

City of Durham Parish Council

Office 3 D4.01d
Clayport Library
8 Millennium Place
Durham
DH1 1WA

Join Zoom Meeting

<https://us02web.zoom.us/j/84312320574>

Meeting ID: 843 1232 0574

Dear Councillor,

In accordance with the Local Government Act 1972, I hereby give you notice that a meeting of the **Personnel Committee** will be held in **via Zoom** on **Wednesday 15th September at 2.15pm** to transact the following business:

- 1. ELECTION OF CHAIR OF THE PERSONNEL COMMITTEE**
- 2. ELECTION OF VICE-CHAIR OF THE PERSONNEL COMMITTEE**
- 3. APOLOGIES FOR ABSENCE**
- 4. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**
- 5. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 11th MARCH 2021**
- 6. PUBLIC PARTICIPATION**
- 7. UPDATE ON NATIONAL PAY NEGOTIATIONS FOR 2021/22 FROM 1 APRIL 2021**
- 8. CONSIDERATION OF ASSISTANT PARISH CLERK ROLE AND RECRUITMENT**
- 9. PROPOSAL TO REINSTATE THE TOWN CRIER IN DURHAM CITY**

And pursuant to the provisions of the above-named act, I Hereby Summon You to attend the said meeting.

Adam Shanley
Clerk City of Durham Parish Council

CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Personnel Committee held on 11th March 2021 at 11:00am via Zoom

Present: Councillors E Scott (Chair), R Cornwell, D Freeman and G Holland

Also present: Parish Clerk A Shanley

1. Welcome and apologies

Apologies were received from Cllr C Reeves.

2. To receive any declarations of interest from Members

None received.

3. To receive and approve as a correct record the minutes of the meeting on 11 June 2019

The minutes of the meeting held on 11th June 2019 were unanimously agreed as a true and accurate record of proceedings.

4. To receive any public participation comments on the following agenda items

None received.

5. Annual performance review for the Parish Clerk

The Chair took the opportunity to thank the Parish Clerk for his excellent work over the last year since the last performance review. Members commended the Clerk for his commitment and expertise in managing the day-to-day running of the Parish Council.

The Clerk thanked the Committee for their support over the last year, expressed his happiness in his role and advised that he looked forward to a new year at the Parish Council.

The Chair advised that she was now in discussions with HR at Durham County Council regarding a review of the Clerk's role and that she had asked for advice on the appropriate salary level for the Clerk.

Members **agreed** that this review should take place as a priority and any amendments to the salary scale should be back paid to the Clerk once agreed by Full Council.

6. Advertising the Assistant Parish Clerk role

Members **agreed** the following job description and advert for the role of Assistant Parish Clerk of the Parish Council. In doing so, Members **agreed** that the Clerk, Cllr E Scott and Cllr G Holland should form an interview panel with delegated responsibility to make an offer of employment to any suitable candidates.

Job title: Assistant Parish Clerk

Location: Working from home on a temporary basis (owing to the Covid-19 pandemic) and in Durham City thereafter.

Day/Times: This role is for 16 hours per week. Candidates must be flexible as additional hours are needed at busy times and also when deputising for the Parish Clerk. There are some meetings in the evening.

Salary: Between SCP 5 (£19,312) and SCP 8 (£20,493) pro rata.

Role: Provide support to the Parish Clerk and members of the Parish Council, which will include primarily undertaking administrative and financial duties as directed by the Clerk.

The post holder will also be required to undertake other responsibilities as directed by the Parish Clerk and Chair of the Council.

Reporting To: City of Durham Parish Clerk as line manager who will report to the Chair and the Parish Council.

Duties required as part of this role:

To assist the Parish Clerk with the smooth running of the Parish Council's administration.

To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council.

Issue correspondence as a result of the instructions of, or the known policy, of the Council.

To issue correspondence as a result of instruction or known policy of the Council.

