

**Minutes of the Fremington Parish Council Extra-Ordinary Finance and Personnel Committee meeting held on Monday 14<sup>th</sup> December 2020 at 9.30am via Zoom.**

Present: Cllrs, F Biederman (Chairman), I Capon, I Crawford and S Kingdom.  
Mrs V Woodhouse, Executive Officer.  
Mrs K Graddock, Deputy Executive Officer.

2012/20 **Apologies for Absence**  
Cllr L Goodger.

2012/21 **Declarations of Interest**  
None.

2012/22 **Public Participation**  
None.

2012/23 **To approve and sign the Minutes of the Finance and Personnel Committee Meetings held on Thursday 29<sup>th</sup> October and Monday 30<sup>th</sup> November 2020 as a correct record**  
It was **resolved**, with no votes to the contrary, that the Minutes of the meetings held on Thursday, 29<sup>th</sup> October and Monday 30<sup>th</sup> November 2020 be approved and confirmed as a correct record.

2012/24 It was **resolved** that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of confidential information.

**PART B**

2012/25 **Conflict Management**

The conflict management report was circulated to members and staff prior to the meeting. The report identified several recommendations for consideration to try and resolve the conflicts identified within the report. Several members of the Committee felt the process had been unnecessary expenditure despite being unanimously approved by the committee and that other procedures for addressing the issues raised should have been explored first. Officers made councillors aware that the adopted procedures had been followed appropriately over a period of time, however, this had not led to any action or conclusion and this raised concerns amongst staff. The Chairman felt there were some useful points within the report on how the Committee improves, he urged other members to look at the report with a positive approach and understand how it is moved forward.

The staff members present felt that it was disappointing that genuine concerns from staff members had been raised, recommendations had been received and there was a negative approach to dealing with the

issues. The Committee discussed the recommendations in relation to management and Leadership and Team Building but some members did not feel that further expenditure would resolve the issues. It was agreed, as a starting point, to consider team building which could be undertaken via zoom to be inclusive and at no additional cost.

Members discussed the possibility of a short and concise factsheet reminding Cllrs of procedures for contacting staff as staff had raised concerns regarding councillors using personal numbers, requesting Agenda items and general behaviour and conduct when interacting with each other, staff, and the press.

Cllr Kingdom left the meeting for a short comfort break.

Cllr Kingdom returned to the meeting.

Cllr Capon left the meeting for a short comfort break.

Cllr Capon returned to the meeting.

It was agreed that a recommendation should be put to Full Council in due course that anything that is included in the factsheet that is not already in Standing Orders should be incorporated. It was further agreed that the Parish Council's Strategic Review of January 2019 should be reviewed, kept up-to-date and at the core of the Parish Council's work and decisions.

Cllr Capon stated that he would not participate in team building and did not feel it would help to resolve the issues. It was agreed to take the proposals in turn.

It was **resolved**, with one vote against, to organise a team building event for the Finance and Personnel Committee and all staff members to take place virtually.

It was **resolved**, with no votes to the contrary, for the Executive Officer to produce a factsheet to be circulated to all Cllrs in the New Year.

It was agreed to adjourn for a five-minute comfort break.

It was **resolved**, with no votes to the contrary, to readmit the press and public.

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PART A

2012/26

**Recruitment**

A draft job description and person specification for an Administration and Projects Manager were circulated to members prior to the meeting along with draft Committee Terms of Reference for consideration, which are attached as Appendix One to these minutes. Members were informed that the position proposed, and the amended Committee Structure and Terms of Reference are a package and had been drafted to meet the needs of the Council and officers in undertaking their job role. The proposed change to the Committee Structure would allow for an effective delivery of services and activities provided by the Council. It was highlighted that some responsibilities and activities are not covered within the current remits and the proposals would also allow for an evening Committee meeting.

Members were informed that the proposed position would not necessarily provide for a qualified member of staff and therefore the Council would need to understand that when the Executive Officer is on leave only administrative support will be provided and no procedural or legal advice will be provided at meetings. Members understood but hoped that this would provide an opportunity for the position to evolve.

Members were pleased with the proposals that had been presented and felt they met the needs of the Council and it was **resolved**, with no votes the contrary to:

- 1) Authorise the position of an Administration and Projects Manager for 25 hours per week Monday – Friday on SCP 17-23.
- 2) To commence recruitment for the above position on the 4<sup>th</sup> January 2021 in line with the Council’s adopted Recruitment and Retention Policy.
- 3) To recommend to Full Council that the revised Committee Structures and Terms of Reference are adopted and implemented from the May 2021 Annual Parish Council Meeting.

Cllr Crawford moved a vote of thanks to Mrs K Graddock the Deputy Executive Officer for her contribution to the Parish Council all members agreed with the vote of thanks and wished Mrs Graddock well in her new role.

Meeting ended at 11.55am

Signed: ..... Dated.....