



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

**Draft Minutes of the Staffing Committee Meeting  
held at the Council Offices on Thursday 29 September 2022**

**The meeting commenced: 6.30 pm – concluded at 7.10 pm**

**Councillors Present.** Carol Levery (Chairman), Thomas Sturgess (Vice-Chairman) and John Housley.

**Absent Councillors.** Dr John Bowden, Victoria Bowden and John Brownrigg.

**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 procedures to ensure that it was effective, safe and lawful.

<b><u>2022/19</u></b> <b><u>(SC)</u></b>	<b><u>Item 19: Apologies and Reason for Absence</u></b>  Proposed by Councillor Thomas Sturgess and seconded by Councillor John Housley and <b>RESOLVED:</b> That the apology and reasons given for absence by Councillor Dr John Bowden, Councillor Victoria Bowden and Councillor John Brownrigg be approved.  <i>(3 in favour)</i>
<b><u>2022/20</u></b> <b><u>(SC)</u></b>	<b><u>Item 20: Declarations of Interests</u></b>  There were none.
<b><u>2022/21</u></b> <b><u>(SC)</u></b>	<b><u>Item 21: Exclusion of Press and Public</u></b>  There were no items that required the exclusion of the press and the public.
<b><u>2022/22</u></b> <b><u>(SC)</u></b>	<b><u>Item 22: Public Participation Session</u></b>  There were no questions raised.
<b><u>2022/23</u></b> <b><u>(SC)</u></b>	<b><u>Item 23: Staffing Committee Minutes</u></b>  The approved minutes of the Staffing Committee of 14 July 2022 were considered.  Proposed by Councillor Thomas Sturgess and seconded by Councillor Carol Levery and

	<p><b>RESOLVED:</b> That the minutes of the Staffing Committee Meeting held on 14 July 2022 be endorsed.</p> <p style="text-align: right;"><i>(3 in favour)</i></p>
<b><u>2022/24</u></b> <b><u>(SC)</u></b>	<p><b><u>Item 24: Training Report and Next Steps</u></b></p> <p>The Clerk provided a verbal report on progress with training and development, especially the agreed first aid and mental health sessions. He explained that progress with the arrangements for the sessions were going well. Councillors and staff had been asked to indicate whether they wished to undertake either of the training sessions. There has been a good response, and sufficient interest for them to go ahead. Should there be any spare places they would be offered to the groups using the Community Hall and other interested groups free of charge, as previously agreed. The aim was to hold the sessions later in the year and after the Community Hall was reopened. The Clerk was asked to confirm who was providing the mental health training, which he agreed to do.</p>
<b><u>2022/25</u></b> <b><u>(SC)</u></b>	<p><b><u>Item 25: Local Government (including parish councils) 2022/23 Pay Award</u></b></p> <p>An update on negotiations between employers and trade unions. It was explained that the local government employers had made an offer to the main trade unions, which was being considered by their members.</p>
<b><u>2022/26</u></b> <b><u>(SC)</u></b>	<p><b><u>Item 26: Christmas/New Year Closure of Council Offices</u></b></p> <p>The closure dates of the Council Offices for 2022/2023 were considered.</p> <p>Proposed by Councillor Carol Levery and seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That it is recommended to Council that the Council Offices should close on Friday 23 December 2022 at 12 noon and re-open on the morning of Tuesday 3 January 2023 at 9.00 am.</p> <p style="text-align: right;"><i>(3 in favour)</i></p>
<b><u>2022/27</u></b> <b><u>(SC)</u></b>	<p><b><u>Item 27: Variation in contractual hours of staff</u></b></p> <p>The variations were considered.</p> <p>a) Proposed by Councillor Carol Levery and seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That the weekly contractual hours of the recently appointed Administrative Assistant be increased to 20 hours a week.</p> <p style="text-align: right;"><i>(3 in favour)</i></p> <p>b) Proposed by Councillor John Housley and seconded by Councillor Carol Levery and <b>RESOLVED:</b> That it is recommended to Council that the weekly contractual hours of the cleaner be increased to 12 hours a week from 10.</p> <p style="text-align: right;"><i>(3 in favour)</i></p>
<b><u>2022/28</u></b> <b><u>(SC)</u></b>	<p><b><u>Item 28: General Staff Update</u></b></p> <p>A verbal report was provided by the Chairman and Clerk on various issues. This included staff training and workloads. Specific mention was made to how well the staff (and Councillors) had responded to and implemented Operation London Bridge. The Chairman also reported on some 'reasonable adjustments' that had been introduced in respect of an employee.</p>

	<p>Reference was made to that at the last Staffing Committee Meeting a series of measures had been introduced in response to the rising COVID measures and that it had been agreed these should be reviewed at the next meeting of the Staffing Committee. It was agreed that these should be lifted in view of the falling numbers of cases nationally and locally.</p> <p>a) Proposed by Councillor Carol Levery and seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That the temporary measures introduced in response to the COVID situation (see minute 2022/17 (SC)) be lifted.</p> <p style="text-align: right;"><i>(3 in favour)</i></p> <p>The Chairman explained that at its 13 May 2021 meeting the Staffing Committee had agreed in principle to pay for eye tests for those who regular use computer (2020/58 (SC)). The Chairman had looked into this further and outlined a few proposals based on good practice. Reference was made to whether similar provisions should be offered to Councillors.</p> <p>b) Proposed by Councillor Carol Levery and seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That it is recommended to Council that the Council’s Health and Safety Policy be amended by the insertion of the following text:  <i>“The Council will pay for eye tests for workers and councillors who use display screen equipment (DSE) as part of their work. Any opticians invoices itemising the eye test cost will be reimbursed.  If spectacles are required specifically for DSE based on advice from an optician then the Parish Council will pay for a basic pay of glasses”.</i></p> <p style="text-align: right;"><i>(3 in favour)</i></p>
<p><b><u>2022/29</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 29: Date and Time of Future Meetings</u></b></p> <p>It was confirmed that the next meeting was scheduled for Thursday 24 September 2022 at 6.30 pm.</p>