**MISTERTON PARISH COUNCIL**

**Minutes of the Strategic Review Committee held on 24th March 2021 at 7.30pm via Zoom.**

**Present:** Cllrs: A. Stead, P. Marsden, D. Pearce. Mrs. A. Harrison –Clerk to the Council.

**20/21/180** Apologies and Approve Reasons for Absence

B. Cooper (limited access)

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

**20/21/181** Declaration of Interests (Other than Standing Interests)

None. (Clerk pecuniary interest Item 3)

**20/21/182** Public Bodies (Access to Meetings) Act 1960

Members moved item 3 into confidential session (staffing). & in light of the confidential nature of the business to be transacted the public and press were excluded.

**20/21/183** Staff Restructuring. - Consider combining the Clerk to the Council /Burial Clerk roles following staff consultations and make recommendations to the full Council

Cllr Stead reported the outcome of the recent consultation meetings with staff and members considered any logistical issues with site visits for burials/cremations and the details of any termination/notice payment.

With the Committee being responsible for staffing matters it was agreed as follows:

**Resolved:**

That the Burial Clerk and Clerk to the Council roles be combined.

That the current Clerk to the Council undertake the combined role with duties delegated as required for burials.

That the dedicated Burial Clerk position be made redundant.

That a contractual notice period of 11 weeks be provided to the affected staff member (with accrued holidays to be taken within this period and garden leave offered following any suitable handover).

Handover details discussed with the Clerk to the Council to arrange and contact relevant funeral directors/memorial stonemasons and obtain all burial committee paperwork. Clerk to advise the burial clerk of the outcome of the structural review.

**Recommended:** That the full council approve a redundancy payment in accordance with statutory requirements.

(Thanks was provided to Cllr Stead for the time spent undertaking the review and consultation meetings).

There being no other business the meeting was closed at 8.10pm

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