To assist in issuing notices and preparing agendas and minutes for the parish meeting, attending the meetings and implementing the decisions made at these.

To work under the direction/supervision of the Parish Clerk on general financial matters.

To assist the Parish Clerk in financial administration, including receiving and paying invoices, updating the spreadsheet identifying financial transactions, carrying out a monthly bank reconciliation and providing a balancing statement as well as assisting with the budget setting process and end of year accounts.

To support the Clerk with the identification and submission of grant requests, in order to support the functions of the Parish Council.

To be involved in updating and developing the Parish Council website and to be involved in the production of the Parish Council newsletter.

To assist in accurate record keeping and administration.

To assist with the organisation of events and attend these as required.

To ensure the Council's policies, health and safety and risk assessments are observed. This includes adhering to GDPR legislation.

To undertake such other duties as may be required from time to time commensurate to level of the post.

The post holder will uphold and deliver Council's services which is sensitive and responsive to those receiving such services.

Some evening work may be required and to deputise for the Parish Clerk in his absence.

Role Specification

Previous experience working in finance and with local government matters is essential.

The person must be able to attend meetings as required by the Parish Clerk and some meetings will be in the evening.

The post is subject to the receipt of at least two satisfactory references.

The person must be reliable, capable of working on their own initiative with minimal supervision.

Also required:

Excellent face to face communication and telephone manner

Well organised

Flexible and able to multi-task

A willingness to learn and take responsibility for own personal development

Collaborative working style

Pro-active and innovative approach to work

Must have a Full UK driving license and access to a car

There being no further business, the Chair thanked all present for their attendance and contributions and closed the meeting.

Signed,

**Chair of the Parish Council's Personnel Committee
15th September 2021**

ITEM 8: CONSIDERATION OF ASSISTANT PARISH CLERK ROLE AND RECRUITMENT

Members will be aware that the Parish Council has been recruiting for a new Assistant Parish Clerk since the resignation of the former Assistant Clerk earlier this year.

A job description was agreed at Full Council in July 2021 for this role and, as per the agreement taken at Full Council, the requirement of previous experience within the Parish/ Town Council sector was removed from the job description, with the hope that this would attract a wider range of candidates for this position.

The salary scale applied to this role followed specialist HR advice based on the job description agreed by the Council.

The role has been advertised on the Parish Council's website, DCC's intranet, the North East Jobs website and CDALC's website as well as their weekly bulletin. The closing date for applications was 27th August 2021 and, to date, 3 applications have been received for this role.

Committee Members have reviewed each application and agreed that none of the applications are suitable for this role.

It is therefore proposed that the job role be amended as follows:

Job title: Community projects officer

Location: Working from home on a temporary basis (owing to the Covid-19 pandemic) and in Durham City thereafter.

Day/Times: This role is for (**TBC**) hours per week. Candidates must be flexible as additional hours are needed at busy times and also when deputising for the Parish Clerk. There are some meetings in the evening.

Salary: In accordance with NJC pay scales – exact salary **TBC** with HR.

Role: The City of Durham Parish Council is an ambitious, pro-active Council which works to deliver a wide range of projects and events, focusing on the living environment and community wellbeing. Success will be measured by the extent to which the job has enabled agreed projects to meet their strategic objectives.

The role will primarily involve the management of community projects within the City of Durham parish, in collaboration with the Parish Clerk as well as other administrative tasks as required.

Reporting To: City of Durham Parish Clerk as line manager who will report to the Chair and the Parish Council.

Duties required as part of this role:

To manage community projects within the City of Durham parish area, as directed by the Council.

To work closely with the Parish Clerk and Councillors on the delivery of projects, such as Durham in Bloom, community planting projects, supporting work with local schools and other key stakeholders.

Work with the Council to develop a model for a Young Persons/Youth Forum.

Identify, develop and write grant applications for Council projects/initiatives.

To work with the Parish Clerk and Councillors to review community initiatives, to maximise community engagement and involvement.

