



# Bishopstoke Parish Council

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**Members of the Human Resources Committee are summoned to attend a meeting on  
Monday 4<sup>th</sup> July at 7:00pm at Bishopstoke Methodist Church, Sedgwick Road.  
This meeting is open to the public.**

## AGENDA

### PUBLIC SESSION

1. Apologies for Absence
2. To adopt and sign Minutes of the Human Resources Committee meeting held on 1 March 2022
3. Declarations of Interest and Requests for Dispensations
4. To recommend adoption of the Human Resources Committee Terms of Reference
5. To discuss, amend if necessary, and recommend the Council Mission Statement and Objectives
6. To discuss, amend and recommend the details of the current officer vacancy
7. Date, time and place for next meeting

*D L Wheal*  
*Clerk to Bishopstoke Parish Council*  
*28<sup>th</sup> June 2022*



## **Minutes of a Meeting of the Human Resources Committee held at Bishopstoke Methodist Church commencing at 7:30pm on 1 March 2022**

**Present:** Cllrs R Dean (Chair), Francis and A Dean

**In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)

**Public Attendance:** 0 members of the public were present.

**HR\_2122\_M02/**

### **Public Session**

#### **11 Apologies for Absence**

11.1 Apologies had been received and were accepted from Cllrs Parker-Jones and Tidridge.

#### **12 To adopt as a true record, and sign, the Minutes of the Human Resources Committee meeting held on 26 October 2021**

12.1 The Minutes of the above meeting had been circulated prior to the meeting.

12.2 Proposed Cllr R Dean, Seconded Cllr A Dean, **RESOLVED** that the minutes of the Human Resources Committee meeting held on 26 October 2021 be adopted as a true record.

#### **13 Declarations of Interest and Requests for Dispensations**

13.1 None declared or requested.

#### **14 To discuss, amend and adopt the Safeguarding Policy**

14.1 The Safeguarding policy had been circulated with the papers for the meeting.

14.2 After discussion, the Committee agreed to add a clause to section 6 to the effect that Council staff should “be aware of any risk assessments and ensure that they are applied appropriately if required”. Additionally, a clause will be added to section 2 stating that “wherever possible Council staff should not be alone with children or a vulnerable adult”.

14.3 Proposed Cllr R Dean, Seconded Cllr Francis, **RESOLVED** that the Safeguarding Policy, as amended in 14.2, be adopted.

#### **15 Date, time, place and agenda items for next meeting**

15.1 The next meeting of the Human Resources Committee will take place at 7:30pm on Tuesday 28<sup>th</sup> June with the location to be announced at a later date.

**16 Motion for Confidential Business**

16.1 Proposed Cllr R Dean, Seconded Cllr A Dean, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed relating to employees' remuneration, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

**17 Staff appraisal and salary recommendations**

17.1 The Committee asked the Clerk to leave the meeting to allow discussion of targets and his pay review to take place.

*The Clerk left the room at this point.*

17.2 The responses from Cllrs to the Chair's request for positive and negative feedback on the work of the Clerk during the period being appraised were discussed, along with potential targets resulting from those comments and whether to recommend the annual salary increment. Once the discussion had finished, the Clerk was invited to return to the meeting.

17.3 The Committee and Clerk discussed the targets to be set for the year and agreed them.

17.4 Proposed Cllr R Dean, Seconded Cllr A Dean, **RECOMMENDED** that the Council approve the Clerk's incremental scale point rise, effective from 1<sup>st</sup> April 2022.

*There being no further business, the Chair closed the meeting at 9:15pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# **BISHOPSTOKE PARISH COUNCIL**

## **HUMAN RESOURCES COMMITTEE**

### **TERMS OF REFERENCE**

**These Terms of Reference were approved  
by the Council at its meeting on**

**9<sup>th</sup> November 2021**

**D Wheal  
Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL  
HUMAN RESOURCES COMMITTEE**

**TERMS OF REFERENCE**

**Amendment Sheet**

<b>Amendment No.</b>	<b>Date Incorporated</b>	<b>Subject</b>
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## **TERMS OF REFERENCE FOR THE HUMAN RESOURCES COMMITTEE**

### **1 Membership**

- 1.1 The Committee will consist of the current Chair and Vice-Chair of the Council, and the Chairs of the Council Committees.
- 1.2 Where appropriate, other persons may be invited to attend one or more meetings.

### **2 Chair**

- 2.1 The Chair of the Parish Council will Chair the Committee. In their absence, a Chair for the meeting will be appointed at that meeting.

