



Worplesdon Parish Council

**Minutes of the Staffing Committee meeting held Friday 29 June 2018
at 10am in the Conference Room, Worplesdon Memorial Hall**

363-2018 - Present

Councillors: Cllr S Fisk, Cllr J Messinger, Cllr N Mitchell and Cllr S Morgan MBE.

Staff: The Clerk to the Council.

364-2018 - To appoint a Chairman of the Committee for the municipal year 2018/2019

It was proposed Cllr N Mitchell, seconded Cllr S Fisk and unanimously **RESOLVED** that Cllr Messinger be appointed as Chairman of the Staffing Committee for the municipal year 2018/2019.

365-2018- Apologies

Apologies and reason for absence were received from Cllr G Adam. Apologies accepted.

366-2018 - Declaration of Disclosable Pecuniary Interests

No declarations were made.

367-2018 - Declaration of Non-pecuniary interests

No declarations were made.

368-2018 - Assessment of the work of the Council

In her appraisal, the Clerk had raised concern about the on-going workload and the staff's ability to deal with it within their contracted hours.

To assess the adequacy of the current staffing levels the Staffing Committee undertook a review of the work carried out by the Clerk and Assistant Clerk:

Heading	Equivalent monthly hours
Finance	14
Meetings – Admin/minutes/reports	51
Email/calls/correspondence	120
Newsletter/Annual Report	6
Flood Forum	7
Annual leave	40
Planning	7
Consultations	21
Staff management	7
Land management	7
Website/social media	7
Audit (internal and external)	4
Project management	21

Approved by the Staffing Committee 12 September 2018

Working parties	21
Filing archiving/GDPR	28
General office work	35
Sick leave	Not accounted for
Training	Not included
Total	Hours required = 396 hours per month Current staff time = 247 hours per month

A shortfall of staff time amounting to 149 hours per month, the equivalent of one full time person, was calculated. This demonstrates the Council currently has insufficient staff to deal with the ever-expanding workload within the contracted hours. However, until an office is provided it is not possible to recruit additional staff.

Recommendations:

- That councillors assist where possible such as: putting up agendas, delivering newsletters/flyers.
- The Council MUST make every effort to secure a suitable office space at the earliest opportunity.
- The Council should consider a short-term and long-term solution to the current lack of office space.
- Staff should focus on the Council's priorities and councillors should assist wherever possible.

Pursuant to the Admission to Meetings Act 1960 Section 1(2) due to the confidential nature of the following business members of the public and press were excluded from the meeting.

369-2018 - Clerk's appraisal

The Chairman had undertaken the Clerk's appraisal on 13 June 2018. Copies of the appraisal were issued to all members via email in advance of the meeting.

The Staffing Committee was pleased with the appraiser's comments about the Clerk's work. It was proposed Cllr J Messinger, seconded Cllr S Fisk and **RESOLVED** that the Clerk's appraisal dated 13 June 2018 be accepted.

370-2018 - To review the pay and conditions of service of all staff

The pay and conditions of the Clerk and Assistant Clerk were reviewed.

The Staffing Committee made the following recommendations:

- Clerk's job description – No amendments were required.
- Clerk's salary – The Clerk is at the top of the current pay scale SCP 38. Once she successfully completes her level 4 course she will be entitled to an additional spinal column point which will push her into the bench mark category 3– SCP 39.
- That in light of the additional hours being worked by the Clerk to deal with the workload, that she should continue to be paid for all additional hours worked.
- The NALC/SLCC pay award should be implemented and back-dated to 1 April 2018.
- The Assistant Clerk's salary should be increased to spinal column points 28 in recognition of the of the additional duties being carried out.
- The Assistant Clerk's job description be amended as presented at the Staffing Committee meeting.
- The Clerk's hours to be increased to 6 per day in recognition of the work actually being carried out. In light of the Assistant Clerk's family circumstances, flexible working will be permitted to enable her to continue to work from home as and when required even when an office is provided.
- A confirmation of salary letter to be issued by the Chairman of the Staffing Committee following the July full council meeting.

371-2018 - To consider allowing the Clerk paid study leave – HE Community Governance Course

Recommendation:

That the paid study-leave for the current academic year be extended to 10 days. These days to be taken at the Clerk’s convenience to ensure the assignment deadlines can be met in light of the considerable workload with which the Clerk is dealing.

372-2018 - Appointment of a permanent part-time groundsman – Confidential report – 2018-002

The Clerk had submitted a report via email to the Staffing Committee members in advance of the meeting.

The Committee considered the following:

1. Duration of the probationary period
2. Induction training
3. Long-term security
4. Hours
5. Rate of pay – taking into account the going rate within the sector.

Recommendations:

- That the Chairman of the Council, the Vice-Chairman, Chairman of the Staffing Committee and Clerk to the Council meet with Mr Trevena in July to discuss the Council’s potential offer of employment.
- The Staffing Committee to consider the position of a part-time employed Groundsman at an early September Staffing Committee meeting to give Mr Trevena an opportunity to consider the Council’s offer.
- All recommendations of the Staffing Committee to be approved by the full council at the September full council meeting. Any offer of employment to be made with effect from September 2018.

Meeting closed 12.10pm

Signed:
Chairman of the Staffing Committee

Date: