

**Minutes of Histon & Impington Employment & Transformation**  
**7.30pm, Monday 30<sup>th</sup> October 2023**  
**Parish Office, Recreation Ground, New Road, Impington**

## Employment & Transformation Minutes

**Membership: 5 + 2 ex-officio**

**Appendices: 1**

**Quorum: 3**

<b>Agenda No:</b>	<b>Present:</b> Cllrs: David Legge, Yvonne Murray, Sarah Smith, Edd Stonham <b>Clerk:</b> Chelsea O'Brien 3 vacancies noting Cllr Payne formally advised he is standing down from the Committee with immediate effect	
ET23/006	<b>ELECTION OF COMMITTEE CHAIR</b> Cllr Legge proposed Cllr Murray, seconded Cllr Smith all in favour and <b>agreed</b> , Cllr Murray elected as Chair	
ET23/007	<b>ELECTION OF COMMITTEE DEPUTY CHAIR</b> Cllr Smith proposed Cllr Stonham, seconded Cllr Legge all in favour and <b>agreed</b> , Cllr Stonham elected as Deputy Chair	
ET23/008	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> None received	
ET23/009	<b>MEMBERS DECLARATIONS OF INTERESTS AND DISPENSATIONS</b> None declared	
ET23/010	<b>PUBLIC PARTICIPATION</b> No public present	
ET23/011	<b>TO APPROVE MINIUTES OF THE MEETING HELD 22<sup>ND</sup> MAY 2023</b> Proposed Cllr Stonham, seconded Cllr Smith all in favour and <b>agreed</b> Chair to sign as an accurate record of the meeting	
ET23/012	<b>TO REVIEW AMENDED TERMS OF REFERENCE</b> Copy provided to all to review ( <b>Appx 1</b> ). Members discussed the need to focus on employment matters and felt the 'transformation' element was already taking place at committee level and those Councillors with the expertise should be called upon when required to work on subject matters. Additional discussion covered: <ul style="list-style-type: none"> <li>- Ensure employment matters are not diluted noting this is the only Committee that oversees Employment and staff matters</li> <li>- Councillor conduct in meetings, the impact on staff and mechanism to address</li> <li>- Councillor and Staff Training</li> <li>- Scheduled meeting frequency to be changed to quarterly</li> </ul> Proposed Cllr Legge, seconded Cllr Stonham <b>all in favour and agreed</b> to remove items e, f and g from the Terms of Reference and to rename the committee Employment & Development Committee. Individual committees to consider transformation and engagement within the 3 Year Plan process and to note Councillors with an interest or expertise in the area can be called upon to help with specific projects.	
ET23/013	<b>TO REVIEW ASSISTANT RANGER AND ASSISTANT GROUNDSMAN JOB DESCRIPTION AND CONTRACT</b> Draft copy provided to all to review. Members noted the vacancies have not been filled since April 2023 and the use of contractors to support the Groundstaff team in the interim period. Nature & Biodiversity Committee have paused tree planting to ease the pressure on the team but urged the Employment Committee to consider advertising as soon as possible. <b>All agreed</b> to support to start recruiting early 2024, Clerk to email recruitment pack to	<b>Clerk Next Agenda</b>

	Committee to review with a view of approving at the next meeting. The Committee noted the need to include the budget for possibly two different operatives within the precept process.	
ET23/014	<p><b>Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and Public - to resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting</b></p> <p>All in favour and agreed</p>	
ET23/015	<p><b>TO RECEIVE UPDATE ON CURRENT STAFFING PROVISION (CONFIDENTIAL)</b></p> <p>Clerk provided a brief overview to members covering:</p> <ul style="list-style-type: none"> <li>- Staff Wellbeing</li> <li>- Staff Workload</li> <li>- Staffing levels</li> </ul>	
ET23/016	<p><b>TO REVIEW FEEDBACK AND RECOMMENDATIONS FROM STAFF REVIEW AND DEVELOPMENT SESSIONS (CONFIDENTIAL)</b></p> <p>Paper provided to Committee members only detailing feedback from the Review and Development sessions. Members discussed a scaling criterion being a 1 scale rise was a standard performance increase, 2 scale rise was for exceptional performance. Following discussion, it was <b>agreed to recommend for approval at Full Council:</b></p> <p>1SCP + bonus to Head Parish Groundsman  1SCP + bonus to Head Parish Ranger  2SCP to Responsible Financial Officer  2SCP to Administration Assistant and change of job title to Assistant Clerk  2SCP to Clerk and change of job title to Clerk/Executive Officer</p>	
ET23/017	<p><b>Public Bodies (Admission to Meetings) Act 1960 Re-admittance of the Press and the Public – to resolve that the confidential business having been concluded, the Press and the Public be re-admitted to the Meeting</b></p> <p>All in favour and agreed</p>	
ET23/018	<p><b>DATE OF NEXT MEETING</b></p> <p><b>Meeting close: 9.15pm</b></p> <p><b>Next meeting: Monday 5<sup>th</sup> February 2024; Monday 8<sup>th</sup> April 2024.</b></p>	