

# Killamarsh Parish Council

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Draft minutes are subject to approval at the next committee meeting.

## Minutes of Meeting of The Health, Safety and Wellbeing Committee Extraordinary Meeting Held on Wednesday 16<sup>th</sup> February 2022 in the Parish Suite at 7pm

Commenced: 19.01pm - Concluded: 20.45pm

**Councillors Present:** Alex Platts [Chair], Wendy Tinley, David Drabble, Tony Lacey

**Absent Councillors:** Billy Rice, Chris Curzon

**Non-Councillors (without voting rights):** None appointed

**Observing Councillors (not a member of the committee):** None

**Officer:** Judy France [Deputy Parish Clerk, minute taker]

**Members of the Public:** None

(1) **Item 1: Chairman's Opening Announcements**

To receive the Chair's opening announcements.

**The Chair stated that an EOM had been called in order to progress the recruitment of the Clerk/RFO and the Handyperson.**

(2) **Item 2: Apologies for Absence**

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

**Apologies were received and accepted from Cllr Curzon.**

(3) **Item 3: Declarations of Disclosable Pecuniary and Other Interests**

**Item 3.1 -** To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

**No declarations of interests were received.**

**Item 3.2 -** To receive, consider and record councillors requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

**None declared.**

(4) **Item 4: Adjournment for Public Participation**

To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.

Signed Chair: ..... *A Platts* .....

Dated: ..... *6/4/22* .....

No members of the public were present.

- (5) **Item 5: Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960**  
To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

No press or public were present.

- (6) **Item 6: Minutes**  
To approve the draft minutes of the Health Safety & Wellbeing Committee meeting held on 17 January 2022.

**RESOLVED:**

- 1) That the draft minutes were approved. Moved by Cllr Tinley, seconded by Cllr Lacey. All in favour.

- (7) **Item 7: Recruitment of Clerk**  
7.1 To review the incentives for recruitment, and drafted recruitment policy amendments for full council approval.

7.2 To review the attached updated advertisement for Clerk for finalisation.

7.3 To review advertising costs and confirm the advertisement channels the Council will proceed with.

It was agreed to discuss points 7.1, 7.2 and 7.3 together.

There was a discussion around the pros and cons of offering a finder's fee/referral fee. Benefits would be that it may encourage people to promote the vacancy to a wider field of applicants. Drawbacks could be administering a payment like this as a public body, as it is usually more common in the private sector. It was decided not to offer a finder's fee at the present time, however it would be considered for the future if the Clerk/RFO recruitment was not successful.

There was a discussion around offering a relocation payment to widen the field of applicants by encouraging potential Clerks from other areas of the UK to apply. It was discussed whether to put a precise distance or length of commute as eligibility for the payment, however it was decided that this could be complicated as everyone's circumstances were different. It was therefore decided to publicise that the payment would be available for an outstanding candidate who does not live within a reasonable distance of North East Derbyshire. It could then be negotiated with the candidate and approved by full council prior to appointment. The amount of the payment was discussed and it was decided that this would be up to a maximum of 10% of the appointed candidate's salary. There would also be the requirement to produce receipts and an agreement to pay back any monies received if they left employment within 24 months.

The advert was discussed and a few slight amendments suggested. It was agreed to advertise the Clerk/RFO vacancy in the following ways, using premium options where applicable in order to reach as wide a field of potential applicants as possible: SLCC; NALC; DALC; YALC; Indeed; Job Centre; Local Councils (DCC, NEDCC, South Yorkshire). It was also suggested to consider Heron Publishing (Dronfield Eye) and a relevant accounting/financial publication.

**RESOLVED:**

- 1) Not to offer a finder's fee/referral fee for the upcoming Clerk/RFO recruitment
- 2) To offer a relocation payment to a maximum of 10% of the salary, subject to status.
- 3) The Clerk/RFO advert to be amended and sent around to the Committee for approval.
- 4) When approved to advertise the Clerk/RFO role in the methods given above.

(8) **Item 8: Recruitment of further Handyperson**

To review and approve the updated Handypersons job description and advert.

The job title for this role was discussed and it was decided to rename the role as 'Maintenance Officer'. It was also discussed and agreed to take out Friday to Sunday from the advert and to leave it as a flexible hour's post that could be discussed at the interview. A few other amendments to the advert and job description were discussed and noted for the Office to amend. It was agreed to advertise the role locally via Facebook sites such as Killamarsh Jobs, as well as with the Job Centre and Indeed.

**RESOLVED:**

- 1) To amend the title, job description and advert and to send around to the Committee for approval.
- 2) When approved to advertise the Maintenance Officer role in the methods stated.

(9) **Item 9: Any items for discussion for a future agenda**

To notify the Appointed Acting Proper Officer of any matters for inclusion on the agenda of the next meeting.

**RESOLVED:**

- 1) Cllr T Lacey asked that a person specification for the potential future role of Parish Suite Events/Business Manager be discussed at the next meeting

(10) **Date of Next Committee Meeting**

The date for the next ordinary meeting of the Health, Safety and Wellbeing Committee is:

**Monday 21<sup>st</sup> March at 7pm**

These draft minutes were approved as a true record at the Health, Safety and Wellbeing committee meeting

Held on: ..... 16/2/22 ..... \*with the agreed additions/deletions: None / Yes (list amendments below)

Signed (Chair)..... A Platts ..... Print: A. PLATTS ..... Dated  
6/4/22.....

\*Loose leaf pages to be initialled

\* The copy signed by the Chair to contain the alterations, recorded in longhand, with the changes (agreed by the meeting) signed and dated. Signed Copy of the minutes to be filed in the minute book.

\*Agreed Amendments (Additions/Deletions) to the Draft Minutes:

