



**Minutes of a Remote Meeting of the Staffing Committee
held on Thursday 22 October 2020 via Zoom Video Conference**

Commenced: 10.30 am – Concluded 11.35:

Councillors Present. Carol Levery [Chairman], Victoria Bowden, John Brownrigg [Ex-Officio] and John Housley [Ex-Officio].

Absent Councillors. Terence Bawden, Tracy Grantham and Paul Swift.

Officers: Andrew Towleron – Parish Clerk/RFO [minute taker].

Members of the Public. Three members of the public.

Chairman’s Opening Remark. Prior to the formal commencement of the meeting, the Chairman (Councillor Carol Levery) outlined the procedure for this remote meeting to ensure that it was effective and lawful. The Clerk explained that he would be recording it.

<u>2020/027</u> <u>(SC)</u>	<u>27. Apologies and Reason for Absence</u> An apology was received from Councillor Tracy Grantham due to illness. Proposed by Councillor John Brownrigg and Seconded by Councillor Victoria Bowden, and RESOLVED: That the apology of absence and reasons given by Councillor Tracy Grantham be received and accepted. <p style="text-align: right;">(4 in favour)</p>
<u>2020/028</u> <u>(SC)</u>	<u>28. Declarations of Interests</u> There were none.
<u>2020/029</u> <u>(SC)</u>	<u>29. Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960</u> The Chairman explained that there were five items on the agenda that required the exclusion of the press or public due to the confidential nature of the business to be considered. These were items 2020/33. Appointment of Parish Clerk and Responsible Financial Officer; 2020/34. COVID Risk Assessment and Next Steps; 2020/35. Paul Hoey Associates Investigation Update; 2020/36. Sickness Management Absence Policy and Procedures and 2020/37. Staff Terms and Conditions. These were agreed.
<u>2020/030</u> <u>(SC)</u>	<u>30. Public Participation Session</u> No questions were received from members of the public.

<p><u>2020/031</u> <u>(SC)</u></p>	<p><u>31. Staffing Committee Minutes</u></p> <p>The approved minutes and actions of the Staffing Committee meeting held on 23 July 2020 were outlined by the Chairman and considered by the meeting.</p> <p>Proposed by Councillor John Brownrigg and Seconded by Councillor Victoria Bowden, and RESOLVED: That the minutes of the Staffing Committee meeting held on 23 July 2020 were considered and endorsed.</p> <p style="text-align: right;">(4 in favour)</p>
<p><u>2020/032</u> <u>(SC)</u></p>	<p><u>32. National Joint Council (NJC) Pay Award for 2020/21</u></p> <p>The Clerk provided a verbal report. He explained that on 21 August the National Joint Council (NJC) Committee had agreed a 2.75% pay increase and a one-day increase in the minimum level of annual leave, both backdated to 1 April 2020. That all Council staff bar one is subject to this award was noted.</p> <p>Proposed by Councillor Victoria Bowden and Seconded by Councillor John Brownrigg, and RESOLVED: That the National Joint Council (NJC) Pay Award for 2020/21 for parish council staff be endorsed.</p> <p style="text-align: right;">(4 in favour)</p>
<p><u>2020/033</u> <u>(SC)</u></p>	<p><u>33. Appointment of Parish Clerk and Responsible Financial Officer</u></p> <p>The Chairman explained that following the Full Council meeting of the 1 October 2020 Andrew Towleron had been appointed (and agreed to take the position) as permanent Clerk and Responsible Financial Officer with effect from 1 October 2020. He had been provided with a draft contract which was based on the NALC/SLCC model one. It was agreed to send a copy of the draft contract to all members of the Committee.</p>
<p><u>2020/034</u> <u>(SC)</u></p>	<p><u>34. COVID Risk Assessment and Next Steps</u></p> <p>The Clerk explained that it was a requirement for employers to carry out a COVID-19 risk assessment. Attached to the agenda was a copy of the Council's draft one, which had been prepared in accordance with HSE guidance. He had received a few minor amendments from Councillors before the meeting on it which had been made. He added that the findings of the risk assessment would have limited financial implications, for example, to enable staff to work at home in an emergency and would place restrictions on the safe use of the Council offices. He confirmed that all staff now had the facilities to work from home. He went on to explain that the risk assessment had been shared with all staff and there had already been some COVID-19 related issues with some Council staff.</p> <p>Proposed by Councillor Victoria Bowden and Seconded by Councillor John Brownrigg, and RESOLVED: That the COVID Risk Assessment be endorsed and recommended to Council for approval.</p> <p style="text-align: right;">(4 in favour)</p>
<p><u>2020/035</u> <u>(SC)</u></p>	<p><u>35. Paul Hoey Associates Investigation Update</u></p> <p>The Chairman provided a verbal progress report. The Chairman stated that she intended to send the final specification for the investigation to all members of the Committee.</p>
<p><u>2020/036</u> <u>(SC)</u></p>	<p><u>36. Sickness Management Absence Policy and Procedures</u></p> <p>A general discussion took place on the Council's policies and procedures for managing sickness, particularly long term sickness.</p>

<p><u>2020/037</u> <u>(SC)</u></p>	<p><u>37. Staff Terms and Conditions</u></p> <p>These were the subject of a detailed discussion.</p> <p>Proposed by Councillor John Brownrigg and Seconded by Councillor Victoria Bowden, and</p> <p>RESOLVED: It is recommended to Council that</p> <ol style="list-style-type: none"> 1. The weekly contractual hours of the Community Involvement Officer position be permanently increased to 20 hours from immediate effect. 2. The position of Community Involvement Officer is permanently regraded to Scale 6 from 1 November 2020. 3. The position of Administration Assistance is temporarily regraded to Scale 6 until 1 April 2021 from 1 November 2020. 4. The grading of both the Community Involvement Officer and Administration Assistant positions be revaluated before April 2021. 5. All staff would receive an additional scale point on successful completion of the Introduction of Local Council Administration (ILCA) qualification. <p style="text-align: right;">(4 in favour)</p>
<p><u>2020/038</u> <u>(SC)</u></p>	<p><u>38. Date and Time of Future Meetings</u></p> <p>It was agreed that this would be considered further by the Chairman and Vice Chairman of the Committee.</p>