### **3 Quorum**

- 3.1 A quorum will consist of three members of the Committee.

### **4 Meetings**

- 4.1 The Committee will meet on the fourth Tuesday of June, October and February unless otherwise decided at a previous meeting of either the Human Resources Committee or the Full Council, with additional meetings arranged if necessary.
- 4.2 The Clerk shall produce and circulate an agenda for the meeting, including any relevant policy, procedure or other document being discussed, at least three clear working days in advance of the meeting in accordance with Parish Council Standing Orders.
- 4.3 The Clerk or other duly appointed person shall take minutes of the meeting and take any follow-up action as directed. Draft minutes will be provided to the Chair as soon as possible and then circulated to the Committee members no later than the point at which the next agenda is circulated. In discussions relating to the appraisal of the Clerk, the notes will be taken by the Chair or other appointed person.

### **5 Reporting**

- 5.1 The Chair, or, in their absence, the Vice-Chair or other nominated member of the Committee, shall present a report at each meeting of the Parish Council on resolutions passed and recommendations made by the Committee since the last meeting. Alternatively, this may be achieved by the circulation of the relevant minutes with other agenda papers before the meeting.

### **6 Decisions**

- 6.1 The Committee will have no power to make decisions on behalf of the Council except in the following areas:
  - 6.1.1 Date, Time and Place of its Meetings.
  - 6.1.2 Identifying and filling the training needs of the Committee, within the overall training budget specified by the Full Council.
  - 6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Committee.
  - 6.1.4 Policies relating to the Council's role as an employer.

## **7 Budget**

- 7.1 The Committee will have the power to commit to any necessary expenditure on behalf of the Council relating to its decision-making powers providing it is within the relevant budget set by the Parish Council each year. Any other expenditure the Committee recommends must be either approved by the Clerk (in cases where emergency work is required) or must be agreed by the Council (in cases where either there is no agreed budget for the expenditure or it exceeds the agreed budget by over £500).
- 7.2 Any expenditure the Committee wishes to undertake that is either greater than budgeted or not yet budgeted for must be sent to the Parish Council for approval.

## **8 Responsibilities**

- 8.1 The Committee will have specific responsibility in the following areas:
  - 8.1.1 Policies relating to the Council's role as an employer.
  - 8.1.2 Allegations related to use of Council resources and facilities.
  - 8.1.3 Allegations related to code of conduct breaches.
  - 8.1.4 Amendments to staff documents such as contracts and job descriptions.
  - 8.1.5 Overseeing the appraisal process and in particular conducting the Clerk's appraisal.
- 8.2 The Committee will be expected to make recommendations on:
  - 8.2.1 Staff remuneration and staffing levels.
  - 8.2.2 The mission statement and objectives of the Council.
  - 8.2.3 Sanctions as a result of misuse of Council resources and facilities or breaching the code of conduct.



# **BISHOPSTOKE PARISH COUNCIL**

## **MISSION STATEMENT AND OBJECTIVES**

**These were last adopted  
at the Parish Council at its meeting on 9 November 2021**

**D Wheal  
Clerk to Bishopstoke Parish Council**



**BISHOPSTOKE PARISH COUNCIL**  
**MISSION STATEMENT AND OBJECTIVES**  
**Amendment Sheet**

<b>Amendment No.</b>	<b>Date Incorporated</b>	<b>Subject</b>
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**Mission** – To be the voice of the people of Bishopstoke to enhance our village as a great place to live, work and visit.

**Aim 1** – To improve, and protect, our environment for residents and wildlife.

**Aim 2** – To promote better health & well-being outcomes for all.

**Aim 3** – To strengthen a sense of place.

**Aim 4** – To encourage residents to become more involved in the life of the village.

## **VACANCY**

### **Cemeteries and Inspections Officer**

Bishopstoke Parish Council is seeking to appoint a Cemeteries and Inspections Officer to manage the Council burial grounds and conduct regular inspections of all Council assets, including the allotments and play areas.

The post is currently based both at home and out at Parish Council sites, but will also include office-based work when the Council has acquired suitable premises.

The position is for 30 hours per week, with the possibility of extra hours or increased responsibilities in the future, and is pensionable.

Full details of the job can be obtained by contacting the Clerk, Mr David Wheal, by emailing [clerk@bishopstokepc.org](mailto:clerk@bishopstokepc.org), or alternatively they can be found on the Bishopstoke Parish Council website – [www.bishopstokepc.org](http://www.bishopstokepc.org).

