

PITSTONE PARISH COUNCIL STAFFING COMMITTEE

Minutes of the Parish Council Staffing Committee held on 7 August 2019
Held at 2 Albion Road, starting at 7.40pm and concluding at 9.40pm

In accordance with the [The Openness of Local Government Bodies Regulations 2014 \(S.I. 2014/...\)](#) and [The Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012 \(S.I. 2012/2089\)](#) the public and press were excluded from this meeting due to the confidential/sensitive nature of the business.

1SC/19 ATTENDANCE AND APOLOGIES

In attendance: Cllr Blunt (Chairman of Staffing Committee), Cllr Nicholls, Cllr Saintey plus Mrs Eagling (Clerk).

2SC/19 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

The clerk has a pecuniary interest in matters relating to her hours/remuneration. No written declarations had been submitted. No other declarations were made.

3SC/19 MINUTES

It was **RESOLVED** to accept that the draft minutes of the staffing committee meeting held on 10 January 2019 were a true and accurate record of the meeting, and the chair was duly authorised to sign on behalf of the council.

4SC/19 CLERKS REPORT ON MATTERS ARISING

The report on matters arising was noted. Cllr Nicholls provided an updated on the safeguarding reporting tool for the website which was under investigation.

5SC/19 POST EVENT REVIEW OF ANNUAL VOLUNTEER EVENT HELD 10/1/19

The event had been well received and well attended. It was **RESOLVED** to hold a similar event on 16 January 2020, following the same format. It was **RESOLVED** to post the invitations for the 2020 event. Work to commence in Oct/Nov to review the invitation list.

6SC/19 STAFF APPRAISAL

1. It was noted that a 3-month review had been undertaken with the Parish Assistant. More volunteer drivers still required. Everything progressing well.
2. The annual appraisal of the clerk was undertaken. The council wished to reinforce that the corporate body was a good employer and asked the clerk to raise any concerns via the usual channels. Discussions took place regarding managing work capacity and the co-responsibility of the corporate body. Extra training and hardware not currently required. Clerk to determine if Assistant has any spare capacity to assist with grants.

7SC/19 QUARTERLY REVIEW OF HOURS

1. It was **RESOLVED** to pay the Parish Assistant for 19 hours of overtime, at the usual hourly rate, for extra work undertaken in the April to June period.
2. It was **RESOLVED** to pay the Clerk for 71 hours of overtime, at the usual hourly rate, for extra work undertaken in the April to June period with the council's authorisation.
3. As the committee has delegated powers regarding hours, overtime & remuneration, it was **RESOLVED** to pay the overtime in the August payroll (next available).

8SC/19 MATTERS FOR REFERRAL TO FULL COUNCIL

It was **RESOLVED** that there were no matters for referral to full council for approval, but that the Chair would provide an update on overtime, appraisal and annual volunteer event for 2020.

9SC/19 NEXT MEETING

To be determined – eta October 2019.

10SC/19 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chair closed the meeting at 9.40pm.

Signed: _____

Date: _____

Chair

DRAFT