



**Minutes** of the meeting of the **Personnel Committee** of the Council held on Wednesday **2 October 2013** at 6.00 pm at the Wonersh Sports Pavilion.

**Present:** Cllrs R Bawden G Grant, A Powell-Evans (in the chair).

**In attendance:** Mr K Garvey (Clerk to the Council).

**HR13/14 001 To elect the Chairperson of the Committee.**

The Committee RESOLVED unanimously to elect Cllr Powell-Evans to chair its meetings in 2013/14.

**HR13/14 002 To receive and approve apologies for absence.**

The Committee received no apologies for absence.

**HR13/14 003 Wonersh Parish Code of Conduct – Declarations of disclosable interests and, if requested, consideration and approval of dispensations under the Code.**

Members declared no disclosable interests in any of the after-mentioned items of business.

**HR13/14 005 Open meeting for *members of the public* to raise matters about personnel issues.**

No matters were raised.

**HR13/14 006 To consider and approve the arrangements to cover the anticipated sick leave of Mr K Garvey (Clerk to the Council and Responsible Financial Officer) from November 2013 onwards.**

1. The Clerk informed the Committee that he would need to commence sick-leave from Wednesday, 16 October, rather than in November as previously envisaged. Due to the seriousness of the surgery to be performed he was unlikely to be able to return to work, and then only on a gradual basis, until the beginning of February 2014.
2. The Committee carefully considered what essential and desirable temporary, contractual cover was required and agreed on priorities (as set out at annex A) to meet as many of the Clerk's present duties and responsibilities as possible. The Committee requested that the Clerk submit these details to *Surrey Association of Local Councils* for the latter to seek to identify one or more suitable individuals, with relevant experience, who would be willing to take on the required cover. The Clerk also undertook to brief his colleagues at the next meeting of the local *Clerks' Cluster*, due to be held on 9 October 2013, and seek expressions of interest.
3. The Committee was grateful to Cllr Grant for agreeing to take on responsibility for updating the Council's website in the Clerk's absence. The Committee also noted that all Members could need to be prepared to cover other duties of the Clerk to ensure that the Council continued to meet its responsibilities to serve the local community in the weeks and months ahead.

**HR13/14 007      Councillors' business and other correspondence for noting or including on a future agenda.**

The Committee noted the desirability of having a fourth Member appointed to it, in case that an unexpected absence at short notice were to make a planned future meeting inquorate. Members recommended that the Council be invited to make such an appointment at the latter's next meeting, due to be held on 10 October 2013.

**HR13/14 008      To consider and approve, if necessary, the date of the next meeting of the Committee.**

The Committee noted that Members should be prepared to reconvene at an early opportunity but agreed that it could not set a date at this meeting.

**HR13/14 009      To consider and approve that the official record of this meeting be presented at the next meeting of the Council on 10 October 2013 for approval.**

The Committee agreed that it would be advantageous to present the draft minutes at the next meeting of the Council for the latter to approve (rather than waiting for the next formal meeting of the Committee), as well as for the Council to consider any updates in the search for the required temporary cover and any other next steps requiring the Council's approval.

There being no further business, Cllr Powell-Evans closed the meeting at 6.50 pm.

**JOB SPECIFICATION : Clerk to the Council & Responsible Financial Officer (RFO) to cover temporarily the sick leave of Mr Kevin Garvey (October 2013 to January 2014 in the first instance)**

Responsible to: Wonersh Parish Council via the Chairperson

**Job Purpose:**

To be the Council's principal adviser on policy matters; be responsible for all aspects of Health and Safety; manage the provision of Council services, buildings, land and resources; and to promote the Council. To act as Responsible Financial Officer ensuring that the Council budget is managed effectively in line with Financial Regulations.

**1.0 Financial (Priority 1: Desirable 2)**

- 1.1 As Responsible Financial Officer to be the officer responsible for the financial administration of the Council in accordance with Section 151 of the Local Government Act 1972 and the Accounts and Audit Regulations 1996.
- 1.2 To be responsible for all the financial records of the Council and the careful administration of its finances including preparing the Council budget; monitoring and balancing the Council's accounts; preparing records for audit and VAT; receiving invoices for goods and services and ensuring that such accounts are met; issuing invoices on behalf of the Council.

**2.0 Day to Day Management**

- 2.1 To carry out all the functions required by law of a local authority's Proper Officer and to issue all statutory notifications; to ensure that the Council's Standing Orders and financial regulations are correctly observed and implemented.
- 2.2 To be the Council's principal adviser on matters of general policy and for the coordination of advice on all policy issues.
- 2.3 To ensure that all lawful instructions of the Council in connection with its functions as a local authority are carried out in a timely manner.
- 2.4 To keep up to date with changes in legislation and advise the Council accordingly ensuring that all Council policies and procedures meet statutory requirements.
- 2.5 To be responsible for the management, maintenance, insurance and use of the Council's properties and facilities (two playgrounds, commons and allotments) whether through direct management or through contracts, agreements of partnerships with other parties or providers.
- 2.6 To sign, seal and deliver any agreements, contracts, conveyances, licenses, consents, approvals etc on behalf of the Council and to secure planning and other consents on behalf of the Council as authorized.
- 2.7 To receive correspondence and documents on behalf of the council, and to prepare correspondence on the instructions of, or known policy of the Council. To open the Parish Office to the public every Thursday afternoon from 1330 to 1600.
- 2.8 To manage contractors of the Council to ensure their efficient/effective direction and working to fulfil their contractual obligations, including the accounts bookkeeper (Mr Richard Holmes), grass-cutter for the commons and playgrounds (Mr Clive Greenland), weekly

maintenance/litter picking of public spaces (Mr Paul Stevens), weekly litter bins emptying (Veolia), monthly maintenance of Wonersh closed burial ground (Guildford YMCA Ltd) , the Council's quarterly newsletter (next edition due at the end of October 2013 -printing and distribution contracts).

### **3.0 Working with Councillors and General Public**

- 3.1** To prepare, in consultation with appropriate members of the Council, agendas for meetings of the Council and its Committees. To ensure that all meetings are clerked and that minutes are prepared and distributed in accordance with statutory requirements. To take all follow-up action agreed by the Council or its Committees.
- 3.2** In consultation with the Council Chairperson and Committee Chairpersons (as appropriate) to be responsible for the Council's public interface, including all enquiries, services, petitions and complaints.
- 3.3** To maintain effective and positive press and public relations and to promote the parish's image.
- 3.4** To liaise with other public authorities, statutory and voluntary bodies and other agencies acting as the Council's representative, to ensure that the Council plays a full and effective role in local issues affecting the Parish.

### **4.0 General**

- 4.1** To prepare papers and attend (clerk) monthly meeting of the Parish Council held on the second Thursday of each month (no planned meeting in December 2013).
- 4.2** To prepare papers and attend (clerk) fortnightly meetings of the Planning Committee held on alternate Thursday mornings at 0930 and to send the Council's comments on individual planning applications to the Planning Authority.
- 4.3** To attend conferences and meetings associated with the work and role of the Clerk as required and authorized by the Council.
- 4.4** To act as official representative of the Council as required by the Council.
- 4.5** To undertake any other duties required by the Council consistent with the level and scope of the post.

Signed: *Anne Powell-Evans*

Date: 10 October 2013