

9b) HR Matters

Following a catch-up meeting with both assistants to the parish clerk, the clerk, and two members of HR on 31 July it was noted that additional support would be appreciated in the office once the current clerk has left her position.

Both assistants to the parish clerk are keen to carry out their ILCA and are attending training sessions to expand their local council knowledge. They also both want to do their CiLCA, but need to be in the role for at least a year before taking this on and it takes approximately 6-12 months to complete.

CAPALC and the SLCC are able to provide general support and guidance.

The areas where the assistants feel that they will need support is the background information relevant to Melbourn.

Proposal:

To recruit an Independent Service Provider (ISP) with experience working for Melbourn Parish Council who can provide consultancy support to the office for two months.

The ISP will provide up to 2 hours of support and advice per week at a catch-up meeting. Prior to the catch-up meeting, the parish office will be able to send questions to the ISP in advance to ensure the meetings are productive.

The ISP will be contracted for 2 months. Based on locum rates and consultancy fees charged to other parish council, the rate will be £25 per hour. The ISP will provide advice to support the parish council only.