

PITSTONE PARISH COUNCIL STAFFING COMMITTEE

Minutes of the Parish Council Staffing Committee held on 25 January 2018
In the meeting room at Pitstone Memorial Hall, starting at 6.30pm and
concluding at 7.23pm

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.

20SC/17 ATTENDANCE AND APOLOGIES

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

21SC/17 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No interests were declared by councillors. The clerk has a pecuniary interest in matters relating to her hours/remuneration/pension.

22SC/17 MINUTES

It was **RESOLVED** to accept that the draft minutes of the staffing committee meeting held on 16 October 2017 were a true and accurate record of the meeting, and the chair was duly authorised to sign on behalf of the council.

23SC/17 CLERKS REPORT

It was **RESOLVED** to note receipt of the clerks report, no matters were arising.

24SC/17 ASSET INSPECTIONS

It was **RESOLVED** to recommend to full council to appoint the two candidates in a job share. Each employee to alternate areas each week so that all areas are viewed by two employees and to facilitate holiday cover. It was **RESOLVED** to supply the appropriate equipment and training, and meet the associated costs. Duties to commence as soon as the necessary paperwork and handover can be arranged. It was **RESOLVED** to offer training to the third party volunteer as well. It was **RESOLVED** to arrange DBS checks for employees/volunteers.

25SC/17 SAFEGUARDING OFFICER

It was **RESOLVED** to recommend to full council that the council employees an individual skilled in safeguarding to offer safeguarding advice to the parish council across the sphere of our responsibilities. Job description/hours (casual basis)/hourly rate to be drafted.

26SC/17 DATA PROTECTION OFFICER

Options to be considered and investigated.

27SC/17 ANNUAL VOLUNTEER / STAFF EVENT

The above event was reviewed and determined a success. 30% of invitees had attended and the evening had been enjoyable and well received. It was **RESOLVED** to continue on a yearly basis in the same format.

28SC/17 OVERTIME

The clerk left the meeting for the duration of the discussion relating to this item. It was **RESOLVED** to pay the clerk for 15.5 hours of overtime, incurred with the authority of the parish council, in the 3 months from the start of October to the end of December. The clerk was called back to the meeting, and thanked those assembled.

29SC/17 MATTERS FOR REFERRAL TO FULL COUNCIL

It was **RESOLVED** to seek ratification for the appointment of the asset inspectors and the recruitment of a safeguarding officer to full council.

30SC/17 **NEXT MEETING**

To be determined at a later date.

31SC/17 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chair closed the meeting at 7.23pm.

Signed: _____

Chair

Date: _____

DRAFT