



**Minutes of the Staffing Committee meeting held virtually at 10am on Monday 14 September 2020**

**253-2020 - Apologies:**

Apologies were received from Cllr S Morgan MBE. Apologies and reason for absence accepted.

**254-2020 – Present**

**Councillors:** Cllr G Adam, Cllr J Messinger, Cllr N Mitchell and Cllr D Snipp.

**Officers of the Council:**

Mrs G White – Clerk to the Council

**255-2020 - Appointment of Chairman – Municipal year 2021/2022**

It was proposed Cllr N Mitchell, seconded Cllr J Messinger and unanimously **RESOLVED** that Cllr G Adam be appointed Chairman of the Staffing Committee for the forthcoming municipal year.

**256-2020 - Declaration of Disclosable Pecuniary Interests**

No declarations were made.

**257-2020 - Declaration of Non-pecuniary interests**

No declarations were made.

**258-2020 - Approval of the minutes**

It was proposed Cllr N Mitchell, seconded Cllr J Messinger and unanimously **RESOLVED** that the minutes of the meeting held 16 March 2020 be signed by the Chairman as a true record.

**259-2020 - Microsoft Office Suite IT Training**

The Clerk advised that she has completed a Beginner to Advanced Word and Excel UDEMY training courses and The Clerk was thanked for undertaking the training in her personal time, albeit the Council acknowledged that this situation must change and that if staff are asked to take on any additional tasks, another task will have to put aside.

### **260-2020 - Ongoing training requirements**

Time is required to enable the staff to undertake Continuous Professional Development i.e. IT Skills, CILCA, SLCC/SALC webinars (as appropriate), Office 365, first aid, playground training etc.

The Staffing Committee acknowledged that staff training must be prioritised and that the training priorities are:

1. The Assistant Clerk's CILCA (Certificate in Local Council Administration)
2. First Aid (Head Groundsman)
3. Playground inspections (Head Groundsman)

### **261-2020 - Head Groundsman's vaccinations**

Mr Trevena is booked in for his Hep A and Hep B vaccinations. Three doses are required over six months. Total cost £390. For information only.

**Pursuant to the Admission to Meetings Act 1960 Section 1(2)a in view of the confidential nature of the following business a resolution was passed excluding members of the public and press from the remainder of the meeting.**

### **262-2020 - To receive and approve the staff appraisals**

Copies of the staffing appraisals had been circulated to the Staffing Committee via email ahead of the meeting.

It was proposed Cllr G Adam, seconded Cllr N Mitchell, and unanimously **RESOLVED** that subject to a small number of minor alterations, the staff appraisals be approved.

All members of staff were thanked for all their hard work, particularly over the past six months.

### **263-2020 - To review the staff job descriptions and to approve any proposed changes**

The Clerk had reviewed the staff job descriptions ahead of the meeting and had proposed a number of changes to the Head Groundsman's job description. It was proposed Cllr G Adam, seconded Cllr N Mitchell and unanimously **RESOLVED** that the proposed changes be approved.

#### **Appendix 1 – Revised Job Description – Head Groundsman**

There were currently no proposed changes to the job descriptions for either the Clerk to the Council or the Assistant Clerk.

Councillors offered to assist with tasks as and when required i.e. social media posts, updating the website.

### **264-2020 - Pay and conditions of service**

The Clerk advised that on 26 August 2020 the National Association of Local Councils (NALC) had issued the Pay Agreement for 2020/2021 being a Retail Price Index (RPI) increase of 2.75%. The pay rate is to be backdated to 1 April 2020.

NALC also announced an increase in the minimum holiday entitlement for staff working on a five-day shift pattern. The new minimum holiday entitlement being increased to 22 days holiday per year. After five years of continuous service, the holiday entitlement increases to 25 days per year. Due to holiday leave, the Clerk had only been able to circulate this information to Members shortly before the Staffing Committee meeting.

The Head Groundsman and Clerk to the Council were both entitled to an incremental Spinal Column Point (SCP) in addition to the RPI increase. The Assistant Clerk has currently reached the top of the pay scale and will not be entitled to an incremental SCP until she has successfully passed her Certificate in Local Council Administration (CILCA). The Assistant Clerk is, however, now entitled to 22 day's annual leave per year, as well as two Statutory days and bank holidays.

**Table 1: SCP payable as of 1.4.2020**

| Name                                 | SCP payable w.e.f. 1.4.2020 | Annual leave entitlement                               |
|--------------------------------------|-----------------------------|--|
| Mrs V C Fear (Assistant Clerk)       | 23                          | 22 days (pro-rated) – each 'day' equates to six hours  |
| Mr P Trevena (Head Groundsman)       | 21                          | 20 days (pro-rated) which equates to 12 days per year. |
| Mrs G F White (Clerk to the Council) | 34                          | 25 days  |

Letters of salary/holiday confirmation to be issued by the Chairman of the Staffing Committee, as soon as practicable.

The pay rates for 2021/2022 are unlikely to be issued before August 2021, therefore, it will not be possible to specify exact budget increases in the staffing budget for the year 2021/2022. The budget increase is to be assumed at 3%, with sufficient flexibility to be built into the budget to cover the cost of a locum clerk and potentially another member of the admin team - subject to Council approval.

**265-2020 - To review the current workload and systems for dealing with the workload TOIL (Time Off in Lieu) and/or additional paid hours/and/or non-consolidated bonuses or additional admin staff taking into account the need for staff holiday and sick leave**

Cllr N Mitchell left the meeting at 11.40am returning at 11.41am.

Yet again, the Assistant Clerk had raised concern about the workload during her appraisal. The Clerk raised her ongoing concern about the workload during the meeting and advised that she had postponed a planned week's leave, due to be taken in September, to enable the budget setting to take place in readiness for the General Purposes and Finance Committee meeting on Thursday 8 October 2020. All internal paperwork is due for submission to the Internal Auditor by 30 September. The Clerk advised that it will not be possible to achieve that deadline and an extension to the deadline is to be requested. The Committee were keen to ensure that the Clerk takes her full holiday entitlement but acknowledged that her annual leave could be taken at a time that is mutually convenient.

Following discussion, it was agreed that Cllr G Adam would arrange an offline member workshop to which all members would be invited to participate, with a view to ensuring that all members understand the workload of the staff and that steps are taken to rectify the unrealistic workload situation, which has been ongoing over many years.

Meeting closed 11:51am.

Signed:

.....  
Chairman of the Staffing Committee

Date: .....