## **JOB DESCRIPTION**

### **Cemeteries and Inspections Officer**

#### **Overall Responsibilities**

The person appointed will be responsible for the management and maintenance of the grounds and all associated records for Bishopstoke Cemetery, St Mary's closed churchyard and Old St Mary's closed churchyard. In addition, they will be responsible for overseeing the setting up and subsequent running of Stoke Common Cemetery. Finally, they will be responsible for dealing with any enquiries and comments from members of the public relating to these responsibilities.

The person appointed will be accountable to the Clerk for the effective management of these resources and will report to him as and when required. Additionally, there will be a variety of administrative and clerical tasks as directed by the Clerk.

The person appointed will also be responsible for completing the weekly and monthly inspections of various Parish assets, including arranging any necessary work identified as a result of the inspections, and providing regular reports to the Clerk and Council. They will also be responsible for updating the Parish Council noticeboards as required.

There will also be occasions when attendance at Council or other meetings is required some of which may be during evening hours, and there is a requirement to attend the Cemetery to check preparations for interments which could involve weekend work.

Applicants should note that the role includes outdoor work throughout the year, often in muddy or rough ground, and in any weather. All necessary equipment and training will be provided.

## **Specific Responsibilities**

1. To manage the Bishopstoke Cemetery, dealing with enquiries from the public, maintaining the statutory records and associated computer records, and ensuring compliance with health and safety and other regulations, all as directed by the Clerk.
2. To maintain the St Mary's and Old St Mary's closed churchyards, dealing with enquiries from the public and maintaining up to date records as directed by the Clerk.
3. To draw up proposals, both on their own initiative and as a result of suggestions by Councillors, for consideration by the Council and to advise on the practicability and likely effects of specific courses of action.
4. To prepare, in conjunction with the Clerk, initial plans, procedures and policies for Stoke Common Cemetery and to keep the Clerk informed as to any progress towards the Council taking over management of it.
5. To advise the Council on how to interpret both changes in current legislation and any new legislation.
6. To complete regular required inspections on Council assets. This includes, but is not limited to, the Cemetery, the closed churchyards, the allotments, all parish run play areas, all parish noticeboards and all parish run buildings.
7. To follow up on any actions identified as a result of inspections, liaising with the Clerk, other officers, Councillors and contractors as necessary. To report back to the Clerk and Council on the inspections and any resulting actions.
8. To update the Parish Council noticeboards as directed by the Clerk.
9. To attend meetings of the Council or its Committees or Working Groups as required.
10. To act as a representative of the Council as required.
11. To attend training courses or seminars relevant to the role, as required by the Council, or identified by the post holder or Clerk.
12. Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
13. Updating and maintaining Parish Council records of relevant policies and procedures.
14. To undertake any other reasonable task as directed by the Clerk or Council.

**PERSON SPECIFICATION**  
**Cemeteries and Inspections Officer**

Bishopstoke Parish Council is seeking to appoint a Cemeteries and Inspections Officer. You will need to have GCSE's in Maths and English, be familiar with Microsoft Office and be prepared to learn how to use unfamiliar software. You should also be prepared to undertake any professional training or qualifications as required by the Council.

Awareness of current legislation around cemeteries, closed churchyards, health and safety and risk assessments would be an advantage. Certain forms are required to be filled in by hand so neat handwriting is also desirable as is attention to detail.

A significant part of the role will involve being outdoors, in any weather, on potentially rough or muddy ground, and applicants should bear this in mind when applying.

There will be times when you will need to deal with grieving families or conversations about death and the recently deceased, and it is important that those conversations are handled sensitively. There will also be a requirement to liaise with contractors where necessary.

You will need to be able to function in a team, but also to work on your own when required, included being proactive in deciding priorities for your work. There will be a requirement to be in the office at least one morning per week, as well as attending other meetings as required, some of which may be in the evening. You will be expected to attend the Cemetery to mark out plots for upcoming interments, and again on the morning of any interment to check that all necessary preparations have been completed, which can include weekend mornings.

**PAY & CONDITIONS**  
**Cemeteries and Inspections Officer**

The rate for the job comes from the National Joint Council Local for Local Government Services pay scale. The position will be offered at between scale points 18 to 20. This is an hourly rate of between £13.18 and £13.71 per hour, which at 30 hours per week gives an annual salary of between £20,560.80 and £21,387.60 before any tax or pension payments are taken into account. Salary will be paid monthly at the end of each month and will therefore initially be between £1,713.40 and £1,782.30 per month before any deductions for tax and pension are removed. Progression up the pay scale is possible through either annual appraisal or adding responsibilities,

Holiday entitlement will be equivalent to 6.6 working weeks, or 198 hours. This includes 23 days normal working leave, the 8 normal bank and public holidays, and 2 extra statutory days. All leave, including bank holidays, must be booked in advance and agreed by the Clerk. Unless alternative working days and times are agreed, as the role is 30 hours per week each day of leave will be considered to be 6 hours.

