PITSTONE PARISH COUNCIL STAFFING COMMITTEE

Minutes of the Parish Council Staffing Committee held on 23 April 2020

via remote log-in starting at 7.30pm.

**In accordance with 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.**

SC1/20 **ATTENDANCE AND APOLOGIES**

 **In attendance via video-link:** Cllr Blunt (Chairman of Staffing Committee), Cllr Nicholls, Cllr Saintey plus Mrs Eagling (Clerk).

SC2/20 **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.

SC3/20 **MINUTES**It was **RESOLVED** to accept that the draft minutes of the staffing committee meeting held on 18 February 2020 were a true and accurate record of the meeting, and the chair was duly authorised to sign on behalf of the council.

SC4/20 **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.

SC5/20 **QUARTERLY REVIEW OF HOURS**

1. It was **RESOLVED** to pay the Clerk for 60 hours of overtime, at the usual hourly rate, for extra work undertaken in the January to March period with the council’s authorisation.
2. It was **RESOLVED** to pay the Clerk for a further 37 hours of overtime during the same period which had been worked solely on the pavilion project and subsequently reclaimed by the council from S106 (pre-approved by AVDC).
3. As the committee has delegated powers regarding hours, overtime & renumeration, it was **RESOLVED** to pay the overtime in the April payroll (next available).
4. It was noted that no overtime was due to the Parish Assistant on this occasion.

SC6/20 **PARISH ASSISTANT**

1. It was noted that the annual home office risk assessment had been completed, with no matters arising for action.
2. Annual appraisal pending.

SC7/20 **ASSISTANT YOUTH WORKER**

 It was noted that full council had placed recruitment of this vacancy on hold during the Covid-19 outbreak.

SC8/20 **SUPPORT OF STAFF DURING COVID-19**
The measures being taken to protect and support staff during the outbreak were discussed.

1. It was **RESOLVED** to try and obtain a supply of FP3 surgical face masks, potentially from the Buckinghamshire Council Community Hub.
2. It was **RESOLVED** to ask councillors to also monitor litter bin capacity as they are only being emptied ad-hoc.
3. It was **RESOLVED** to request the litter bin opposite Masons was emptied. It was further **RESOLVED** to write to the landowner and request that the hedge behind the layby opposite Masons was cut back when covid restrictions permitted.

SC9/20 **CHANGES TO EMPLOYMENT LAW**
It was **RESOLVED** to note the changes to employment law that came into effect on 6/4/2020. No matters arising for action at present.

SC10/20 **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 the meeting.

SC11/20 **NEXT MEETING**The next meeting was scheduled for 30 June 2020 at 7.30pm.

SC12/20 **CLOSURE OF MEETING**

 There being no further business to be transacted, the Chair closed the meeting at 8.00pm in time for Clap for Carers.

Signed: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chair