

**MINUTES OF THE RECONVENED PERSONNEL COMMITTEE
OF BIRCHWOOD TOWN COUNCIL HELD AT PARKERS FARM, DELENTY DRIVE
ON TUESDAY 7 JULY 2026 AT 5.00PM**

Committee Members Present

Cllr Ian Atkin (Chair)
Cllr David Ball
Cllr Tim Price
Cllr David Ellis (Ex-Officio Member with Voting Rights)
Cllr Julie Brereton (Ex-Officio Member with Voting Rights)

Committee Members Absent

Cllr Nigel Reeves

Also Present:

Ms Safia Kauser	Locum Clerk/RFO
Mrs Hannah Thomas	Deputy Clerk/Deputy RFO

013/26-27 (P) APOLOGIES

Apologies were received and noted from Cllr Reeves.

014/26-27 (P) DECLARATIONS OF PECUNIARY & OTHER INTERESTS

None declared.

015/26-27 (P) JOB DESCRIPTION – DEPUTY CLERK / DEPUTY RFO

Members received a copy of the former post-holder's job description for the above role and were asked to consider any amendments for the current, or any future, post-holders.

Members were mostly happy with the description but asked the Clerk to adjust some wording to better reflect the role.

RESOLVED: Clerk to update the job description accordingly and bring to next meeting for formal approval.

016/26-27 (P) RECRUITMENT – RESPONSIBLE FINANCE OFFICER (RFO)

Members were asked to consider the recruitment of a part-time Responsible Finance Officer and to agree any next steps.

Members considered the report prepared by the Locum Clerk setting out the staffing structure and hours review to support the RFO recruitment.

At present, the Locum Clerk was covering both the Town Clerk and RFO roles. Based on the last three months' timesheets, the Locum Clerk had worked an average of 75 hours per month, equivalent to approximately 18 hours per week. This equated to 2 days per week office-based working and approximately 2.5 additional days per month working from home.

The former Deputy Clerk/RFO worked approximately 35 hours per week. The current contracted hours for established roles were Town Clerk: 30 hours per week And Deputy Clerk/Deputy RFO: 30 hours per week.

Signed..... Chairman

Dated:

Former Structure - Office Hours	
Town Clerk	30 Hours
Deputy Clerk/RFO	35 Hours
Admin Assistant	20 Hours
Total Hours	85 Hours

Current Structure	
Town Clerk	On Leave
Deputy Clerk/Deputy RFO	30 Hours
Locum Clerk/RFO	18.5 Hours Approx
Total Hours	48.5 Hours

Suggested New Structure	
Town Clerk	30 Hours - no change
RFO	8 – 12 Hours P/W
Deputy Clerk/Deputy RFO	30 Hours – no change
Total Hours	72 Hours

The current temporary staffing arrangement had resulted in a significant reduction in total staffing hours (48.5 hours compared to the previous 85 hours), while still maintaining core service delivery through the use of a Locum Clerk covering multiple roles. The proposed revised structure would partially restore operational capacity to 72 hours per week. This remained lower than the former structure but reflected a more streamlined allocation of responsibilities, with a defined and reduced allocation for the RFO function.

The Locum Clerk had recommended consideration of adopting the proposed structure, would maintains existing contracted hours for the Town Clerk and Deputy Clerk/Deputy RFO; would introduce a clearly defined and proportionate allocation of 8–12 hours per week for RFO duties and provide a balanced approach between service delivery needs and resource efficiency. Members were advised that they may review the RFO hours allocation after an initial period (e.g. 3–6 months) to ensure it remained sufficient to meet operational and statutory requirements.

Cllr Atkin queried whether the proposed reduction in hours compared with the previous arrangement would be sufficient to manage the workload, noting Members' awareness of the additional pressures experienced by the office due to recent staff absences.

The Clerk advised that she believed the proposed allocation of dedicated hours would be adequate. However, she recommended that the arrangement be reviewed after three to six months to assess whether any increase in hours may be necessary. She also noted that recruiting for the role could prove challenging with the minimal hours advertised.

Councillors discussed location of work for the position and confirmed that the role would be office-based however the council may consider hybrid working arrangements in the future.

The Locum had recommended the pay scales of SCP 24 -28 based on sector and similar roles. Members considered the pay points and requested that CHALC confirm if these adequate for the role, prior to advertising the post.

RESOLVED: Clerk to update the Job Description and Job advert accordingly.

RESOLVED: Clerk to request CHALC to confirm the recommended pay grading.

Signed..... Chairman

Dated:

RESOLVED: That the Clerk draft and publish the job advert once advice has been received regarding the correct Scale Point.

017/26-27 (P) BUILDING MAINTENANCE UPDATES

Members were given the below updates for noting:

a) PAT Testing

It was reported that PAT testing was carried out on Friday 12th June 2026.

b) Preventative Maintenance Inspection (Black-Box Group)

Members were asked to note that preventative maintenance inspection has been scheduled for week commencing 27th July 2026. The service visit is included in the Councils' annual costs. Any issues identified during the visit will be quoted by the engineer.

018/26-27 (P) ITEMS FOR A FUTURE AGENDA

The Locum Clerk reported that correspondence had been received from an employee that required committee consideration. As the matter was considered urgent, Members agreed that a meeting should be arranged for the following week to consider the correspondence.

019/26-27 (P) DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Personnel committee be scheduled to take place on Tuesday, 14th July 2026 at 12.30pm, Parkers Farm.

This meeting concluded at 6.30pm.

Signed..... Chairman

Dated: