

Minutes of the Meeting held of Histon & Impington Parish Council
Parish Office, Histon & Impington Recreation Ground, New Road, Impington
7.30 pm Thursday 25th April 2019

Extra Ordinary Full Council Minutes

Agenda No:		Action/ Power
19/001	<p>Present: Cllrs: Andy Butcher (Chair) Steve Carrington, Marian Cleaver, Walter Davey, Neil Davies (in part), Elaine Farrell; Brian Ing, Simon Jocelyn, Geoff Moore, Yvonne Murray (co-opted during the meeting); Pene Nudds, Denis Payne, Oliver Sellen Clerk: Angela Young</p> <p>APOLOGIES FOR ABSENCE</p> <p>Cllrs: David Jenkins, David Legge (both personal) Cllrs Cahn, Gordon, Romer, Stonham were absent</p>	
19/002	<p>DECLARATIONS OF INTEREST AND DISPENSATIONS</p> <p>a) Declarations of pecuniary interest from Councillors on items on the agenda – <i>None</i>. b) Written requests for dispensations for disclosable pecuniary interests – <i>None</i> c) Any new requests for dispensations – <i>None</i></p>	
19/003	<p>PUBLIC PARTICIPATION</p> <p>None present</p>	
19/004	<p>TO CO-OPT TO COUNCIL</p> <p>Following the resignation of Josephine Teague, a vacancy remained for an Impington Parish member. Yvonne Murray introduced herself to the Council together with reasons for wishing to participate. Proposed Cllr Payne, seconded Cllr Carrington all in favour and AGREED to co-opt. Cllr Murray signed her Declaration of Acceptance of Office and Register of Interests form would be completed and returned within 28 days.</p>	YAM
19/005	<p>RESOLUTION</p> <p>Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and Public - to resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting</p> <p>All AGREED</p>	
19/006	<p>EMPLOYMENT MATTERS (Appx 1)</p> <p>006.1 <u>Groundsman's annual rental review</u> noted increase in line with annual CPI for 2019 2.63% resulting in £3 p.m. increase in rental</p> <p>006.2 <u>3 month review of "Acting Up" arrangements for Deputy Clerk</u> noted satisfactory review carried out by Clerk and Employment Chair. Noted particularly highlighted need for support in training for all roles coming forward</p> <p>006.3 <u>Acting Clerk's report on visit to St Ives Town Council and resulting improvement actions</u> noted. Any comments, advice or input to Deputy Clerk within short timeframe with action to be taken under delegated authority prior to new employees being recruited. Noted confirmed use of Section 106 moneys for this purpose</p> <p>006.4 <u>6 month review of Grounds Operative Plans</u> for review noted, pending return to work from sickness absence</p> <p>006.5 <u>Recruitment system following resignation of Clerk</u> Cllr Davies arrived during this item. Following full discussion and input from everyone on process and debate on need for a probation period, proposed Cllr Farrell to offer the post of Clerk to Histon & Impington Parish Council to Mrs Chelsea O'Brien with effect from 1 July 2019, without a need for a period of probation, but with monthly reviews with the postholder.</p>	

<p>006.6</p> <p>006.7</p> <p>006.8</p> <p>006.9</p> <p>006.10</p> <p>006.11</p>	<p>Cllr Moore proposed an amendment to include a probation period of 4 months, seconded Cllr Nudds, 3 in favour, 6 against, 3 abstentions. Cllr Farrell then clarified that it was unlikely to be lawful to include a probation period on what was essentially internal promotion.</p> <p>Returning to the original proposal, proposed Cllr Farrell, seconded Cllr Davies, 11 in favour, 1 abstention and AGREED. Cllr Davies left the meeting at this point</p> <p><u>Business Administration Apprenticeship update</u> noted closing date for applications was 10 May which was not a good timing for the policy that delegated to the Chair of the Council and Chair of Employment. AGREED that Terms of Employment, interview and recruitment arrangements be delegated to 2 members of the Employment Committee working with the Clerk/Deputy Clerk. If not possible, 2 Councillors of the Clerk's selection.</p> <p><u>Arrangements for Holiday entitlement for Clerk April – June inclusive</u> All AGREED accrued holiday for the period to be taken as paid hours in lieu of holiday</p> <p><u>Job Descriptions and Personal Specifications for Clerk and Committee Clerk/Information officer</u> All AGREED Clerk role to be confirmed as 37 hours per week full time, and Committee Clerk/Information Officer as 20 hours per week in the first instance. All AGREED to delegate to Employment Committee to agree final versions, taking any comments received on drafts provided by 29 April into account.</p> <p><u>Spinal Scales for Clerk and Committee Clerk/Information Officer</u> All AGREED Scale ranges of Clerk: SCP 24-28, Committee Clerk/Information Officer SCP 7-12. AGREED to advertise Committee Clerk/Information Officer role immediately following next Employment Committee meeting through professional and local channels. AGREED that interview and recruitment arrangements for Committee Clerk be delegated to 2 members of the Employment Committee working with the Clerk/Deputy Clerk. If not possible, 2 Councillors of the Clerk's selection</p> <p><u>Offer letter wording for Clerk's post</u> draft letter to Mrs O'Brien provided, with suggested starting scale point of SCP26 to reflect experience and CiLCA (Certificate of Local Council Administration) qualification. All AGREED to accept letter and starting scale.</p> <p><u>"Acting up" arrangements May and June 2019</u> All AGREED to formally accept the arrangements for an allowance of 1 scale point to be extended to Deputy Clerk to end of June 2019.</p> <p>Cllrs Ing and Farrell highlighted the possible need for the Council to adapt to match resources available, particularly in the early months of the new staffing arrangements:</p> <ul style="list-style-type: none"> • The importance of timely and suitable recruitment of a Committee Clerk to enable continued clerk support to evening meetings • The option of internal clerking cover (by Councillors) for some meetings • The option to "buy in" local clerking expertise as a stop gap • The option of back to back meetings or amalgamation of Committees • The importance of early and relevant training for new staff 	<p>Employ Committee</p>
<p>19/007</p>	<p>RESOLUTION</p> <p>Public Bodies (Admission to Meetings) Act 1956 Re-admittance of the Press and the Public – to resolve that the confidential business having been concluded, the Press and the Public be re-admitted to the Meeting</p> <p>All AGREED</p>	
<p>19/008</p>	<p>Next Full Council: Histon & Impington Parish Council Next Full Council Monday 20th May 7.30pm, Recreation Centre, Recreation Ground, New Road, Impington being the Annual General Meeting</p> <p>Meeting closed 8.45 pm</p>	