



Parish Clerk's Report – 23 February 2021

CiLCA

Looking at this in its widest sense for the Parish, the Deputy Clerk has re-registered for CiLCA training (for which funding has been approved) and, as was mentioned at the last meeting, I will be looking to start my CiLCA training once I have been in post for 12 months. In the meantime, it was raised whether the Council could proceed with elections without a CiLCA-qualified staff member. In our Responsible Finance Officer, we have a CiLCA-qualified officer, should either the Deputy Clerk or I not be qualified in time.

Brookside Big Local (BBL) and Brookside Central (BC)

Fully accepting the fact that these two organisations are very separate in governance terms, it seems right to bring them together here. After my report to the last meeting, I have undertaken some more investigations and have attended various meetings which has proved hugely helpful. Unfortunately, it has also crystallised in my mind that addressing the relationship between the Parish Council and both organisations is not straightforward. I have taken on board the thoughts of some Councillors, that BC should perhaps be taken into the management of the Parish Council. This can be considered alongside other options.

With a number of crucial meetings of both organisations coming up, I expect to have a full report in place for the next meeting of this committee. This will set out the current position and the range of options mentioned above that will be open to the Parish Council going forward. I will also include a risk assessment of those options. Should Councillors like to discuss this matter with me in more detail, prior to my writing/completing my report, I would welcome their thoughts. This might help to shorten the review process.

Finance reports

A meeting of the Audit Sub-Committee was due to be called in January. With lockdown, this hasn't happened. We will be calling a meeting as soon as we are able. Meanwhile the Responsible Finance Officer is working with John Henry on the internal audit.

Chair's Allowance

Reappraisal of this has been raised with me and will be tabled for the AGM.

Appraisals/Contracts

For a variety of reasons, I will not be proceeding with appraisals this February/March as I proposed in the paper put before the last meeting. I believe that it is important to have contracts reviewed first and, once that has been completed, I can introduce the scheme to the staff in good time for full appraisals in spring 2022. That said, I will be sitting down with all staff to undertake a mid-year review.

Linked to this, it also strikes me as inequitable that staff be appraised under my overall management, when I haven't completed my probationary period first. Lastly, and related to this, as I said in the aforementioned paper, it is important that, as Clerk, I am appraised before I set about the appraising of the rest of the team.

Specialist Advisors

Further to the last P & R meeting, two organisations have been approached to advise on contracts. The results of this exercise will determine the appointing of the one to provide ongoing HR support to the Parish Council. An on-line Health and Safety Advisor is to be engaged from the beginning of the new financial year. All this activity has been provided for within the budget for 2021/22.

Office development

I await the last of three quotes sought for the creation of a private office with the main Sambrook Centre office. If this comes by the time of the meeting, I will be seeking approval to appoint one of the companies that has quoted.

Michael Turner

Parish Clerk

15 Feb 2021