

**South Willesborough and Newtown Community Council**  
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**Staffing Committee**  
**Friday 24th January 2020**

**Minutes (S1)**

**Present**

**Councillors-** Sue Mullan (SM) Charli Wilson (CW) David Mullan (DM)

**Clerk/RFO** Rob Woods (RW)

RW presided from 1pm

**1/20 APPOINTMENT OF CHAIR OF THE COMMITTEE**

Proposed CW and Seconded by DM that SM should be appointed as Chair of the Committee. SM agreed to accept the position and took the chair at 1.02pm

**2/20 APOLOGIES AND APPROVAL OF ABSENCE**

There were no apologies received

**3/20 DECLARATIONS OF INTEREST**

No declarations of interest were made

**4/20 TO CONSIDER AND AGREE, INTER ALIA, THE TITLE, SALARY, REPORTING LINES, JOB DESCRIPTION AND PERSON SPECIFICATION FOR A NEW COMMUNITY ENGAGEMENT POSITION**

The Committee considered an options report circulated prior to the meeting and a written request received from Cllr Cane expressing an interest in undertaking the role on a voluntary basis

It was **resolved by unanimous agreement**

- a) To accept Cllr Cane's offer to volunteer his service at no cost to the Community Council (other than the reimbursement of mileage at 45p p m and out of pocket expenses agreed by the Clerk) subject to signing a volunteer agreement and review
- b) Title will be Volunteer Community Engagement Officer
- c) The volunteer position will report to the Clerk
- d) Based at Orbital Park
- e) A maximum of 10 hrs pw commitment to the role
- f) Start date – as soon as possible
- g) That the following will form the basis of the volunteer agreement

**Purpose of job**

This role is essentially about bringing people together and acting as a link between the Council, its community and a wide range of public and voluntary sector providers.

### **The main aims are**

To support people in South Willlesborough and Newtown to bring about social change and improve the quality of life in their local area.

- develop activities, events and services that will generate aspiration and confidence.
- identify and deliver projects, services and facilities that help to address inequality, social isolation and loneliness
- community safety concerns relating to antisocial behaviour; alcohol and drug misuse;
- promoting healthy lifestyles
- raising aspirations for young people.

In conjunction with the Clerk, to play a valuable role in developing communications and evidence to support the Council's longer term planning

### **The key responsibilities**

Engaging with people in South Willlesborough and Newtown and encouraging them to become active participants in the community.

Leading small projects focused on a specific community or social group.

Consulting with the Clerk to ensure that Council grant funds are distributed equitably and proportionately

Using techniques to:

- identify skills in the community
- ensure that local people have their say, particularly hard to reach groups
- build networks and promote partnership working with community groups and statutory agencies
- plan, attend and coordinate meetings and events
- help to raise public awareness on issues relevant to the community
- support the development of new community initiatives and promote the sustainability of existing groups and projects by:
  - promoting volunteering
  - encouraging participation in activities
  - signposting funding opportunities
  - liaising with interest groups and individuals to set up new services

### **Administration**

- preparing reports at the request of the Clerk
- advising the Clerk on best value community projects
- at the request of the Clerk, any general administrative duties.
- assisting the Clerk with newsletters, social media and web communications

### **General**

- Attending training courses associated with the role as required by the Council
- Assist in the office when the Clerk is absent

NB. An enhanced DBS check in accordance with the Council's Safeguarding policy will be required

**Action – RW to produce a Volunteer agreement for signatures**

**5/20 TO AGREE UNDER SECTION 12a OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE MEMBERS OF THE PUBLIC FROM THE FOLLOWING PART OF THE MEETING**

No members of the public were present

**6/20 TO CONDUCT THE PROPER OFFICER'S INTERIM APPRAISAL**

**Noted** - A confidential appraisal was conducted and agreements reached  
**Action SM to produce an appraisal report for signatures**

There being no other business, the meeting closed at 3.03pm

Signature .....  
Chair

Date .....