The successful applicant will be expected to have a regular four or five day week, including working in the office at least one morning per week. Specific hours and days will be mutually agreed after appointment. Occasional attendance outside agreed times and days may be required to check the preparations for interments or to attend Council meetings.

**JOB ASSESSMENT**  
**Cemeteries and Inspections Officer**

**Clerk's assessment of job role for pay scale**

**Assessment areas**

**Knowledge: LC3**

With a population in excess of 10,000, around 5,000 dwellings and all the various functions and services carried out and provided by the Parish Council, Bishopstoke is at least a large parish and would outstrip some towns. The role requires in depth knowledge of all legislation related to burial matters. Additionally, the role requires a working knowledge of health and safety, risk assessments, tree management and planning regulations. The creation of policies needed by the areas of responsibility is also part of the role. I therefore assess this aspect to be LC3.

**Mental skills: LC2**

The role requires some judgement or creativity, especially where it relates to sensitive situations. Interpreting legislation for the Council requires a full understanding of the legislation and explaining Council policies to those in mourning requires a deft and delicate touch. For that reason I have awarded this aspect LC2.

**Interpersonal and Communication Skills: LC2-**

The role includes attendance at meetings as required. Communication with residents, funeral directors and contractors is a much larger part of the role and there are occasional contacts with the diocese. Some of the communications will be of a sensitive nature. I assess this aspect to be LC2-.

**Initiative and independence: LC2**

The role allows for the postholder to interpret the policies and procedures of the Council relatively independently. The Clerk will oversee anything where there are multiple options and, if necessary, will bring matters before Council for a final decision. The distribution of work within the role is entirely at the discretion of the postholder save for situations where there is a deadline set by the Clerk or Council. I have assessed this aspect to be LC2

**Responsibility for People: LC1**

The role does have an impact on the wellbeing of individuals or groups of people as contact with them is only made at a difficult time in their lives. However, as this is limited to burial related matters there is no broader impact that comes with the role. I assess this aspect to be LC1.



### **Responsibility for Supervision/direction of Employees: LC1**

The role has no direct supervision of staff. Where contractors are retained for specific jobs there is a liaison and oversight role for the duration of that project. I assess this aspect to be LC1.

### **Responsibility for Financial Resources: LC1+**

The role involves the processing of cheques, preparation of purchase orders and checking of invoices, but both cheques and invoices are overseen by the RFO. There is a small budget allocated by Council for works and improvements at all the burial sites and the management of this budget is part of the role, as is management of any budget related to necessary work identified through the inspection process. I have awarded this aspect LC1+.

### **Responsibility for Physical Resources: LC2**

The role involves the maintenance of the three burial site, both allotment sites and all play areas, as well as any parish owned buildings and the noticeboards. General inspections of the burial grounds and allotments are scheduled at least monthly to allow developing problems to be spotted early. The play area inspections will be weekly. Memorial inspections are conducted annually. I assess this aspect of the role to be LC2.

### **Overall Assessment**

Of the 8 areas that form part of each job profile, I have awarded one LC3, three LC2, one LC2-, one LC1+ and two LC1. Given that each of the four profiles has three possible statuses (LC1-, LC1 and LC1+ for example) there are 12 possible grades for each of the 8 aspects. To calculate the average of these 8 assessed aspects I have assigned 1 pt to LC1-, 2 pts to LC1, 3 pts to LC1+, 4 pts to LC2- and so on.

This means that the total points score for the role as described is  $8 + 5 + 5 + 5 + 4 + 3 + 2 + 2$ , giving a total of 34 pts. The average score is therefore  $34 / 8$  which is 4.25. This would indicate a salary in the LC2- range.

My overall assessment of this role is that it fits the criteria to be assessed within the LC2- range, meaning that the initial salary range should be from scale point 18 to 23. The rating of 4.25 would suggest scale point 19 as the starting point, with the potential to move up the scale subject to satisfactory meeting of targets or gaining of qualifications. I would recommend advertising the role as having a starting scale point of 18 to 20 depending on experience and qualifications. This would give an hourly rate of £13.18 to £13.71 which for a 30 hour week translates to a weekly salary of £395.40 to £411.30 before any tax, pensions or other deductions are made.