public.**
- 8. To discuss and propose the terms of employment for new clerk and RFO.**
- 9. Date, time and venue of next meeting.**

# Tibberton Parish Council Human Resources Committee Terms of Reference

Suggested terms of  
reference for discussion  
and approval.

## 1. Authority

The Human Resources Committee is appointed to make decisions on all staffing matters subject to budget and expenditure limits decided by Tibberton Parish Council.

## 2. Membership

All members of the committee will be elected councillors. The committee will consist of no fewer than three elected councillors. A quorum at the committee's meetings will consist of no fewer than three elected councillors.

## 3. Frequency of meetings

The committee will meet as required, and at least twice during each year.

## 4. Confidentiality

Parts of the meetings of this Committee will be confidential to the HR Committee members with the press and the public excluded where appropriate.

## 5. Record of proceedings

Written minutes will be taken to record the committee's decisions and actions which will be circulated to all councillors and published. If the Clerk is not present to take the minutes, the committee will take steps to ensure an accurate written record is prepared for public circulation and maintained for the council's records.

## 6. Responsibilities

- a. The committee's primary purpose is to oversee the council's staffing resources and to prepare and maintain its strategy and action as an employer on policy and operational matters concerned with the council's staff members. This includes the requirement to draft, implement, review, monitor and revise appropriate policies for managing staff members.
- b. To establish and keep under review the council's staffing structure.
- c. To establish and review staff salary pay scales for all categories of staff and be responsible for their administration and review.
- d. To oversee the recruitment and appointment of staff.
- e. To arrange the execution of new employment contracts and changes to contracts.
- f. To review and revise employment contracts in consultation with staff and in compliance with legislation and, as appropriate, to recommend any changes to the Parish Council.
- g. To review the Clerk's job description to ensure it reflects the requirements of the role.
- h. To establish and review performance management (including annual appraisals) and staff training programmes.
- i. To keep under review staff working conditions and Health and Safety matters.
- j. To monitor and address regular or sustained staff absence.
- k. To make recommendations on staffing-related expenditure to the Parish Council.
- l. To consider any grievance or disciplinary matter in line with the NALC model policies.
- m. In the event of a grievance relating to the conduct of a council member, the committee will follow the informal procedure outlined in the NALC model Grievance Policy\*.
- n. To recommend the setting-up of an Appeals Committee in the event of any disagreement relating to (i) salary, (ii) grievance, (iii) disciplinary or (iv) any other staffing-related matter.
- o. To oversee any process leading to dismissal of staff, including redundancy.
- p. To establish sub-committees and working groups as and when necessary.

**\*NB** The committee cannot deal with matters relating to the standards and behaviour of council members but instead must refer such matters to the district council's Monitoring Officer. The Localism Act 2011, s28(6) refers.

**TIBBERTON PARISH COUNCIL**  
**APPOINTMENT OF CLERK TO THE COUNCIL / RESPONSIBLE FINANCIAL OFFICER**  
**RECRUITMENT PROCESS ACTION PLAN**

	<b>Task</b>	<b>Lead Responsibility</b>	<b>Target date</b>
1.	Consider and confirm with the Council the need for the post and the rationale making the appointment		
2.	Agree recruitment timetable and action plan		
3.	Agree composition, scope and responsibilities of Selection Panel/Sub-Committee and then engage any required professional advisers		
4.	Review and, if necessary, update and re-evaluate the current recruitment/selection policies used by the Council checking particularly that no indirect discrimination arises		
5.	Create or update the Job Description and clarify reporting channels and responsibilities for the post checking particularly that no indirect discrimination arises		
6.	Create/update and agree the Person Specification for the post making sure that none of the criteria could directly or indirectly discriminate		
7.	Confirm the key terms and conditions of employment		
8.	Establish and agree the budget for recruitment		
9.	Develop advertisement and determine the timeframe and closing date		
10.	Consider and agree on the advertising and other media to be used checking that all parts of the community are accessed and able to respond (e.g. those with hearing or sight difficulties)		
11.	Obtain costs and agree advertising media to search the relevant marketplace		
12.	Prepare forms to record applications requested and received		
13.	Agree selection process including the interview location, dates and tests to be used using the Person Specification as the core selection tool		
14.	Define processes and responsibilities for short listing and selection interviews and exercises and tests to demonstrate the skills and aptitudes being sought avoiding direct or indirect discrimination		
15.	Arrange advert insertions in a variety of media		
16.	Prepare application form and recruitment information pack as suggested in the C&R Project manual.		
17.	Develop short listing application analysis matrix against person specification that avoids direct or indirect discrimination		