To assist with the organisation and management of events and attend these as required.

To be involved in updating and developing the Parish Council website and to be involved in the production of the Parish Council newsletter.

To assist the Parish Clerk with the smooth running of the Parish Council's administration.

To assist in accurate record keeping and administration.

To ensure the Council's policies, health and safety and risk assessments are observed. This includes adhering to GDPR legislation.

To undertake such other duties as may be required from time to time commensurate to level of the post.

To attend meetings, including some in the evening, and make reports as required.

Role Specification

The person must be able to attend meetings as required by the Parish Clerk and some meetings will be in the evening.

The post is subject to the receipt of at least two satisfactory references.

The person must be reliable, capable of working on their own initiative with minimal supervision.

Also required:

Good general education

Pleasant face to face communication and telephone manner

Computer literate with a good working knowledge of Microsoft Word, Excel, Powerpoint, the internet.

Well-organised

Flexible and able to multi-task

Willing to learn and take responsibility for own personal development
Collaborative working style with a pro-active and innovative approach to work

DECISION REQUIRED	For Members to agree an appropriate job description for the additional role on the Parish Council and to instruct the Clerk to seek advice on an appropriate salary level for this role from DCC HR
------------------------------	---

ITEM 9: PROPOSAL TO REINSTATE THE TOWN CRIER IN DURHAM CITY

Earlier this year, the Parish Council was asked to consider supporting the reinstatement of the Town Crier to Durham City.

Traditionally, a Parish or Town Council 'employs' the town crier for a particular area. Durham City has also previously had a town crier.

The position of Town Crier was originally that of 'Crier of the Town Court' and dates back to medieval times. 'Oyez' (pronounced 'oh yay') means "hear ye". The Town Crier would begin his cry with these words, accompanied by the ringing of a large hand bell to attract attention. It was the job of the crier or bellman to inform the townspeople of the latest news, proclamations, bylaws and any other important information, as at this time most folk were illiterate and could not read.

Besides proclaiming the news, it was commonplace for a Town Crier to carry out other essential duties. They were known to patrol the streets after dark, acting as peacekeepers and escorting people to the stocks, and making sure fires were damped down for the night after the curfew bell.

When considered by Full Council in March 2021, it was felt that reinstating the town crier could add some attention and interest to selected events in the City, as well as reinstating an important role for an historic city such as Durham. Members will also be aware that other areas in County Durham, such as Chester-le-Street, have their own town crier.

Members agreed that the Town Crier would only attend events in the City in an official capacity with the prior consent of the Parish Clerk and/or Chair of the Parish Council.

The Town Crier may be asked to: -

- Call people to attention
- Make a Town or Event Announcement or Declaration
- Thank people for their attendance or support
- Pose for photographs

The position is unpaid.

The Town Crier will also be expected to sign an agreement to meet Council expectations in terms of conduct and behaviour and to comply with relevant Council Policies. This will include a requirement to refrain from making any political or contentious comments whilst on duty and to never speak on behalf of the Parish Council or to give the impression that this is the case.

The Town Crier will be expected to make arrangements for cleaning of the costume, the pre-agreed cost being claimed back by way of expenses. The Town Crier may also claim reasonable expenses (e.g. parking/travel) for attending event, but this must be agreed by the Parish Council. It is also recommended that the Parish Council agrees a maximum expenses limit that will be refunded in any one financial year for this role if approved.

When discussing the role, it was agreed that the Parish Council's Personnel Committee should be charged with the recruitment of a suitable person to carry out this role.

The purpose of this report is to seek an agreement from Members on the most appropriate way forward for the recruitment of the Town Crier.

Advice from the Ancient & Honourable Guild of Town Criers specifies that, in order to recruit a town crier for the first time, the Council will need a Job Description, an Application Form and a "Trial Cry".

DECISION REQUIRED	For Members to agree an appropriate way of recruiting and reinstating a Town Crier to Durham City
------------------------------	---