



Draft minutes are subject to approval at the next Full Council meeting.

**Draft Minutes of Staffing Committee Meeting
held remotely on Thursday 11 September 2021**

The meeting commenced: 7.15 pm – concluded 8.00 pm

Councillors Present. Carol Levery (Chairman), Victoria Bowden (Vice-Chairman), John Brownrigg (Ex-Officio), Susan Davidson, John Housley (Ex-Officio) and Thomas Sturgess.

Absent Councillors. None.

Officers: Andrew Towleron – Parish Clerk/RFO (minute taker).

Members of the Public. None.

Chairman’s Announcement

Before 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 stated he was recording the meeting for the purpose of aiding minute taking.

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| <u>2021/22</u> <u>(SC)</u> | <u>Item 22: Apologies and Reason for Absence</u> There were none. |
| <u>2021/23</u> <u>(SC)</u> | <u>Item 23: Declarations of Interests</u> There were none. |
| <u>2021/24</u> <u>(SC)</u> | <u>Item 24: Exclusion of Press and Public</u> There were no items that required the exclusion of the press and public. |
| <u>2021/25</u> <u>(SC)</u> | <u>Item 25: Public Participation Session</u> No questions were received. |
| <u>2021/26</u> <u>(SC)</u> | <u>Item 26: Staffing Committee Minutes</u> The approved minutes and actions of the Staffing Committee meeting held on 28 June 2021 were outlined by the Chairman and considered by the meeting. |

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| <p><u>2021/27</u> <u>(SC)</u></p> | <p><u>Item 27: Local Government (including parish councils) 2021/22 Pay Award</u></p> <p>It was reported that the employers had made their ‘full and final offer’ of roughly 1.75%. The main unions representing local government workers were recommending to their members that it be rejected, and strike action be taken.</p> |
| <p><u>2021/28</u> <u>(SC)</u></p> | <p><u>Item 28: First Aid Training Update</u></p> <p>The Clerk and Councillor John Housley provided an update on the introductory First Aid Training provided to Council staff and councillors on the morning of Monday 27 September 2021. The general view was that it had gone well and was very useful and informative. Reference was made to providing this on an annual basis, which was agreed in principle. In addition, reference was made to providing mental health training for councillors and staff, which the Clerk agreed to look into.</p> |
| <p><u>2021/29</u> <u>(SC)</u></p> | <p><u>Item 29: Julie Allsop and ILCA</u></p> <p>It was reported that Julie Allsop, the Council’s Administrative Assistant, had completed the Introduction to Local Council Administration (ILCA) qualification. The Committee congratulated her on successfully completing this.</p> |
| <p><u>2021/30</u> <u>(SC)</u></p> | <p><u>Item 30: Reduction in the Contractual Hours worked</u></p> <p>The Clerk explained that he had received a formal request from a member of staff to reduce their contractual hours. This was then considered.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Victoria Bowden and RESOLVED: That it is recommended to Council that the weekly contractual hours of the Community Liaison and Archive Co-ordinator position be reduced to 18 hours. <i>(6 in favour)</i></p> |
| <p><u>2021/31</u> <u>(SC)</u></p> | <p><u>Item 31: Staffing Update</u></p> <p>The Clerk and Chairman provided a verbal report on various issues.</p> <p>The Chairman explained that after a detailed and competitive process, the position of the temporary part-time Administrative Assistant had been completed. Natalie Richardson had been appointed to the position on a temporary and part-time (20 hours a week) basis. She had started on the 1 November 2021 and was fitting in well within the office.</p> <p>The Clerk explained that it had been identified that one member of staff required a DBS check due to the nature of their work. This was agreed. A discussion then took place on whether any of the councillors required a DBS check due to their activities for the Council. The general view was that this was unlikely for most councillors. However, one councillor was identified that may need this. The Clerk agreed to discuss this with the concerned councillor.</p> <p>A report was provided on three agreed job evaluations to ensure that they were graded fairly. After a delay, the independent evaluation by specialist HR consultants P.D. Solutions of the Administrative Assistant, Administration Officer and Community Liaison and Archive Co-ordinator positions had been completed and their recommendations received. They were recommending an increase in the scale points for all the positions. A discussion then took place on this. It was noted that this would impact on the current year’s budget and would need to be factored into next year’s budget preparation. It was also noted that this year’s</p> |

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| | <p>budget may not be impacted too much as the Council was underspending in some key areas. It was also noted that any increase ought to be backdated to when the evaluation was agreed.</p> <p>Proposed by Councillor Carol Levery and seconded by Councillor John Brownrigg and RESOLVED: That it is recommended to Council that the recommendations of the independent evaluation on the appropriate revised gradings of the Administrative Assistant, Administration Officer and Community Liaison and Archive Co-ordinator positions be approved subject to the Clerk discussing and confirming with the Chairman of the Finance and Premises Committee that the impact on this year and next year's budget can be addressed.</p> <p style="text-align: right;"><i>(6 in favour)</i></p> |
| <p><u>2021/32</u> <u>(SC)</u></p> | <p><u>Item 32: Date and Time of Future Meetings</u></p> <p>It was confirmed that the next meeting was scheduled for Thursday 13 January 2022 at 7.15 pm.</p> |

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