**MISTERTON PARISH COUNCIL**

**Minutes of the Strategic Review Committee held on 10th March 2021 at 6.45pm via Zoom.**

**Present:** Cllrs: A. Stead, P. Marsden, I. Keat, D. Pearce, S. Taylor

Mrs. A. Harrison –Clerk to the Council.

**20/21/157** Elect a Chairman

**Resolved:** That Cllr Stead be elected to be chairman for the ensuing year.

**20/21/158** Apologies and Approve Reasons for Absence

B. Cooper (limited access)

**Resolved** That the reason for absence be approved.

**20/21/159** Declaration of Interests (Other than Standing Interests)

None. (Clerk pecuniary interest Items 4 & 5)

**20/21/160** Public Bodies (Access to Meetings) Act1960 - Members moved items 4 & 5

into confidential session (staffing)

That in light of the confidential nature of the business to be transacted the public and press were excluded.

**20/21/161** Review of Staffing Arrangements - Consider review of Clerk to the Council/ Burial Clerk roles.

Members conducted a staffing review and considered the cost implications and organisational impact of combining the two roles. Noted historical separation of the two organisations but that the law changed in or around 2015/16 when the joint committee could not operate separately and had to be audited as part of the Parish Council accounts. Although joint committees weren’t prohibited, splitting the accounts across two Councils wasn’t feasible and therefore both parish councils agreed that the committee would be part of Misterton Parish Council only. The financial aspects of the burial clerk role moved over to the Clerk to the Council at that time. The remaining part of the burial clerk role was mainly administrative together with occasional attendances at the cemetery to mark out plots. As it was not ideal that the two aspects were dealt with separately and it was cost effective to have one person doing the roles it was proposed that the roles be combined.

**Resolved**: That the roles of the Burial Clerk and Clerk to the Council would look to be combined due to the financial and organisational benefits this would bring.

**Resolved**: That a consultation would be undertaken with affected employees prior to any final decision being made with any recommendations to be submitted to the full Council in due course (including the approval of any redundancy payments).

**Resolved:** That Cllr Stead would undertake the consultation interviews and a further Committee meeting would be scheduled for 7.30pm on Wednesday 24th March to consider the outcome of the consultations

**Resolved:** Thatrecommendations be submitted for approval at the April Council meeting.

The selection criteria used as part of any consultation was considered.

**Resolved:** That the selection criteria be agreed.

**20/21/162** Staff Review

Members received staff reports from the Clerk and Cllr Marsden.

**Resolved:** That the recommendation regarding the groundsman salary be approved. NJC Spinal Point 3 under the revised scale from 1st April 2021

**Resolved:** That the office administrator salary be approved at NJC Spinal Point 8 under the revised scale from 1st April 2021

(The Clerk left the meeting temporarily)

**Resolved:** That the Clerks salary be approved at NJC Spinal Point 32 under the revised scale from 1st April 2021 with a further review following the upcoming consultations.

It was further agreed the role could be undertaken flexibility with a minimum of one day office based.

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There being no other business the meeting was closed at 7.20pm

Signed …………………………………………………. Dated……………………………..