

Clerk to the Council

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PORLOCK



Parish Room

Old School Centre

PORLOCK

Somerset, TA24 8NP

Parish Council

Minutes of the Porlock Parish Council HR & Staffing Committee Extraordinary Meeting

The Parish Room, Tuesday 16th January 2024, 3.00pm

Copies of minutes and reports are available on request

Councillors Present: Cllr S McCanlis (Chair), Cllr D McCanlis, Cllr L Thornton, Cllr S Colson (taking minutes), Cllr D Heath (observer as non-committee member)

1. To RECEIVE Apologies for Absence and to approve reasons provided. (LGA 1972 s85 (1))

Cllr D Thornton, for personal reasons.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations) (LGA 1972 sch12, para 41(1))

None declared.

3. Items to be dealt with after the public, including the press, have been excluded. (Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960

- Cllr Don Heath to remain as observer during the meeting including closed sessions, based on his background HR experience.

PROPOSER: Cllr L Thornton, SECONDER: Cllr D McCanlis. ALL IN FAVOUR.

- To hold agenda items 5, 6 and 7 in closed session.

PROPOSER: Cllr S Colson, SECONDER: Cllr S McCanlis. ALL IN FAVOUR.

4. Public Participation.

This section provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate by asking questions, raising concerns or providing comments on relevant matters (for a maximum of 3 minutes not exceeding 15 minutes in total). (LGA1972 sch12, paras 10(2) (b))

No members of the public were present.

The meeting went into closed session.

5. To REVIEW the outcome of Clerk applicant interviews held on 10th January, 2024.

The outcome of all Clerk applicant interviews was reviewed and noted. The committee noted that the Clerk should now write to all applicants not interviewed to inform them they will not be called for interview on this occasion.

6. To CONSIDER any further applications received before the closing date.

No further applications were received.

7. To CONSIDER the appointment of a Clerk and contractual terms, including short-term handover with outgoing Clerk, for recommendation to Full Council for Approval.

The committee AGREED to recommend the following items to Full Council for approval:

- To offer the role of Porlock Parish Council Clerk to candidate 1 subject to satisfactory references, and keep candidate 2 in reserve depending on the outcome with candidate 1.
- To base the new Clerk's contract on the updated NALC model contract, with certain specific details as set out in the HR & Staffing Committee confidential report to Full Council.
- To adopt a handover process with the incumbent Clerk, given that timing is such that a handover between the current and incoming Clerks will not be possible. This process is described in the HR & Staffing Committee confidential report to Full Council. The committee thanked Cllr L Thornton for agreeing to lead on the handover for a limited period of time.

PROPOSER: Cllr S Colson, SECONDER: Cllr S McCanlis. ALL IN FAVOUR.

The meeting was resumed in public session.

8. To CONSIDER redrafting the Clerk job specification.

This item was no longer necessary as the current Clerk job specification does not need to be amended.

The meeting ended at 4.25 pm.

Signed:

Sue McCanlis

Date:

08/02/24