

PITSTONE PARISH COUNCIL STAFFING COMMITTEE

Minutes of the Parish Council Staffing Committee held on 19 June 2018
In the bar room at Pitstone Memorial Hall, starting at 7pm and
concluding at 8.07pm

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/18 ATTENDANCE AND APOLOGIES

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

2SC/18 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

Cllr Blunt declared an interest as the Chair of Governors at Brookmead School (as the council hires the school hall for the youth café). 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/18 MINUTES

It was **RESOLVED** to accept that the draft minutes of the staffing committee meeting held on 25 January 2018 were a true and accurate record of the meeting, and the chair was duly authorised to sign on behalf of the council.

4SC/18 CLERKS REPORT

It was **RESOLVED** to note receipt of the clerk's report on matters arising. Asset inspectors employed. 3month review undertaken. DBS checks completed. Training with RoSPA Playground Inspections and Lantra Tree Risk Assessment undertaken. It was **RESOLVED** to confirm continuation to the employees.

5SC/18 SAFEGUARDING OFFICER

1. It was **RESOLVED** to place appointment of a dedicated officer on hold. The parish council operates to standard policies prepared by Action4Youth. We have membership to Action4Youth and they undertake an annual check of our operations. Councillors attend café on an ad-hoc basis to monitor activities. All volunteers and staff were offered Safeguarding Training on a regular basis, and both the Café Manager and Assistant Youth Worker were training to fulfil the Safeguarding Officer post on site.
2. It was **RESOLVED** to see if any new council members (either now or at next election) would be willing to undertake enhanced training to provide further in-house guidance.
3. It was **RESOLVED** that Cllr Nicholls would investigate some technology enhancements that would enable the council to offer quick & easy reporting of any concerns via the website/messaging and then to communicate this to youth café parents and publish on website.

6SC/18 YOUTH CAFÉ STAFFING

1. It was noted that the youth café working party were reviewing the annual contract with the Café Manager at a meeting in July. It was **RESOLVED** that the committee intended to renew the contract, pending review of any matters that arise at the meeting.
2. It was **RESOLVED** to that there was no additional need at present to recruit any paid staff. Position potentially to be reviewed in future if Assistant Youth Worker wishes to revert to a paid post, or if the staffing structure changes.

7SC/18 DATA PROTECTION OFFICER

1. It was noted that legislation had removed the requirement for parish councils to appoint Data Protection Officers. It was therefore **RESOLVED** not to progress appointment of such an officer.

2. It was **RESOLVED** that a knowledgeable member of the council would undertake an audit of the council's data protection in approximately 6 months once the new procedures etc had been bedded in.

8SC/18 **VOLUNTEER REWARDS**

1. It was **RESOLVED** that no separate summer reward was required and to continue with the annual volunteer party in January of each year.
2. It was **RESOLVED** to include an article in each Spring edition of PPP to say that council values all its volunteers, express our thanks, and include details of the event that had been enjoyed that January.

9SC/18 **OVERTIME**

Clerk offered to depart the room.

1. It was **RESOLVED** to pay the clerk for 47 hours of overtime incurred between January and March at the old SCP rate. This overtime had been pre-approved by council but had not been paid.
2. It was **RESOLVED** to pay the clerk for 66 hours of overtime incurred between April and June at the new SCP & rate. This overtime had been pre-approved by council but had not been paid.

10SC/18 **APPRAISAL OF PARISH CLERK**

A brief review was undertaken, and it was **RESOLVED** that no full meeting was required for a further annum as council was happy with the existing performance and monitoring measures. Clerk to continue to liaise with Chair of Staffing & Chair of Council on a weekly basis about workload, priorities and any issues. Council would encourage the clerk to explore extended use of additional resources and would be supportive of further development opportunities.

11SC/18 **MATTERS FOR REFERRAL TO FULL COUNCIL**

It was **RESOLVED** that the Chair of Staffing would provide an overview on the above resolutions.

12SC/18 **NEXT MEETING**

To be determined.

13SC/18 **CLOSURE OF MEETING**

There being no further business to be transacted, the Chair closed the meeting at 8.07pm.

Signed: _____

Chair

Date: _____