



HEREFORD CITY COUNCIL

POLICY AND RESOURCES COMMITTEE

MINUTES

OF THE EXTRAORDINARY MEETING OF 10 SEPTEMBER 2024

HELD IN THE HCC COMMITTEE ROOM, TOWN HALL, HEREFORD

Present: Councillors Cat Hornsey (in the Chair), Polly Andrews, Susan Boulter, Mark Dykes, Debbie Hobbs, Rob Owens, Sam Potts, Paul Stevens, Diana Toynbee and Kevin Tillett.

Attending: Councillors Elizabeth Foxtton, Daniel Powell and Ben Proctor; Becci O'Reilly – Administration and Events Manager, Acting Town Clerk; Olena Hayward – locum Clerk, HALC.

PR2024/25.19 APPOINTMENT OF CLERK FOR THE MEETING

It was proposed by Cllr Potts, seconded by Cllr Stevens and unanimously

RESOLVED to appoint Mrs Olena Hayward as clerk for the meeting.

PR2024/25.20 APOLOGIES FOR ABSENCE

None.

PR2024/25.21 SUBSTITUTIONS

None.

PR2024/25.22 DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

PR2024/25.23 ELECTION OF STANDING EMPLOYMENT PANEL

The Committee reviewed the current membership of the SEP.

It was proposed by Cllr Hornsey, seconded by Cllr Stevens and unanimously

RESOLVED to appoint Cllr Boulter as a member of the SEP.

It was proposed by Cllr Boulter, seconded by Cllr Hornsey and unanimously

RESOLVED to appoint Cllr Stevens as a member of the SEP.

It was proposed by Cllr Hornsey, seconded by Cllr Hobbs and unanimously

RESOLVED to appoint Cllr Potts as a member of the SEP.

It was proposed by Cllr Potts, seconded by Cllr Stevens and unanimously

RESOLVED to appoint Cllr Owens as a Reserve member of the SEP.

Cllr Hobbs volunteered, it was seconded by Cllr Potts and unanimously

RESOLVED to appoint Cllr Hobbs as a Reserve member of the SEP.

PR2024/25.24 DATE OF NEXT MEETING

It was NOTED that the next Cttee meeting, originally scheduled for 22 October, has been moved and will now take place on 12 November 2024.

At the discretion of the Chair the following items were moved from the scheduled closed session. The business to be considered was deemed as not prejudicial to the public interest and, therefore, appropriate to be considered in the public session.

PR2024/25.25 APPOINTMENT OF TOWN CLERK

Following the departure of the previous Town Clerk, the Committee considered the matter of the appointment of new Town Clerk.

Three options were considered and discussed at length.

1. To advertise for the vacancy with no changes to the previously developed Job Description and Person Specification, with a view to appoint a full time Clerk under the same terms and conditions as previously.
2. To review the existing Job Description and Person Specification, with a view to appoint a full time Clerk under the same terms and conditions as previously, subject to the amendments made to the JD & PS.
3. To split the role and create two separate posts:- that of the Town Clerk with a reviewed Job Description and Person Specification, under amended terms and conditions, including the possibility of appointing the Clerk part time; and a post of a Business Manager, with a view to transfer some of the existing responsibilities and requirements from the previously used Job Description and Person Specification to create a post with responsibilities, which would broadly encompass management of business operations of the Council with some staffing management responsibilities.

The Cttee was advised that the Council must appoint a Clerk and Responsible Finance Officer and that the overall managerial responsibility for all Council's staff must rest with the Clerk at all times.

The Cttee considered all implications and aspects of the three options put before it. Salary implications, as well as the consequences on the Council operations and statutory responsibilities were considered. Matters of the impact on the existing staff and the importance of attracting the right candidates were discussed.

The Cttee reviewed the previously followed recruitment process and considered lessons to be learnt and applied in the new recruitment round.

It was then proposed by Cllr Stevens, seconded by Cllr Andrews and, with a majority vote,

RESOLVED to commence the recruitment of a full time Town Clerk & RFO without delay. The post is to be advertised and the recruitment process to be initiated subject to the following resolutions.

HALC recruitment services to be engaged, subject to a quote.

It was proposed by Cllr Hornsey, seconded by Cllr Potts and unanimously

RESOLVED for the Standing Employment Panel to implement the following amendments to the existing Job Description and Person Specification. The JD and PS to be subsequently reviewed by the Acting Town Clerk before publication.

Salary grade – SCP 46 -49, depending on experience.

Person Specification to be amended:

- To add “significant recent experience of effective staff management” and “significant recent experience of managing finances”;
- High degree of IT competence;
- Requirement to be available to work in Hereford and present in the office as required and for a significant proportion of the contracted hours;
- The ‘Method of Assessment’ column to be amended to include pre-employment assessment tests. Tests to include leadership, IT competency, personality/psychometric.

Advice and assistance to be sought from a PR Recruitment company to facilitate pre-employment testing process. Quotes to be obtained.

A section to advertise Hereford as an attractive place to work and live to be added and included in the vacancy publicity.

It was proposed by Cllr Boulter, seconded by Cllr Potts and unanimously

RESOLVED to grant the Acting Town Clerk the delegated authority to research best advertising outlets for the vacancy, including national newspapers, and to authorise expenditure up to £5,000 under the Advertising Budget for the purposes of the Town Clerk recruitment process.

PR2024/25.26 NEW POSTS ON THE STAFF

It was proposed by Cllr Hornsey, seconded by Cllr Owens and unanimously

RESOLVED for two new positions on the staff, as follows, to be researched, including budgetary implications, Job Descriptions and Person Specifications. The results of the assessment to be reported back to the Cttee in due course.

1. Youth Worker
2. Marketing Support

PR2024/25.27 EXCLUSION OF THE PUBLIC AND PRESS

It was proposed by Councillor Hornsey, seconded by Councillor Potts and unanimously

RESOLVED That the press and public be excluded from the meeting for the duration of following items under the Public Bodies (Admission to Meetings) Act 1960 s1(2), due to the confidential nature of the business to be discussed.

Councillors: Foxton, Powell and Proctor left the room.

At the discretion of the Chair a comfort break of 5 minutes had been taken.

PR2024/25.28 CONFIDENTIAL - APPROVAL OF THE LEAVE OF ABSENCE OF A MEMBER OF THE COUNCIL

[REMOVED. Minutes of this item are contained in the Confidential Minute Book]

PR2024/25.29 CONFIDENTIAL - STAFFING MATTER

[REMOVED. Minutes of this item are contained in the Confidential Minute Book]

PR2024/25.30 CONFIDENTIAL - STAFFING MATTER

[REMOVED. Minutes of this item are contained in the Confidential Minute Book]

Becci O'Reilly left the room.

PR2024/25.31 CONFIDENTIAL - STAFFING MATTER

[REMOVED. Minutes of this item are contained in the Confidential Minute Book]

Becci O'Reilly returned to the room.

PR2024/25.32 CONFIDENTIAL - STAFFING MATTER

[REMOVED. Minutes of this item are contained in the Confidential Minute Book]

PR2024/25.33 CONFIDENTIAL – CONTRACTS

[REMOVED. Minutes of this item are contained in the Confidential Minute Book]

PR2024/25.34 READMISSION OF THE PUBLIC AND PRESS

The confidential matters having been concluded a resolution was passed to readmit the public and press.

There being no other business the Chair closed the meeting at 8:25 PM

Signed

Date