18.	Make arrangements and prepare records for applications to be received and recorded confidentially		
19.	Following closing date, undertake short listing and selection of candidates for interview against short-listing matrix		
20.	Agree when and how to deal with obtaining references		
21.	Inform unsuccessful candidates		
22.	Prepare interview schedule and invite short listed candidates to interview		
23.	Prepare interview questions and agree range of key questions to be asked of all candidates and allocate questions per panel member		
24.	Prepare the selection interview assessment matrix for completion by interviewers and ensure it avoids direct and indirect discrimination		
25.	Undertake selection interviews and assessment tests to make selection decision (if appropriate undertake initial interviews and then final interviews) avoiding direct or indirect discrimination		
26.	Make offer of employment subject to relevant pre-employment checks and agree start date		
27.	Prepare and issue contract of employment (Statement of Main Terms and Conditions of Employment)		
28.	Consider any adjustments, aids or adaptations necessary to support the new employee e.g. accommodating specific needs due to having a disability, religious beliefs, pregnancy, being transgender, etc		
29.	Make arrangements for appropriate checks, including legal working, qualifications etc, prior to employment commencing		
30.	Advise unsuccessful candidates and be prepared to justify decisions not to appoint and advise on how long details will be kept (DPA 2018)		
31.	Map out induction and probation period monitoring processes and share with successful candidate		
32.	Prepare for successful candidate commencement date and undertake induction process		
33.	Monitor performance and suitability during probation period and take appropriate action if issues arise or confirm appointment following successful probation period.		

**Terms of employment for new Clerk and Responsible Financial Officer  
Items for consideration**

Members are referred to the [Civility and Respect Project](#) documents via [NALC.gov.uk](http://NALC.gov.uk) under the ‘development tools’ heading. Members will need to log-in to view.

C&RP Specimen pro forma job description  
XXXXXXXXXXXXXXXXX COUNCIL JOB DESCRIPTION

- Job Title
- Location – outline whether home-working or office-based or flexible.
- Responsible to – reporting structure.
- Responsible for - list the staff, premises and resources for which the job is responsible.
- Job Purpose - what is the purpose of the job and how is this purpose meant to be achieved? State the objectives of the job in concise, clear and unambiguous terms.
- Duties and Responsibilities - list the 5 duties and responsibilities of the job.
- General Duties and Responsibilities - to undertake such other duties commensurate with the level of the post and job purpose as required from time to time.
- Special Terms of Employment – requirement to attend evening meetings etc.
- The number of hours per week – Councils must be careful to ensure that sufficient hours are contracted to fully cover all the requirements and responsibilities of the role, taking into consideration the findings of the report “Clerk’s working hours”, see excerpt[1] below ‘Profile of Council’. Please note, the recommendations on hours were based on a 2012 survey; councils should consider adding at least 15% to the previously recommended hours.
- Date - the date from which the job description is effective.

[1] Profile of Council

Frequency of meetings per year	Number of services	Recommended hours per month	+15%
6	Minimal	17.5	20 hrs
12	Minimal	26	30 hrs
12	Limited eg allotments, village green, no other staff.	30.5	36 hrs
24+ (inc committees)		33	39 hrs
24+ (inc committees)	Several eg village hall, recreation ground.	35	41 hrs

Salary scales are available here (will need login): [file \(nalc.gov.uk\)](http://file.nalc.gov.uk) via ‘Briefings’ and then the Employment tab. The salary level will depend on the job evaluation, as per the document attached with the email to members, titled ‘National Agreement on Salaries and Conditions of Service’.